

Board of Education
Educational Focus Board Meeting

Monday, January 25, 2021

Remote Meeting via ZOOM - www.dupage88.net/boardstream

2 Friendship Plaza

Addison, Illinois 60101

7:30 PM

AGENDA

1. **Call To Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Petitions and Hearings**

It is the practice of this Board of Education to provide a place on the agenda for and welcome comments and suggestions from the public.

5. **Proclamations and Letters of Appreciation in Honor of Superintendent Dr. Scott Helton**

2

Board Proclamation in Honor of Superintendent Dr. Scott Helton

As we mourn the loss of District 88 Superintendent Dr. Scott Helton, who passed away on Dec. 10, 2020, we continue to celebrate, honor and remember his life and legacy through a variety of events and dedications.

The DuPage High School District 88 Board of Education has provided a proclamation to convey its heartfelt “thank you” to Dr. Helton for more than 19 years of dedicated service to the District 88 learning community and to commemorate his leadership, friendship, spirit, teamwork and commitment.

The following intergovernmental agencies and legislators also have provided proclamations and letters of appreciation in recognition of Dr. Helton’s impact on public education at the local, county, state and national levels. District 88 truly appreciates their support.

- Village of Addison
- Village of Lombard
- Village of Villa Park
- State Representatives Deb Conroy, Terra Costa Howard, Kathleen Willis and Diane Pappas
- U.S. Representative Raja Krishnamoorthi
- DuPage Regional Office of Education Regional Superintendent Dr. Darlene Ruscitti

To view the proclamations and letters, go to www.dupage88.net/ScottHeltonRecognitions.

DuPage High School District 88 Board of Education proclamation

Remembering and honoring Dr. Scott J. Helton

DUPAGE HIGH SCHOOL
DISTRICT 88

Building Futures

**ADDISON TRAIL
WILLOWBROOK**

WHEREAS, Dr. Scott J. Helton had more than 33 years of experience in education and served in a variety of capacities, including as Principal of Addison Trail High School for 11 years and as Superintendent of DuPage High School District 88 since 2012; and

WHEREAS, Dr. Helton had a tremendous ability to connect with and care for students and made a positive difference in the lives of countless individuals; and

WHEREAS, Dr. Helton could always be seen in the school auditorium during theatre events and music concerts and on the field or in the gym at athletic competitions, cheering on each and every student and never missed an opportunity to celebrate student success; and

WHEREAS, Dr. Helton believed each child could reach his or her full potential and championed student success and always put the needs of students first; and

WHEREAS, Dr. Helton was laser focused in his pursuit of accomplishing District 88's mission to work for the continuous improvement of student achievement; and

WHEREAS, Dr. Helton's passion and dedication to build futures for students were second to none; and

WHEREAS, Dr. Helton continuously implemented programs and services to help all students; and

WHEREAS, Dr. Helton was constantly looking ahead and enhanced the district's Strategic Plan; and

WHEREAS, Dr. Helton was a fierce advocate for equity and strived to ensure all students, staff, parents and community members felt welcome and safe and celebrated the diversity of the community; and

WHEREAS, Dr. Helton partnered and worked closely with local leaders and legislators to improve the district and community and was incredibly ingrained in the District 88 community and frequently volunteered to help those in need; and

WHEREAS, Dr. Helton was an ambassador for education at the local, county, state and national levels; and

WHEREAS, Dr. Helton was a loving and devoted father to his three sons, Scott Jr., Joe and Tommy; and

WHEREAS, Dr. Helton was a tremendous leader, mentor, person and friend;

THEREFORE, Be it resolved that this proclamation is presented in loving memory of Dr. Scott J. Helton. The Board of Education of DuPage High School District 88 conveys its heartfelt "thank you" to Dr. Helton for more than 19 years of dedicated service to the District 88 learning community. Dr. Helton passed away on Dec. 10, 2020, and the District 88 Board of Education would like to commemorate his leadership, friendship, spirit, teamwork and commitment. Dr. Helton will be greatly missed, and his legacy will live on for years to come.

PASSED this 25th day of January, 2021.



RICH VEENSTRA
MAYOR

Proclamation

REMEMBERING AND HONORING DR. SCOTT J. HELTON

- WHEREAS,* Dr. Helton dedicated 33 years to education while serving in numerous capacities, including Principal of Addison Trail High School for 11 years and Superintendent of DuPage High School District 88 since 2012; and
- WHEREAS,* Dr. Helton had a tremendous ability to connect with and care for students while making a positive difference in their lives; and
- WHEREAS,* Dr. Helton eagerly demonstrated his support of students by attending countless student activities including plays, sporting events, and recognition ceremonies; and
- WHEREAS,* Dr. Helton encouraged students to reach their full potential and always put their needs first, while continually implementing programs and services to help all students; and
- WHEREAS,* Dr. Helton’s passion and dedication to building futures for students were second to none, and;
- WHEREAS,* Dr. Helton partnered and worked closely with local leaders, including the staff and elected officials of the Village of Addison to improve the District and the community, and;
- WHEREAS,* He was a tremendous leader, mentor, and friend to all of us here.

NOW, THEREFORE, I, RICH VEENSTRA, Mayor, do hereby present this Proclamation in memory of Dr. Scott J. Helton. The Village as a whole conveys an extremely heartfelt “thank you” to Dr. Helton and his family for his 19 years of dedicated service to the District 88 learning community. He will be missed by many, but his legacy and contributions will live on throughout our community for many years to come.

READ AND PROCLAIMED THIS 18th day of January, 2021.



Mayor

ATTEST:


Village Clerk



**PROCLAMATION
REMEMBERING DR. SCOTT J. HELTON**

WHEREAS, Dr. Scott J. Helton served in the field of education for more than three decades; and

WHEREAS, Dr. Scott J. Helton was an advocate for students ensuring that each and every student received every opportunity available; and

WHEREAS, Dr. Scott J. Helton was not only an educator, he was a mentor and someone who aspired to do the best for the students and the staff knowing the rewards that would evolve; and

WHEREAS, Dr. Helton had a tremendous ability to connect with and care for students and made a positive difference in the lives of countless individuals; and

WHEREAS, Dr. Scott J. Helton also served as a leader to his staff and strived to inspire the teachers and administrators to go the extra mile knowing the positive impact this would have on the district and the students; and

WHEREAS, Dr. Scott J. Helton's professionalism and dedication to the district and the community have made a lasting mark and will be used as stepping stones for future educators; and

WHEREAS, Dr. Scott J. Helton's legacy will be long remembered for all of his accomplishments in the field of education and for empowering students - the very students who will become the next generation of leaders of our country; and

WHEREAS, the future of these students is the result of Dr. Scott J. Helton's guidance, knowledge, inspiration and determination;

WHEREAS, Dr. Helton was a loving and devoted father to his three sons, Scott Jr., Joe and Tommy;

NOW, THEREFORE, I, Keith Giagnorio, President of the Village of Lombard, convey the appreciation of our Village Board, staff and residents of our community for the unselfish outpouring of love, leadership, friendship and spirit that Dr. Scott J. Helton so willingly gave and share our most sincere sympathy to the family of Dr. Scott J. Helton and School District #88 students and staff on the passing of Dr. Scott J. Helton on December 10, 2020.



Keith T. Giagnorio
Village President



Village of Villa Park

20 South Ardmore Avenue, Villa Park, Illinois 60181-2696

Albert Bulthuis, Village President
Hosanna Korynecky, Village Clerk
Rich Keehner, Jr., Village Manager

www.invillapark.com

Phone (630) 834-8500
Fax (630) 834-8967
TDD (630) 834-8589

PROCLAMATION TO REMEMBER AND HONOR DR. SCOTT J. HELTON

WHEREAS, Dr. Scott J. Helton had more than 33 years of experience in education and served in a variety of capacities, including as Principal of Addison Trail High School for 11 years and as Superintendent of DuPage High School District 88 since 2012; and

WHEREAS, Dr. Helton had a tremendous ability to connect with and care for students and made a positive difference in the lives of countless individuals; and

WHEREAS, Dr. Helton could always be seen cheering on every student and never missed an opportunity to celebrate student success; and;

WHEREAS, Dr. Helton believed each child could reach his or her full potential and championed student success and always put the needs of students first; and

WHEREAS, Dr. Helton's passion and dedication to build futures for students were second to none; and

WHEREAS, Dr. Helton was a fierce advocate for equity and strived to ensure all students, staff, parents, and community members felt welcomed and safe and celebrated the diversity of the community; and

WHEREAS, Dr. Helton frequently volunteered to help those in need; and

WHEREAS, Dr. Helton was a loving and devoted father to his three sons, Scott Jr., Joe, and Tommy; and

WHEREAS, Dr. Helton was a tremendous leader, mentor, person, and friend;

THEREFORE, Be it resolved that this proclamation is presented in loving memory of Dr. Scott J. Helton. The Village of Villa Park Village Board conveys its heartfelt "thank you" to Dr. Helton for more than 19 years of dedicated service to the District 88 learning community. Dr. Helton passed away on Dec. 10, 2020, and the Village of Villa Park Village Board would like to commemorate his leadership, friendship, spirit, teamwork, and commitment. Dr. Helton will be greatly missed, and his legacy will live on for years to come.

Dated this 7 of JANU, 2021.



Albert Bulthuis
Village President

ATTEST:

Hosanna Korynecky
Village Clerk



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HOUSE RESOLUTION

WHEREAS, The Illinois House of Representatives wants to recognize the contributions and career of Scott J. Helton, Ed.D., Superintendent of DuPage High School District 88, who tragically passed away on December 10, 2020; and

WHEREAS, Dr. Helton had more than 33 years of experience in education and served in a variety of capacities, including as principal of Addison Trail High School for 11 years and as superintendent of DuPage High School District 88 since 2012; and

WHEREAS, Dr. Helton was an educator who was passionate about advancing the education of students entrusted to his care; and

WHEREAS, Dr. Helton had a tremendous ability to connect with and care for students; he made a positive difference in the lives of countless individuals; and

WHEREAS, Dr. Helton could always be seen in the school auditorium during theater events and music concerts and on the field or in the gym at athletic competitions, cheering on each and every student; he never missed an opportunity to celebrate student success; and

1 WHEREAS, Dr. Helton believed each child could reach his or
2 her full potential; he championed student success and always
3 put the needs of students first; and

4 WHEREAS, Dr. Helton was laser focused in his pursuit of
5 accomplishing District 88's mission to work for the continuous
6 improvement of student achievement; and

7 WHEREAS, Dr. Helton was not merely an educational advocate
8 for District 88 but for students throughout DuPage County and
9 the State of Illinois; and

10 WHEREAS, Dr. Helton's passion and dedication to build
11 futures for students were second to none; and

12 WHEREAS, Dr. Helton continuously implemented programs and
13 services to help all students; and

14 WHEREAS, Dr. Helton was constantly thinking about the
15 future and worked to enhance the district's Strategic Plan;
16 and

17 WHEREAS, Dr. Helton was a fierce advocate for equity; he
18 worked to ensure all students, staff, parents, and community
19 members felt welcome and safe, and he celebrated the diversity

1 of the community; and

2 WHEREAS, Dr. Helton partnered and worked closely with
3 local leaders and legislators to improve the district and
4 community; he was deeply ingrained in the District 88
5 community and frequently volunteered to help those in need;
6 and

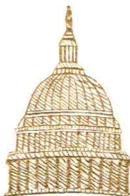
7 WHEREAS, Dr. Helton was a loving and devoted father to his
8 three sons, Scott Jr., Joe, and Tommy; and

9 WHEREAS, Dr. Helton was a tremendous leader, mentor,
10 community pillar, person, and friend; and

11 WHEREAS, Dr. Helton will be greatly missed and remembered
12 for his leadership, friendship, spirit, teamwork, and
13 commitment; his legacy, in both his sons and the students he
14 served, will live on for years to come; therefore, be it

15 RESOLVED, BY THE HOUSE OF REPRESENTATIVES OF THE ONE
16 HUNDRED SECOND GENERAL ASSEMBLY OF THE STATE OF ILLINOIS, that
17 we recognize the contributions and career of Scott J. Helton,
18 Ed.D. and his more than 19 years of dedicated service to the
19 Board of Education of DuPage High School District 88; and be it
20 further

1 RESOLVED, That a suitable copy of this resolution be
2 presented to the family of Scott J. Helton, Ed.D., and the
3 Board of Education of DuPage High School District 88 as an
4 expression of our respect and esteem.



MEMBER OF CONGRESS
WASHINGTON, D.C.

RAJA KRISHNAMOORTHY
8TH DISTRICT, ILLINOIS

January 14, 2021

Scott Helton, Jr.
Joe Helton
Tom Helton
c/o DuPage High School District 88
2 Friendship Plaza
Addison, Illinois
60101

Dear Scott, Joe and Tommy,

I learned only recently of the passing last December of your father, Dr. Scott Helton.

I want to share my deepest condolences with you and the entire Helton family. I had the opportunity to meet with Dr. Helton a number of times in the course of my official duties, and was deeply impressed by his intelligence and commitment to the families, students and educators he served as superintendent of District 88.

I also remember his personal warmth and sense of humor.

I can only imagine the void his passing leaves in your lives, and hope that you take some comfort from memories of the time you enjoyed together, and the knowledge that many lives were shaped and made better by his service as a mentor, coach, teacher and leader.

Sincerely,

Raja Krishnamoorthi
Member of Congress

DuPage Regional Office of Education proclamation

Remembering and honoring Dr. Scott J. Helton

DUPAGE HIGH SCHOOL
DISTRICT 88

Building Futures
ADDISON TRAIL
WILLOWBROOK

WHEREAS, Dr. Scott J. Helton had more than 33 years of experience in education and served in a variety of capacities, including as Principal of Addison Trail High School for 11 years and as Superintendent of DuPage High School District 88 since 2012; and

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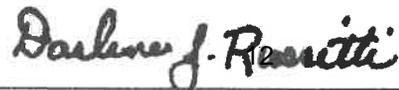
WHEREAS, Dr. Helton was an ambassador for education at the local, county, state and national levels; and

WHEREAS, Dr. Helton was a loving and devoted father to his three sons, Scott Jr., Joe and Tommy; and

WHEREAS, Dr. Helton was a tremendous leader, mentor, person and friend;

THEREFORE, Be it resolved that this proclamation is presented in loving memory of Dr. Scott J. Helton. The DuPage Regional Office of Education conveys its heartfelt "thank you" to Dr. Helton for more than 19 years of dedicated service to the District 88 and DuPage County learning communities. Dr. Helton passed away on Dec. 10, 2020, and the DuPage Regional Office of Education would like to commemorate his leadership, friendship, spirit, teamwork and commitment. Dr. Helton will be greatly missed, and his legacy will live on for years to come.

PASSED this 25th day of January, 2021.



Dr. Darlene Ruscitti
Regional Superintendent



**Sharing Information- District 88 Virtual Memorial for Superintendent Dr. Scott Helton
(7:00 p.m. January 28, 2021)**

District 88 Superintendent Dr. Scott Helton had more than 33 years in education and served in a variety of capacities, including as Principal of Addison Trail for 11 years and as Superintendent of District 88 since 2012.

He was incredibly ingrained in the District 88 community and helped build positive futures for countless students through his contributions to public education and coaching football, wrestling and track. He was a tremendous advocate for education, who always put the needs of students first – his passion and dedication were second to none. He was laser focused on making sure District 88 connected with and cared for each and every child, and he was relentless in his pursuit of accomplishing the district's mission to work for the continuous improvement of student achievement. Dr. Helton will be greatly missed, and his impact on our schools and community and the legacy he has left behind will last for years to come.

District 88 will host a virtual memorial to celebrate Dr. Helton, which will air at 7 p.m. on Jan. 28. We invite everyone to view the service. Details of that event – as well as information regarding a scholarship fund in Dr. Helton's name and an opportunity to send messages to his family – are available at www.dupage88.net/ScottHelton.

Remembering and celebrating the life of Dr. Scott J. Helton

Aug. 13, 1962 – Dec. 10, 2020

Dr. Scott J. Helton had more than 33 years of experience in education and served in a variety of capacities, including as Principal of Addison Trail for 11 years and as Superintendent of DuPage High School District 88 since 2012. He was incredibly ingrained in the District 88 community and helped build positive futures for countless students. Dr. Helton will be greatly missed, and his impact and legacy will last for years to come.



EVENTS TO HONOR DR. SCOTT J. HELTON

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As we continue to mourn the loss of District 88 Superintendent Dr. Scott J. Helton, we would like to share the opportunities below to remember and celebrate his life.

DISTRICT 88 MEMORIAL SERVICE

7 p.m. on Jan. 28, 2021

www.dupage88.net/ScottHeltonMemorialService

VIRTUAL FUNERAL SERVICE

www.dupage88.net/RememberingScottHelton

DEDICATIONS/EVENTS IN HONOR AND MEMORY OF DR. HELTON

www.dupage88.net/site/page/12434

SCHOLARSHIP FUND

Dr. Helton had a tremendous ability to connect with and care for students and was a fierce advocate for each and every pupil. In honor of Dr. Helton's legacy, his family has joined with the Partnership for Inspired Education (PIE) Foundation – a 501(c)(3) charitable organization that serves public school students in districts 4, 45, 48 and 88 – to establish a scholarship to support and champion the educational success of students with need. To donate to the Dr. Scott J. Helton Scholarship Fund, go to www.dupage88.net/ScottHeltonScholarship, or mail a check to:

PIE Foundation
2 Friendship Plaza
Addison, IL 60101

* PLEASE PUT "DR. SCOTT J. HELTON
SCHOLARSHIP FUND" IN THE MEMO

SHARE A MESSAGE OF SYMPATHY

Those who would like to send the Helton family messages of sympathy and condolences are invited to do so at

www.dupage88.net/MessagesforHelton.

7. Recognition of District 88 Successes

A. 88's Best Students

88's BEST

At the Board of Education meeting, we will be honoring two students as 88's Best for their Extra Curricular Activities.

Attached you will find information about Dylan Moran from Addison Trail and Grace Tumilty from Willowbrook, the January 25, 2021 honorees.

DISTRICT 88'S BEST

Dylan Moran

His presence is well known at Addison Trail; every morning – when we were in school – Dylan could be found in the Commons area with his friends, starting the morning with a competitive game of chess. When the bell rang, he would attend classes all day, and then after school would run straight to cross country or track practice. He is dedicated, kind, and does not always like the attention he acquires through his talented performances on the cross-country course. But his quiet, influential, and commanding leadership both in class and with his fellow athletes is more than worthy of this award. It is with great pleasure that we recognize senior Dylan Moran as District 88's Best for January in the category of Extra-Curriculars.

For four years, Dylan has run cross country and been a part of the winter and spring Track and Field teams. He has also managed a rigorous academic schedule, taking eight advanced placement courses and six honors courses – all with outstanding grades. He balances both by sharpening his focus for whatever task is at hand – and compartmentalizing other things until the time comes for him to focus on those. As he's racing, he doesn't worry about homework – and as he's studying, he doesn't worry about racing. This has proved a successful strategy for Dylan – he has an outstanding GPA which he is incredibly proud of, and he has shattered records on both the track and cross-country teams. Dylan's athletic ability far transcends runners of past years; he has been to sectionals three years in a row in cross country, he qualified for the state cross country meet last year as a junior, and as a sophomore he broke the track and field two-mile record - and then did that again as a junior. His coaches are incredibly proud of him, both for what he has accomplished and for the culture change he has brought to both teams.

Brad Donaldson, cross country coach, says, "Dylan joined our program as a talented freshman after participating in our summer camp during junior high. He will leave AT as the most accomplished cross country in program history. He is a 2x All Conference Medalist (finishing 3rd in 2019&2020) Freshman/Sophomore year he finished 2nd in each lower level race. He is a 4x Regional Team participant, a 3x Sectional qualifier and State Finalist in 2019 (no state meet in 2020), setting a school record with his state finals performance...The thing that really stands out about Dylan is his drive and determination to succeed. Not only did he have high expectations for himself but he followed through on his plans to achieve them. Everyone wants to be elite- until it is time to be elite. Most athletes aren't willing to make the sacrifice of time and effort to achieve lofty goals. Dylan was more than willing. You could see the determination as he finished a race or fought through a tough workout or dragged his teammates through an extended Long Run. He would not be denied. Dylan was a wonderful representative of our program and Addison Trail. His leadership will be missed. We had one of our best teams this past season (during the Covid disruption) and I firmly believe that our success was rooted in his leadership skills and abilities. He was able to organize and coordinate his teammates in the time that

we could not be together and when we were finally able to practice, it was like we hadn't missed a beat. Throughout a season that saw us never run a common course from prior years or participate in an invitational meet this year could have been a real challenge but his attitude and leadership kept the team in flow and culminated with us almost qualifying as a team for Sectionals (1spot removed). Dylan's impact on our program is immeasurable and it is fitting that he is being honored as one of 88's Best."

Jim Ziebka, track and field coach, also says this about Dylan: "I have been so fortunate to have Dylan on the Track & Field team over the last 4 seasons. I still remember when Dylan reported to the first day of practice when he was a freshman. He was so little! I honestly was worried that he would be trampled in the fieldhouse. Dylan has grown up a lot since then to become an outstanding student-athlete. As an elected team captain, Dylan leads by example with his indomitable work ethic. In my 15 years at AT, I have not coached a student-athlete more committed to his craft than Dylan. Dylan has rewritten the AT records for distance running. His talents, leadership, presence, and personality will be sorely missed by many upon his graduation. Over the years, Dylan has also volunteered with our team at the Northern Illinois Food Bank, Kiwanis Peanut Days, and at numerous concession stand events. He was always all in to help the Track & Field program. I will remain hopeful to watch Dylan wear the Navy Blue and White again this year. Dylan is certainly most deserving of this award. Congratulations!"

Dylan's biggest reward in being a student athlete is that he has truly changed the culture of cross country and track and field at Addison Trail. When he first began, he noticed that the guys were not really into training – many joined the sport just to hang out with their friends. But, Dylan leads by example – so he started doing winter and summer camps and got his peers to join him and be more involved in the sport. He says, "It's been a journey to try and do that – my hope for the future is that when I graduate, people will keep doing that." He speaks fondly of his coaches and teammates, revealing that they are the ones who motivate him to keep going. He appreciates their positivity to what he does and says, "they aren't quick to judge, they're quick to correct – that's what pushes me."

Dylan's favorite subject in school is Science – and no surprise, Dylan has found a way to combine his love of the subject matter with his love for the sport. He started taking classes on the human body, and has taken Anatomy and Physiology, Bio-Medical Science, Medical Careers, and AP Biology. His teachers speak highly of him, complimenting him on his leadership and desire to learn. Ms. Kira Bonk, Science teacher, says, "Dylan is an incredibly funny, bright, and hardworking student athlete. He was a joy to have in AP Physics and it was obvious that Dylan is not the kind of person who gives up when faced with a challenge. Congrats, Dylan!"

Ms. Carolyn Erwin, Science teacher, says, "As a student in AP Biology this year, Dylan has consistently impressed me with the overall quality of his work and his ability to convey complex ideas. He participates in class all the time, which I appreciate so much in our current learning mode! He is present, timely, brilliant and hard-working. All of these attributes will equate to continued success for his future endeavors. It is a pleasure to have him in class and my congratulations to him and his family for his academic and athletic prowess."

And Ms. Aileen Sullivan, Science teacher, says, "I met Dylan when he was a freshman in one of my Biology Honors classes. He was always inquisitive and striving to do his best. Aside from his strong academics, it was quickly apparent that he also had a good heart. Classmates were drawn to him because of his self-confidence, intelligence, friendliness, and good humor. These wonderful qualities were also evident as a team member of Science Olympiad. As a young member, he was sought out by older

members of the group because he was a team player - dependable and hard working. There was even one Science Olympiad event where Dylan competed in a running event BEFORE Science Olympiad and still made it to our competition by 9am with a smile on his face! I will never forget his dedication and perseverance. Even though he didn't choose to remain a part of Science Olympiad, it has been nice to hear of his successes particularly in athletics. Dylan is a passionate person who will be successful in whatever he pursues. I look forward to seeing him come back to share his story years from now, perhaps as a future Tradition of Excellence recipient. Best wishes to Dylan!"

Dylan really enjoys science, but he has also had other teachers who have had an influence on his academic career. He speaks of Math teacher Ms. Itzel Carranza, remembering her 8th period class freshman year. She was the reason Dylan wanted to go to school – she created bonds with her students and he enjoyed that. Dylan also recalls taking a class with Mr. Mike Maaske, Business Education teacher, and appreciated learning about the real world and how to navigate through it. Mr. Maaske says of Dylan, "I met Dylan when he was a freshman in my Introduction to Business class and then again when he took Keyboarding during his junior year. He earned A's in those classes because he is such a hard worker and always strives to do his best. I have followed his athletic career and know that he has the same traits there. I am proud of all his accomplishments and agree that he is one of District 88's Best. Congratulations Dylan!"

Ms. Lindsay Bugajsky also says, "I had Dylan in Advanced Algebra two years ago and wanted to reach out because he was one of my best (if not the best) students that year. Dylan was very self-motivated and always asked questions that not only clarified his understanding of the material but also went a step ahead and challenged what he was learning. I was continuously impressed with his work ethic but also his natural ability to be a leader in the classroom. He was able to help other students and many would seek out his guidance because they knew he was someone they could count on to explain problems well. He would stay after class, just to finish work and also chat about things that were going on outside of the classroom. I miss having him as a student in class and am not surprised that he was nominated for this award! Congrats, Dylan!"

And lastly, Ms. Amy Ferraro, English department chair, says, "Dylan was a bright light in AP Language last year - prepared, thoughtful, willing to engage in class discussions, and challenge himself and his peers. I was most impressed with his humility. Dylan doesn't love to write, but he was always willing to ask for help and share his work with the class in an effort grow. He is a witty and kind and genuine young man who is an excellent role model for his peers. Dylan was in my class the moment he heard the news that he had qualified for cross country state competition. I will always remember the smile on his face as he stepped into the hallway to call his mom to let her know. He's a great kid who is so deserving of this award. I see nothing but success in his future."

Clearly, Dylan has made a huge impact on his coaches, his peers and his teachers, and will undoubtedly continue to do so. Dylan plans to attend Elmhurst University in the Fall of 2021, where he will study exercise science and run for the cross country and track teams. He will surely have a similar impact on his peers there as he did at Addison Trail, and we look forward to seeing what Dylan will accomplish at the collegiate level.

To underclassmen, Dylan repeats an important message – get involved. He knows what an impact sports and activities have had on his four years at Addison Trail, and reiterates the importance of having something to get your mind off of school work – even if it is only for a few hours a week.

Being an accomplished student athlete is not easy – but Dylan makes it seem like no big deal. He successfully navigates his academic world, and then goes on to conquer the sports world, all the while bringing his peers along with him for that rewarding journey. Congratulations, Dylan, on this high honor, and we are proud to forever call you a Blazer.

DISTRICT 88'S BEST

Grace Tumilty

Willowbrook High School senior Grace Tumilty has built an outstanding record of academic and co-curricular achievements at Willowbrook High School. She attributes her success and achievement to the support provided by her family and teachers, as well as her desire to be the best student, person, and teammate she can be. As a result of her commitment to success, Grace has earned the recognition of being named as one of DuPage High School District 88's Best.

As a student, Grace consistently pursues the most rigorous courses available at Willowbrook High School. At the conclusion of her high school career, she will have successfully completed 9 advanced placement courses, dual credit courses, as well as a multitude of honors courses. As a result of her academic success, Grace has been recognized as a National AP Scholar, Outstanding Student of the Physical Education Department, and has been named to the Distinct Honor Roll each semester of her high school career. Grace is also an inductee of the National Honor Society, National English Honor Society, and Civitas, our Social Studies Honor Society.

Beyond the classroom, Grace commits her time and talents to a variety of teams, events, clubs and activities at Willowbrook. She is a visible leader throughout our school as a member of our Blue Crew, Youth Equity Stewardship group, and as a course leader in our Physical Education Department. Grace is also a multi-sport athlete, having competed in volleyball, basketball, and soccer in previous years, serving as a captain for each. She has been recognized as an All-Conference athlete in soccer as well as IHSA All-Sectional Honorable Mention. Grace also earned All-Conference honors for basketball her sophomore year. These recognitions preceded an injury that forced her to miss portions of her junior seasons, but has returned to competition as a varsity tennis player thus far this year (her fourth sport) and looks forward to competitions this spring to conclude her high school career.

Grace's abilities and talents are evident throughout Willowbrook High School.

Mr. Mike Haussmann, Physical Education Teacher, says, "Grace is a fantastic young person who gives her all at all times. She's both mentally and physically tough while remaining very pleasant and friendly to all around her.

I really appreciated having Grace in our Leadership Training Class last year and even though she injured her knee, she chose to remain with our class, on crutches and stayed engaged. Even when we went out to the stadium or down into the fitness center, Grace was with us and a leader in our class."

Ms. Mary Doro, Learning Services Teacher and Coach, adds, "Tumilty is a phenomenal athlete across several sports. However, what sets her apart is her determination and ability to work with anyone on and off the field. She is a true leader and great teammate, adapting to fit other's style of play. She is extremely coachable and a privilege to work with."

Mr. Terry Artman, Social Studies Teachers, states, “Grace is in my AP Psychology class. She has adapted to the new style of learning and is engaged and ready to go every day in class. She is a respectful student in the classroom and always ready to learn.”

Ms. Amy Stark, Physical Education Teacher, also says, “Grace has been a leader in my Freshman PE class all year. She is an outstanding role model for all students, but especially the younger ones during this time of remote learning. Grace always has her camera on, is willing to answer questions and serves as an example during class demonstrations without hesitation. She is not afraid to speak up or to discuss struggles that she may have had learning via zoom, and even gives suggestions to help others who may be having the same issues. Grace is an outstanding leader and role model on the court, on the field, and in the classroom.”

Mr. Pete Montgomery, Social Studies Teacher and Soccer Coach, says, “It has been an absolute pleasure to coach Gracie in the soccer program. She is one of the most fierce competitors I have coached in my 27 years. What makes her unique and special is that in addition to that competitiveness, she is also humble, kind, and has a great sense of humor. Above all that, what makes her the most fun to coach has to be the way she shows absolute joy in learning, working, improving, and playing the game. She is an excellent representation of District 88!”

Ms. Julie Foster, Physical Education Teacher, adds, “Grace was one of the PE department's Outstanding Students of the Quarter her Sophomore year! She is kind, hard-working, and a positive role model for all students at Willowbrook High School. She is now an excellent senior leader in our Frosh/Soph PE classes. She is an exceptional student-athlete balancing AP/Honors courses and taking part in many extracurricular activities.”

Mr. Brett Maguire, Social Studies Department Head, includes, “Gracie is truly one of Willowbrook and District 88's finest. As a freshman, Gracie was dedicated from the start to be her best. In AP Human Geography she excelled, but not always because concepts came to her easily, but because she strove to understand. She truly had a passion for excellence and doing all that she could be perform at the highest level. This continued throughout her freshmen year and beyond as she has never ceased to focus on self-improvement and focusing to achieve her full potential. It is an honor to have taught her and help guide her along her journey.”

Grace’s plans for the future include applying to the University of Notre Dame, Grand Valley State, Dayton, Carthage College, and Carroll College, where she plans to continue her athletic career and study Biology, while considering a career in medicine or education.

Willowbrook High School is proud and honored to recognize Grace Tumilty for her success, both academically and beyond the classroom, and for exemplifying what it means to be one of District 88’s Best!

8. Educational Focus Item

A. Remote Learning Instructional Showcase- AVID Programming

25

EDUCATIONAL FOCUS

Remote Learning Instructional Showcase – AVID Programming

District 88 Assistant Principal Courtney DeMent, along with Addison Trail AVID teachers Claire Sychta, Mike Rosengrant, Ryan Peronto, and Shannon Le will showcase the AVID curriculum and how they have engaged students during Remote Learning.

Mrs. Yvonne Tsagalis, Assistant Superintendent for Curriculum and Instruction, will also be asking the Board for approval to offer AVID 11, which is the next course in the sequence.



AVID at Addison Trail High School

January 25, 2021
Board of Education Meeting



Welcome!

AVID Staff

Principal: Michael Bolden

AVID District Coordinator: Yvonne Tsagalis

AVID Building Coordinator: Courtney DeMent

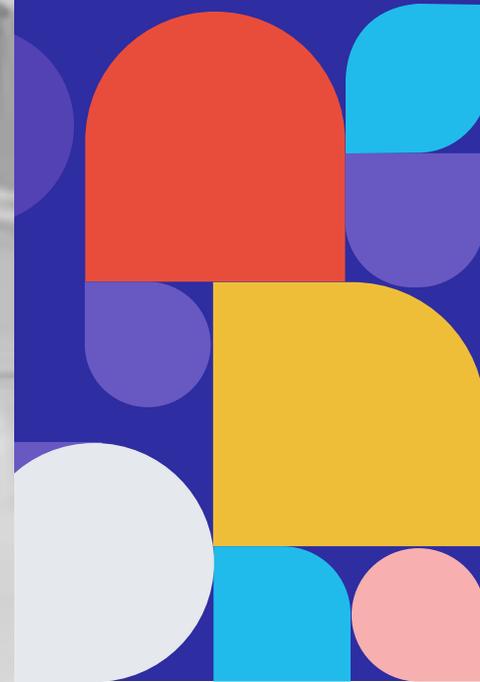
AVID Counselor: Dana Marine

AVID 10 Elective Teachers: Ryan Peronto,
Shannon Le

AVID 9 Elective Teachers: Mike Rosengrant,
Claire Sychta

What is *AVID*??

- Advancement Via Individual Determination
- A program dedicated to preparing all students for college readiness and success in a global society
- Support structure for students
- Exposure to college and career options
- Rigorous course designed to help students become self-advocates



What is AVID?!

Let's Hear from some students...



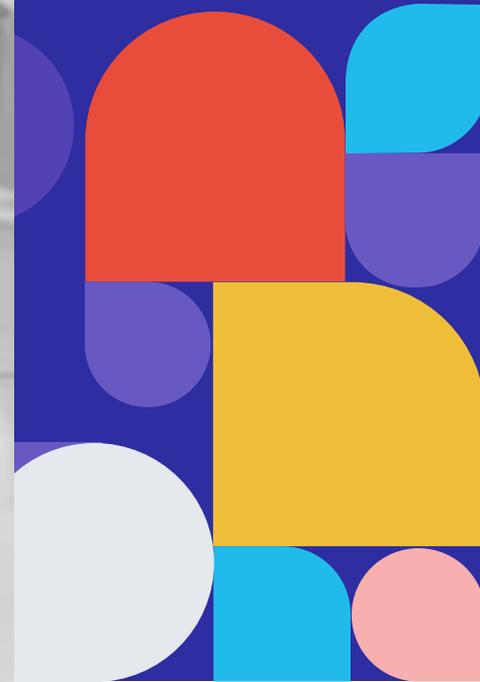
https://drive.google.com/file/d/1BtPif17NOXXW_uq12yoxz5oV40/view?usp=sharing

What is AVID? Sample Weekly Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
AVID Curriculum	Tutorials	AVID Curriculum	Tutorials	College and Career Activities

Community & College Component

- Team Building
- Service-Learning
- College Tours
- Classroom Speakers
- College & Career Planning



AVID Elective Classes



AVID 9

What does it look like?

- Develop organizational structures to help you navigate your classes
 - Binders
 - Daily planners
- Focus on self advocacy
- Building rapport with each other
- Instructional Strategies to help in your content classes
 - Reading strategies
 - Focused Note-taking
 - Problem solving strategies
 - Organizational strategies
- Tutorials

AVID 9– This year we...

- Learned core AVID principles and how to apply them in other courses in a remote setting...
 - Organization
 - Time Management
 - Digital Skills
 - Focused Note Taking Skills
 - Goal Setting
- Collaborated, researched, planned, and presented group Community service projects.
- Held Collaborative Study Groups (CSG) on Google Jamboard.
- Used Google Digital Applications in a remote classroom
- Held Virtual Field Trips to Colleges and Universities

ANIMAL SHELTER DONATIONS



WHO: The AVID-9 students would like to collect donations for local animal shelters in need of supplies.

WHAT: We would like to take the time, give back to our community, collect items, and donate.

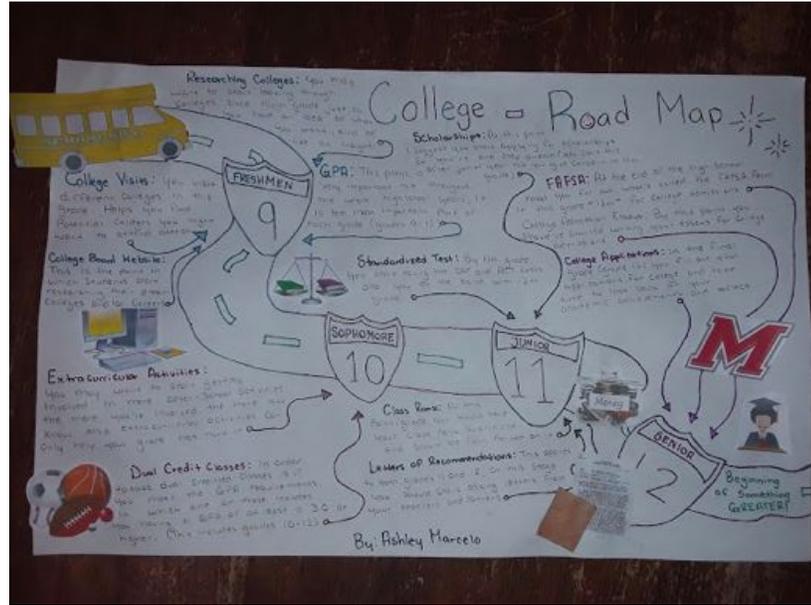
WHEN: The week of Monday, January 25th- Friday, January 29th.

WHERE: Please drop off donated items at Door 1 in the box labeled: "AVID Donations"

WHY: As a group we would like to give back to our community in a safe and beneficial way. Every winter, many animal shelters find themselves overwhelmed with animals and lacking supplies such as toys, food, doggy bags, grooming items, and so much more.

Wish List:

- Stainless Steel Dog/Cat Bowls
- Wet Kitten Food
- Cat and Dog Wet Food
- Cat litter (Non-Clumping)
- Feather Cat Toys
- Other Cat Toys
- Dog Poop Bags
- Stuffing-less Plush Dog Toys
- Kongs (Med/Lg/XL)
- Kong Wobbler
- Tug Toys
- 6ft Nylon Leashes
- Treats (Soft or moist only)
- Paper Towels
- Bleach
- Newspaper *Shredded to 1-2 inch wide strips is immensely appreciated)
- Gift cards to Petco, Pet Supplies Plus, Petsmart, etc.



Vocabulary words/terms & definitions

What are some vocabulary words/terms you can take from the essential question? Define them below. Give examples for both explicit and implied (not obvious) terms.

- **Creativity:** The use of imagination or ideas, especially in the creation of an artistic work.
- **Culture:** the arts and other manifestations of human intellectual achievement regarded collectively
- **Different:** Stand out rather than fit in to a group of people or friends
- **Individual:** single, separate
- **Uniqueness:** being the only one of its kind not repetitive or same as everyone else
- **Imagination:** use your imagination to be different from everyone else.

Who

I think we could help families and children. We can help them by giving them supplies they need. Times are difficult through the pandemic and it will be great to help the ones in need. We can also help senior citizens as well as all the people in need. It is good to help people because you never know when u will be struggling too.



Exploring the ATHS Virtual Activity Fair

Directions: One of the most important things you can do during your high school career is to get involved! Today, you will be exploring our school's activity fair to see what certain clubs, events, or groups you might be interested in. You will have the time in class today to choose 3 clubs; watch the videos provided and learn a little more about the sponsors of each group. Click on the link below to begin exploring!

Click here: [Addison Trail HS Activity Fair](#)

Club #1: Interact Club

What is the club about/why are you interested in possibly joining? (List 2 reasons)
This club is about interacting with people in need and interacting with each other. I am a very socially awkward person and I think this club will help me become more social. Another thing is because I love helping people I grew up helping people because I helped and still helped in a church.
Who are the sponsors of this club? What department are they from in AT?
Miss Sychla(you) and Mr. Delon

What are some events/activities mentioned that you would be interested in joining?
I think I would really like to

Club #2: Academic team

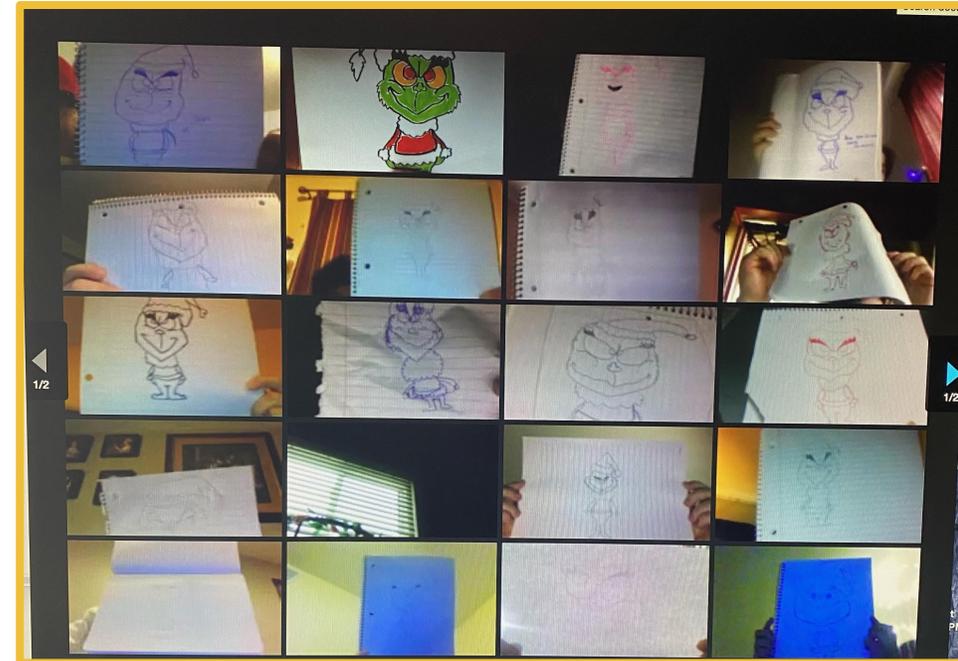
What is the club about/why are you interested in possibly joining? (List 2 reasons)
It's 5 vs 5 people. They are asked trivia questions and whoever has more points, wins. I really like this club because I love trivia questions (even if I'm really bad at it). Another reason to join is because this seems like a good way to talk and meet new people.

Who are the sponsors of this club? What department are they from in AT?
MARLO RIVERA
Miss. Bonk and Mr. Jackson

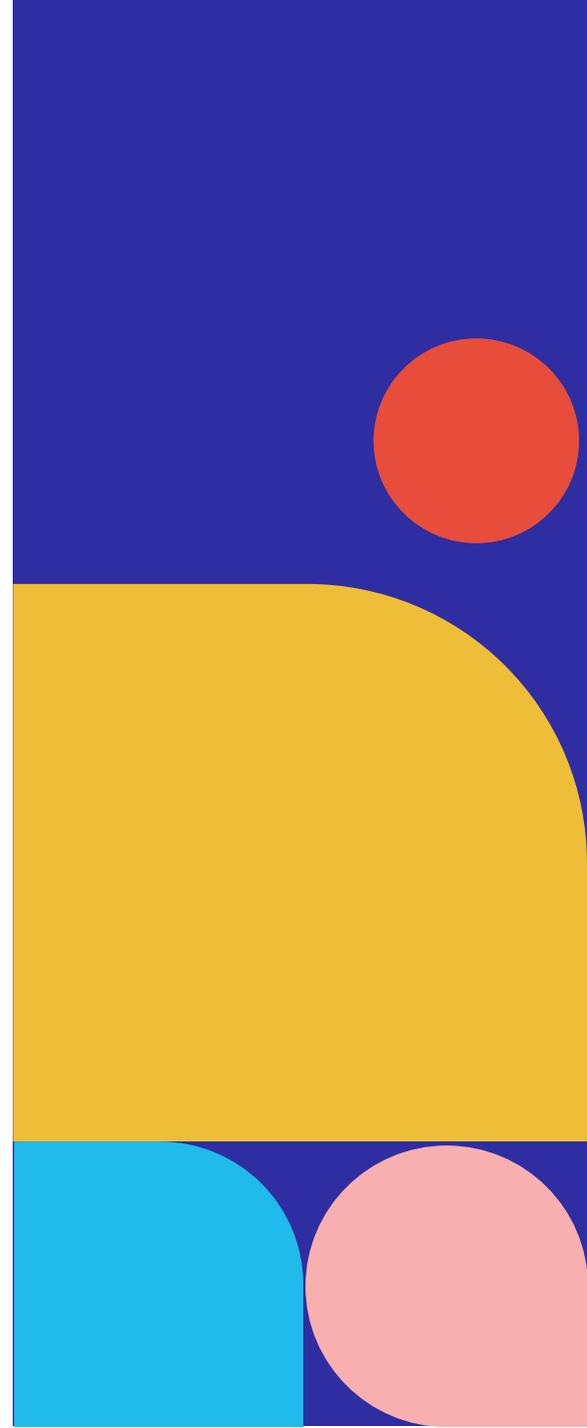
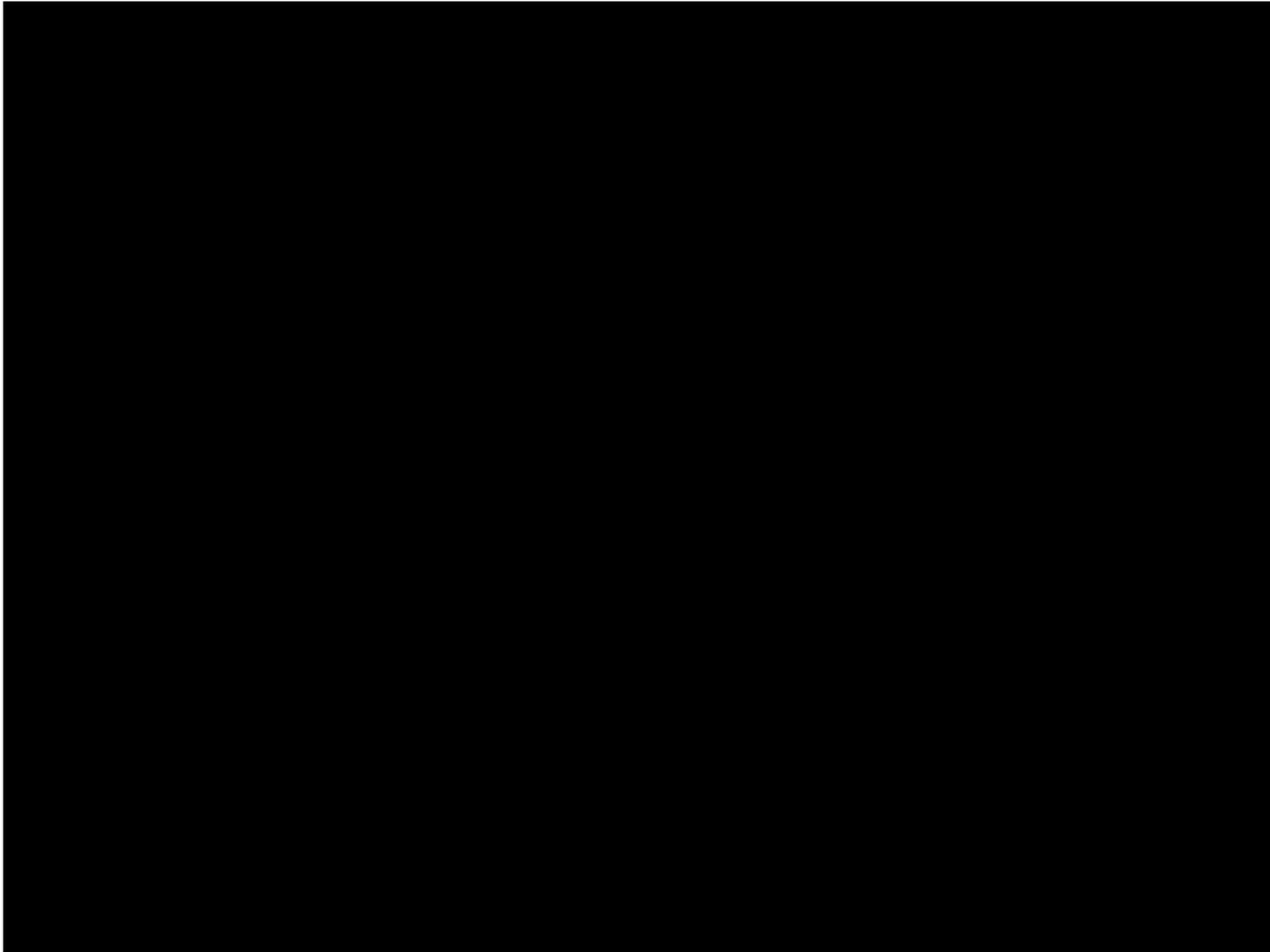
What are some events/activities mentioned that you would be interested in joining?
The trivia questions seem really interesting I would really like to try it out.

Club #3: The Debate Club

What is the club about/why are you interested in possibly joining? (List 2 reasons)
I've always wanted to be in the debate club. I've always been the person to always start up a discussion because it fascinates me to see both sides of the story to maturely argue about whatever we are talking about. This club will help me do this because its a club that



Let's hear from an *AVID* 9 student



AVID 10

What does it look like?

EQs:

How can change help improve my academic career?

How do my responsibilities in AVID change in 10th grade?

- Continue the work you started last year
- Focus on the 5 Themes - MUSE
 - Meticulous - organization, planning, writing
 - Urbane - vocab, interview/presentation skills, communication
 - Sagacity (grades and test prep)
 - Edify - team building, conflict resolution, community service
- Key focus on examining career options

AVID 10 – This year we...

- Reviewed core AVID principles and how to modify for a remote setting
 - Focused Note Taking
 - Organization
 - Study Skills
- Held virtual tutorials using Google docs, breakout rooms, and Jamboard
- Investigated the “sophomore slump” and created solutions on how to navigate sophomore year
- Worked on expanding our vocabulary to prepare for college admissions and testing
- Researched various career fields that matched skills and values
- Continued to build community



The Key

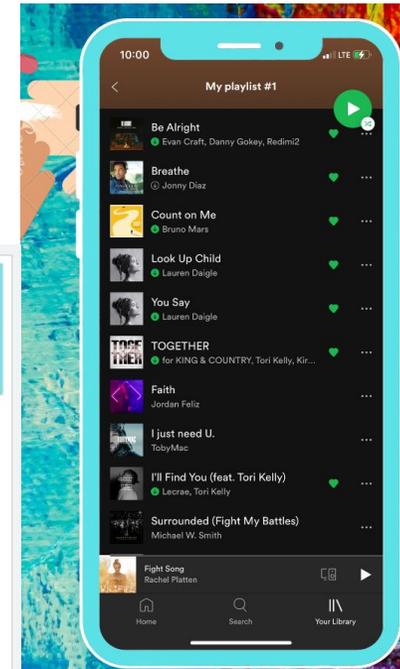
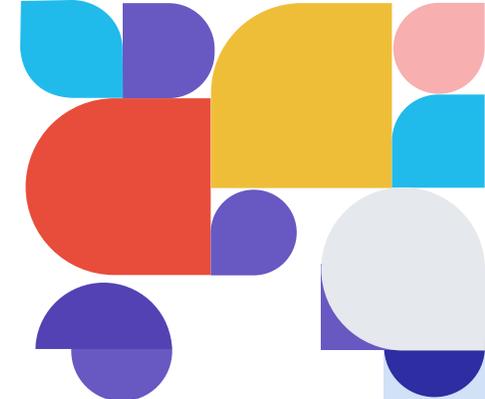


The Key Songs

1. Borderline-Tame Impala
2. Looking out for you Joy Again
3. Big Poppa-The Notorious B.I.G.
4. You know how we do it Ice Cube
5. Oblivion-Grimes
6. My Ordinary Life-The Living Tombstone
7. Heart of Glass-Miley Cyrus cover
8. Material Girl-Madonna
9. More than a woman-Bee Gees
10. Stayin Alive-Bee Gees

WEEK VIEW MONTH: October Week of 10/19-10/23

Monday 10/19	Tuesday 10/20	Wednesday 10/21	Thursday 10/22	Friday 10/23
	Chemistry Honors: Chemthink ✓ Alg/Geo Honors: Graphing intercept and slope intercept hw ✓	AVID 10: TRF Alg/Geo Honors: Graphing in point-slope hw ✓ Chemistry Honors: Isotope Practice ✓ English Honors: Journal #3 ✓	AVID 10: Week 7 and 8 vocab quiz ✓ English honors: Pop quiz questions ✓	Chemistry Honors: Avg Atomic Mass wk ✓ U.S History: colonization economic activities ✓ Alg/Geo Honors: Choose the best method hw ✓ Zero Hour: Week 9 journal ✓
			Sunday	
			English Honors: Analyzes questions ✓	



Look at formula-How to name?

Is it acid? (H first in formula) → Yes: Is Oxygen present? → Yes: Look at anion name ending → Ending: -ate, -ite, -ate, -ite → Acid name: -ic Acid, -ous Acid

Is it binary molecular? → Yes: 1) keeps it's name (not for nitrogen), 2) 2nd gets "IDE" ending (sulfide, nitride, etc), 3) use prefixes for numbers, 4) 1st element - No "mono", avoid "oo" and "oo" combos. → Examples: CO₂, CO, H₂O, P₄O₁₀, P₂S₅

Is it ionic? (metal 1st in formula or NH₄) → Yes: Name: Name of cation + Name of anion → Examples: FeCl₃, NaOH (LEGTIF Rules) → Note! NO Prefixes Here!

Roman numerals: pos. +ve charge for metals with more than one type ion.

Name of Presenter: Isabella B

Class Subject/Topic: Geometry

Pre-Work: What steps have you already taken to solve this problem? Insert a screenshot of your critical thinking from your TRF or copy and paste your work.

Point of Confusion or Point of Curiosity: How do I form my equation to solve for x and then find the m∠ACB?

Work Shown and Steps:

Summary: As we found 65 the missing angle, I would now plug it into my equation: 65 + 2x - 12 + 4x + 7 = 180 and I got x = 20

Then, I plug 20 to C as it's the vertex of the triangle that defines the measurement of the angle and got ∠ACB = 28 degrees.

Yes they do but 115 isn't inside the triangle so I can't plug it in 180. Isabella

Yes it would be but then I will need to find x still from the other side. -Isabella

I have no idea if this is right but I did (4x+7) + (2x-12) = 115 and got x=20

what do all the angles add up to? -Ciselle

would the rest of that side be 65 since 180-115 equals 65-kr

Everything on this side should be from the work that your group did together to solve the problem (questions you asked and summarizing the steps).

Group members should ask questions of the presenter to help them solve their POC. Add sticky notes or text boxes with your guiding questions.

As a group, summarize the steps it took for the presenter to solve their POC. It should be generic enough that others with similar problems could use these steps as notes.

2) Find m∠ACB

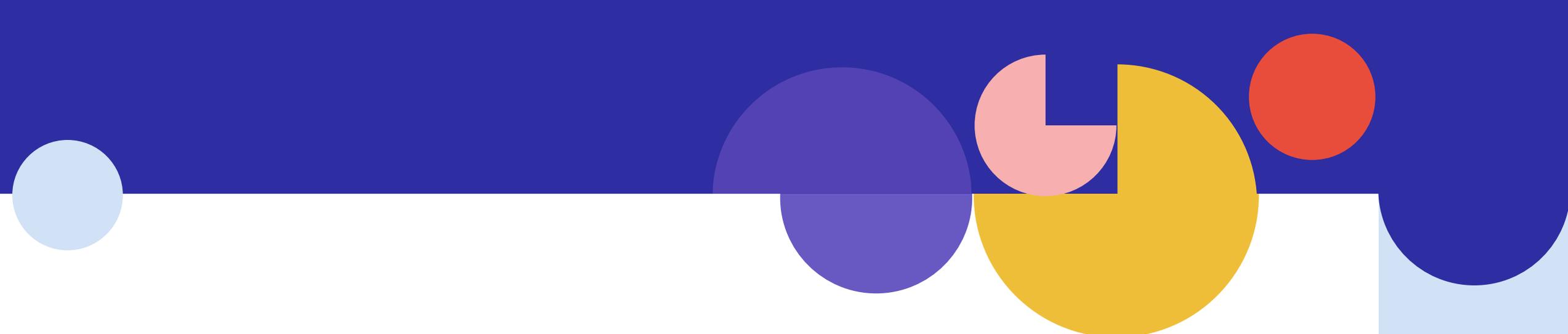
1) Identify what I need, it's asking to solve for x.

2) Do I plug both sides of the equation to equal 115 or 180?

AVID Student Successes

AVID Retention

- Class of 2023
 - 58 students in AVID 9 in 2019/2020 (2 full sections)
 - 57 students in AVID 10 in 2020/2021 (2 full sections)
 - 11 students moved from English 9 Core to English 10 Honors
 - 5 students moved from Bio Core to Chem Honors
 - 2 students moved to an Honors Math course
- Class of 2024
 - 62 students (two full sections of AVID 9)
- Class of 2025
 - Parent meeting on February 4 to introduce AVID 9 for selected students



**How can I be
helpful to my *AVID*
student?**

As a parent, here's a few tips to help your AVID student!

Get involved

- Join parent organizations
- Talk with your student's counselor
- Make sure your son or daughter is getting involved in other school organizations

Show Confidence

- Don't be afraid to ask your student about their day
- Encourage your student when he or she is struggling
- Ask for help!

Check PowerSchool

- Remember when you registered? That's PowerSchool! Check it for your students grades and progress, and for school announcements

Ask Questions

- If you aren't sure about something, call us!
- Email or call your student's teachers
- Email or call your student's counselor

Call Us!

- We are available ALWAYS!
- Take a quick pic of the next slide so you always have our contact information

AVID Staff

Principal:

- Michael Bolden, mbolden@dupage88.net, 630-628-3302

AVID Counselor:

- Dana Marine, dmarine@dupage88.net, 630-628-3373

AVID Coordinator:

- Courtney DeMent, cdement@dupage88.net, 630-628-3306

AVID Teachers:

- Ryan Peronto, rperonto@dupage88.net
- Shannon Le, sle@dupage88.net
- Claire Sychta, csychta@dupage88.net
- Mike Rosengrant, mrosengrant@dupage88.net





Thank you!

9. Motion To Establish Consent Agenda

The items of the consent agenda were reviewed and discussed by the board and administration at a previous meeting, or are routine items (meeting minutes). Reports and data were reviewed prior to being recommended for the consent agenda.

A. Approve the List of Bills for December 2020

47

TO: Dr. Jean Barbanente
Board of Education

DATE: January 6, 2021

FROM: Mr. Ryan Domeracki

RE: List of Bills for December 2020

Attached is a summary list of bills including payroll and vendor transactions for the month of December 2020.

Recommendation:

It is recommended that the Board of Education approve the list of payroll and vendor transactions for the month of December 2020.

Cc: Mr. Edward Hoster

LIST OF BILLS - December 2020

It is recommended that the expenditures, by fund, be approved for December 2020

	<u>Payroll Expense</u>	<u>Accounts Payable</u>	<u>Total</u>
Education Fund	\$3,989,790.14	\$667,903.98	\$4,657,694.12
O&M Fund	\$331,908.70	\$117,288.84	\$449,197.54
Debt Services	\$0.00	\$5,236.00	\$5,236.00
Transportation Fund	\$0.00	\$136,897.60	\$136,897.60
IMR Fund	\$175,335.61	\$0.00	\$175,335.61
Capital Projects Fund	\$0.00	\$51,138.95	\$51,138.95
Total Board	<u>\$4,497,034.45</u>	<u>\$978,465.37</u>	<u>\$5,475,499.82</u>
Activity Fund	\$0.00	\$22,755.94	\$22,755.94
Grand Total	<u><u>\$4,497,034.45</u></u>	<u><u>\$1,001,221.31</u></u>	<u><u>\$5,498,255.76</u></u>

BOARD OF EDUCATION
DU PAGE HIGH SCHOOL DISTRICT 88
DU PAGE COUNTY, ILLINOIS

Recapitulation of Checks and Vouchers written from Board Funds
from December 1, 2020 through December 31, 2020

Education Fund (10)

Check No. 555843 to 555863		\$ 7,763.33
555866 to 555890		28,820.29
555892 to 555925		108,001.71
555926 to 555971		352,209.17
5555972 & 555973		14,280.27
555976 to 555998		44,290.37
556001 to 556050		736,466.10
556053 & 556054		14,280.27
556055 through 556066		42,154.25
		\$ 1,348,265.76
W/T-Federal Taxes	12/15/20	\$ 197,285.89
W/T-FICA/MED Taxes	12/15/20	49,667.61
W/T-State Taxes	12/15/20	75,864.00
W/T-Child Support W/H	12/15/20	2,020.37
W/T-Credit Union	12/15/20	4,487.00
Payroll Checks 358001 through 358019	12/15/20	23,586.21
Direct Deposit Transfers V209580-V210110	12/15/20	1,173,981.97
W/T IDES 3rd Qtr 2020 Payment	12/01/20	\$ 130,810.00
W/T 5/3 Credit Card Payment	12/14/20	2,697.50
W/T Fidelity 403B	12/15/20	11,402.87
W/T TRS Employee W/H	12/15/20	121,032.16
W/T THIS Employee W/H	12/15/20	16,675.46
W/T TRS Board Pd Employee Share	12/15/20	8,196.84
W/T TRS Board Share	12/15/20	8,280.55
W/T THIS Board Pd Employee Share	12/15/20	1,027.71
W/T THIS Board Share	12/15/20	13,134.66
W/T TRS Grant	12/15/20	194.22
W/T-Federal Taxes	12/18/20	\$ 199,346.76
W/T-FICA/MED Taxes	12/18/20	48,636.79
W/T-State Taxes	12/18/20	75,275.13
W/T-Child Support W/H	12/18/20	2,020.37
W/T-Credit Union	12/18/20	4,487.00
Payroll Checks 358020 through 358038	12/18/20	20,177.59
Direct Deposit Transfers V210111-V210643	12/18/20	1,166,991.52
W/T Fidelity 403B	12/18/20	\$ 11,402.87
W/T TRS Employee W/H	12/18/20	119,791.67
W/T THIS Employee W/H	12/18/20	16,504.57
W/T TRS Board Share	12/18/20	8,123.13
W/T TRS Board Pd EE Share	12/18/20	6,875.63

BOARD OF EDUCATION
 DU PAGE HIGH SCHOOL DISTRICT 88
 DU PAGE COUNTY, ILLINOIS

Recapitulation of Checks and Vouchers written from Board Funds
 from December 1, 2020 through December 31, 2020

W/T THIS Board Share	12/18/20	12,884.95
W/T THIS Board Pd EE Share	12/18/20	862.06
W/T IMRF Employee W/H	12/18/20	31,955.13
W/T IMRF Employee Voluntary	12/18/20	<u>10,534.33</u>
Total Education Fund		\$ 4,924,480.28

O & M Fund (20)

Check No. 555843 to 555864		\$ 15,605.87
555869 to 555890		1,081.41
555891 to 555920		6,407.94
555974 to 555996		46,686.38
556000 to 556052		<u>112,629.78</u>
Total O & M Fund		\$ 182,411.38

Debt Service Fund (30)

Check No. 555975		\$ 1,375.00
556007		<u>3,861.00</u>
Total Debt Services Fund		\$ 5,236.00

Transportation Fund (40)

Check No. 555842		\$ 2,372.00
555890		33.13
555917 and 555923		3,145.77
555939 and 555940		148,663.86
555364	Void	<u>(17,317.16)</u>
Total Transportation Fund		\$ 136,897.60

IMR Fund (50)

W/T-Board FICA/Med	12/15/20	\$ 49,667.61
W/T-Board FICA/Med	12/18/20	48,356.26
W/T Board Share	12/18/20	73,662.14
W/T IMRF Board Pd EE Share	12/18/20	<u>3,649.60</u>
Total IMR Fund		\$ 175,335.61

Capital Projects Fund (60)

Check No. 555865		\$ 1,465.29
555993 & 555999		<u>49,673.66</u>
Total Capital Projects Fund		\$ 51,138.95

BOARD OF EDUCATION
 DU PAGE HIGH SCHOOL DISTRICT 88
 DU PAGE COUNTY, ILLINOIS

Recapitulation of Checks and Vouchers written from Board Funds
 from December 1, 2020 through December 31, 2020

Activity Fund (91)		
Check No. 3798 through 3815		\$ 3,608.49
3816 through 3847		3,332.15
3844	Void	(50.00)
3900	Void	(96.66)
W/T 5/3 Credit Card Payment	12/14/20	1,650.00
3848 through 3909		14,263.63
3910		48.33
Total Activity Fund		\$ 22,755.94

GRAND TOTAL CHECKS AND TRANSFERS		\$ 5,498,255.76

TO THE TREASURER OF THE BOARD OF EDUCATION OF DU PAGE HIGH SCHOOL DISTRICT 88:
 We certify this to be a true and correct copy of the payments authorized and approved as shown by the Minutes
 of the Board of Eduation of DuPage High School District 88, DuPage County, Illinois at its January meeting.

President: _____

Secretary: _____



Vendors over \$0.00
 12-01-2020 to 12-31-2020
 Generated on 01-06-2021 at 8:50 PM
 Total Results: 266

AARON LENAGHAN (54222)			\$1,661.84
12-15-2020 Regular - Check #: 3848			\$1,661.84
ADMIN MEDICAL REIMB.	Activity Fund		\$1,611.84
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
AASPA (51892)			\$225.00
12-09-2020 Regular - Check #: 555926			\$225.00
SUPPLIED CENTRAL - HR	Education Fund		\$225.00
ACCESS ONE INC. (55660)			\$2,417.12
12-15-2020 Regular - Check #: 556000			\$2,417.12
MEDIA SERVICE	O & M Fund		\$2,417.12
ADDISON ASSOC. OF INDUSTRY (14647)			\$225.00
12-09-2020 Regular - Check #: 555927			\$225.00
SUPPLIES AT PRIN OFF	Education Fund		\$225.00
ADVENTIST GLEN OAKS TRANSITION (52324)			\$3,166.38
12-09-2020 Regular - Check #: 555928			\$3,166.38
SPED PRIVATE TUITION ATHS	Education Fund		\$3,166.38
ALBERTSONS (49303)			\$303.02
12-09-2020 Regular - Check #: 555892			\$127.34
SUPPLIES WB FAM CONS	Education Fund		\$127.34
12-15-2020 Regular - Check #: 556001			\$175.68
SUPPLIES AT SPED	Education Fund		\$175.68
ALEXANDER STOMBRES (56294)			\$41.88
12-09-2020 Regular - Check #: 555929			\$41.88
SUPPLIES AT MUSIC	Education Fund		\$41.88
ALMA VILLEGAS (48229)			\$118.03
12-15-2020 Regular - Check #: 3849			\$118.03
CLASSIFIED MEDICAL REIMB	Activity Fund		\$118.03
AMALGAMATED BANK OF CHICAGO (56286)			\$1,375.00
12-15-2020 Regular - Check #: 555975			\$1,375.00
2015A BOND FEES	Debt Service Fund		\$450.00

2015B BOND FEES	Debt Service Fund	\$450.00	
2016 BOND FEES	Debt Service Fund	\$475.00	
AMAZON CAPITAL SERVICES (58120)			\$5,142.00
12-15-2020 Regular - Check #: 555976			\$5,142.00
DIST INSTR SUP-CARES	Education Fund	\$2,571.00	
DIST INSTR SUP-CARES	Education Fund	\$2,571.00	
AMERITAS (52853)			\$238.00
12-15-2020 Regular - Check #: 556002			\$119.00
EDUCATION FUND	Education Fund	\$119.00	
12-16-2020 Regular - Check #: 556055			\$119.00
EDUCATION FUND	Education Fund	\$119.00	
AMY FERRARO (41761)			\$50.00
12-15-2020 Regular - Check #: 3850			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
AMY MURPHY (42576)			\$422.34
12-15-2020 Regular - Check #: 556003			\$422.34
SUPPLIES AT FAM CONS	Education Fund	\$422.34	
AMY NOWAK (40590)			\$179.82
12-09-2020 Regular - Check #: 555930			\$177.72
SUPPLIES WB FAM CONS	Education Fund	\$177.72	
12-09-2020 Regular - Check #: 3816			\$2.10
CATERING WB	Activity Fund	\$2.10	
AMY STARK (27310)			\$50.00
12-15-2020 Regular - Check #: 3851			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
ANN EAKLEY (48567)			\$50.00
12-15-2020 Regular - Check #: 3852			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
ANTHONY BELTRANO (53490)			\$50.00
12-03-2020 Regular - Check #: 3798			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
ANTONIO GONZALEZ (55799)			\$75.00
12-09-2020 Regular - Check #: 555931			\$25.00
CARES PROF DEVELOP PS	Education Fund	\$25.00	
12-09-2020 Regular - Check #: 3817			\$50.00
DIST WELLNESS INITIATIVE	53 Activity Fund	\$50.00	
ASCD (28680)			\$239.00

12-03-2020 Regular - Check #: 555867		\$239.00
SUPPLIED CENTRAL - HR	Education Fund	\$239.00
ASSURED SOLUTIONS (58121)		\$109.20
12-15-2020 Regular - Check #: 555974		\$109.20
SUPPLIES WB MAINTENANCE	O & M Fund	\$109.20
AT&T (18491)		\$1,656.72
12-15-2020 Regular - Check #: 556004		\$1,656.72
MEDIA SERVICE	O & M Fund	\$1,656.72
AUTOMATED LOGIC CHICAGO (52223)		\$1,485.25
12-09-2020 Regular - Check #: 555893		\$1,485.25
PUR SVC WB MAINTENANCE	O & M Fund	\$742.63
PUR SVC AT MAINTENANCE	O & M Fund	\$742.62
AXA EQUITABLE (7986)		\$46,195.12
12-15-2020 Regular - Check #: 556005		\$23,097.56
EDUCATION FUND	Education Fund	\$23,097.56
12-16-2020 Regular - Check #: 556056		\$23,097.56
EDUCATION FUND	Education Fund	\$23,097.56
BARBARA JUVAN (57316)		\$50.00
12-15-2020 Regular - Check #: 3853		\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
BARNES AND NOBLE (27835)		\$3,039.98
12-09-2020 Regular - Check #: 555894		\$3,039.98
SUPPLIES WB ENGLISH	Education Fund	\$3,039.98
BIDD CONSULTING (53121)		\$1,442.38
12-09-2020 Regular - Check #: 555932		\$1,442.38
P.S. IMP INST IDEA B	Education Fund	\$923.63
P.S.IMP INST TITLE II	Education Fund	\$518.75
BLUE CROSS AND BLUE SHIELD (51874)		\$3,674.28
12-15-2020 Regular - Check #: 556006		\$3,674.28
DIST MEDICAL INS-EDUC	Education Fund	\$2,987.22
DIST MEDICAL INS-O&M	O & M Fund	\$687.06
BLUE CROSS BLUE SHIELD OF IL (54931)		\$24,734.25
12-15-2020 Regular - Check #: 556022		\$24,734.25
DIST MEDICAL INS-EDUC	Education Fund	\$22,566.83
DIST MEDICAL INS-O&M	O & M Fund	\$2,167.42
BOLLINGER ENVIRONMENTAL INC (58169)	54	\$3,200.00
12-15-2020 Regular - Check #: 555977		\$3,200.00

CONSTRUCTION SERVICES	O & M Fund	\$3,200.00	
BRAD DONALDSON (27274)			\$50.00
12-09-2020 Regular - Check #: 3818			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
BRADLEY SCHMIT (55409)			\$50.00
12-15-2020 Regular - Check #: 3854			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
BRANDON MURPHY (51441)			\$202.70
12-03-2020 Regular - Check #: 3799			\$142.20
CONCESSIONS	Activity Fund	\$142.20	
12-15-2020 Regular - Check #: 3855			\$60.50
ADMIN MEDICAL REIMB.	Activity Fund	\$60.50	
BSN SPORTS (3284)			\$6,370.09
12-09-2020 Regular - Check #: 555895			\$6,370.09
SUPPLIES AT ATH	Education Fund	\$6,370.09	
BUSINESS PROFESSIONALS OF AMERICA (16381)			\$21.00
12-15-2020 Regular - Check #: 3856			\$21.00
AFTER SHCOOL BPA	Activity Fund	\$21.00	
C.O.R.E. ACADEMY (54810)			\$7,236.56
12-09-2020 Regular - Check #: 555933			\$7,236.56
SPED PRIVATE TUITION WBHS	Education Fund	\$3,618.28	
SPED PRIVATE TUITION ATHS	Education Fund	\$3,618.28	
CAMELOT SCHOOL (40802)			\$20,986.64
12-09-2020 Regular - Check #: 555934			\$20,986.64
SPED PRIVATE TUITION WBHS	Education Fund	\$10,493.32	
SPED PRIVATE TUITION ATHS	Education Fund	\$10,493.32	
CANON FINANCIAL SERVICES (45470)			\$3,861.00
12-15-2020 Regular - Check #: 556007			\$3,861.00
AT CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$1,122.58	
WB CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$1,122.58	
WB CAPITAL LEASE-INTEREST	Debt Service Fund	\$10.42	
AT CAPITAL LEASE-INTEREST	Debt Service Fund	\$10.42	
AT CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$680.12	
WB CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$680.12	
DO CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$151.14	
AT CAPITAL LEASE-INTEREST	Debt Service Fund	\$37.63	
WB CAPITAL LEASE-INTEREST	Debt Service Fund	\$37.63	
DO CAPITAL LEASE-INTEREST	Debt Service Fund	\$8.36	

CANON SOLUTIONS AMERICA (55867)			\$6,919.92
12-15-2020	Regular - Check #: 556008		\$6,919.92
	DUPLICATING AT PRIN OFF	Education Fund	\$1,634.08
	DUPLICATING AT PRIN OFF	Education Fund	\$309.39
	DUPLICATING WB PRIN OFF	Education Fund	\$87.57
	SUPPLIES BUSINESS OFFICE	Education Fund	\$36.59
	DUPLICATING WB PRIN OFF	Education Fund	\$1,607.82
	DUPLICATING WB PRIN OFF	Education Fund	\$1,555.91
	DUPLICATING AT PRIN OFF	Education Fund	\$1,688.56
CARYN SCIMECA (46583)			\$460.00
12-03-2020	Regular - Check #: 555868		\$460.00
	SUPPLIES AT PRIN OFF	Education Fund	\$460.00
CENTRAL TURF AND (53908)			\$61.50
12-15-2020	Regular - Check #: 555978		\$61.50
	SUPPLIES AT MAINTENANCE	O & M Fund	\$61.50
CHARLES SYPERSKI (44256)			\$164.19
12-09-2020	Regular - Check #: 3819		\$164.19
	ADMIN MEDICAL REIMB.	Activity Fund	\$164.19
CHARTWELLS DINING SERVICES (56108)			\$59,106.92
12-15-2020	Regular - Check #: 556009		\$1,739.28
	SUPPLIES WB FOOD SERVICE	Education Fund	\$869.64
	SUPPLIES AT FOOD SERVICES	Education Fund	\$869.64
12-15-2020	Regular - Check #: 556010		\$57,367.64
	PUR SVC WB FOOD SERVICE	Education Fund	\$31,522.30
	PUR SVC AT FOOD SERVICES	Education Fund	\$25,845.34
CHEROKEE ROSE EMBROIDERY INC (43374)			\$521.00
12-15-2020	Regular - Check #: 555979		\$521.00
	SUPPLIES WB STUDENT ACTIV	Education Fund	\$521.00
CHICAGO OFFICE TECHNOLOGY GROUP (48568)			\$3,602.55
12-09-2020	Regular - Check #: 555896		\$3,245.00
	PRIV SCH SHR SUP CARES	Education Fund	\$3,080.00
	PRIV SCH SHR SUP CARES	Education Fund	\$165.00
12-15-2020	Regular - Check #: 556011		\$357.55
	DUPLICATING AT PRIN OFF	Education Fund	\$312.97
	SUPPLIES BUSINESS OFFICE	Education Fund	\$44.58
CHRISTINA TRAPANI (51064)		56	\$50.00
12-09-2020	Regular - Check #: 3821		\$50.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$50.00

CHRISTOPHER DUNK (52087)			\$50.00
12-09-2020 Regular - Check #: 3820			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
CHRISTOPHER GRICE (50093)			\$50.00
12-15-2020 Regular - Check #: 3857			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
CLARE WOODS ACADEMY (870)			\$8,103.17
12-09-2020 Regular - Check #: 555935			\$8,103.17
SPED PRIVATE TUITION WBHS	Education Fund		\$5,131.51
SPED PRIVATE TUITION ATHS	Education Fund		\$2,971.66
COLLEEN SMITH (52183)			\$70.07
12-09-2020 Regular - Check #: 555936			\$70.07
SUPPLIES CENT SUPPORT SER	Education Fund		\$70.07
COLLEY ELEVATOR CO (51115)			\$2,628.00
12-09-2020 Regular - Check #: 555897			\$748.00
PUR SVC WB OPERATIONS	O & M Fund		\$344.00
PUR SVC AT OPERATIONS	O & M Fund		\$280.00
PUR SVC DO OPERATION	O & M Fund		\$124.00
12-15-2020 Regular - Check #: 555980			\$1,880.00
PUR SVC WB MAINTENANCE	O & M Fund		\$1,880.00
COLONIAL LIFE & ACCIDENT INS. (15805)			\$300.80
12-09-2020 Regular - Check #: 555937			\$300.80
EDUCATION FUND	Education Fund		\$300.80
COMED (1285)			\$25.61
12-03-2020 Regular - Check #: 555869			\$25.61
ELECTRICITY DO	O & M Fund		\$25.61
COMMUNITY DISTRICT 200 (52265)			\$124.00
12-03-2020 Regular - Check #: 555842			\$124.00
HOMELESS TRANSPORTATION	Transportation Fund		\$124.00
CONNECTIONS DAY SCHOOL (53579)			\$4,340.61
12-09-2020 Regular - Check #: 555938			\$4,340.61
SPED PRIVATE TUITION WBHS	Education Fund		\$4,340.61
COTTAGE HILL OPERATING CO. (1670)			\$85,473.23
12-09-2020 Regular - Check #: 555939			\$85,473.23
SP ED TRANSPORTATION	Transportation Fund		\$85,473.23
COTTAGE HILL OPERATING CO. (236)			\$63,190.63
12-09-2020 Regular - Check #: 555940			\$63,190.63

PUR SVC TRANSPORTATION	Transportation Fund	\$54,155.59	
SP ED TRANSPORTATION	Transportation Fund	\$9,035.04	
COURTNEY VALA (51568)			\$337.61
12-15-2020 Regular - Check #: 556012			\$323.11
SUPPLIES C&T ED IMP GRANT	Education Fund	\$152.91	
SUPPLIES WB I&T	Education Fund	\$91.00	
SUPPLIES WB I&T	Education Fund	\$79.20	
12-15-2020 Regular - Check #: 3858			\$14.50
PRODUCTION/SCREENPRINTING	Activity Fund	\$9.54	
WOOD SHOP	Activity Fund	\$4.96	
DALILA RAMIREZ (58074)			\$600.00
12-03-2020 Regular - Check #: 555870			\$600.00
TUITION REIMBURSEMENT	Education Fund	\$600.00	
DANIEL KRAUSE (46581)			\$207.30
12-09-2020 Regular - Check #: 555941			\$100.00
SUPPLIES WB PRIN OFF	Education Fund	\$100.00	
12-15-2020 Regular - Check #: 556013			\$100.99
SUPPLIES WB PRIN OFF	Education Fund	\$100.99	
12-15-2020 Regular - Check #: 3859			\$6.31
RESERVE ACTIVITY FUND	Activity Fund	\$6.31	
DANIELA ARIANO (47880)			\$50.00
12-15-2020 Regular - Check #: 3860			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
DANIELLE BRINK (53771)			\$12.00
12-03-2020 Regular - Check #: 555871			\$12.00
PUR SVC BOE PUBLIC REL	Education Fund	\$12.00	
DAOES/TECHNOLOGY (29208)			\$59,355.94
12-09-2020 Regular - Check #: 555898			\$59,355.94
TCD TUITION	Education Fund	\$46,727.02	
IDEA-PMTS TO OTH GOV UNIT	Education Fund	\$12,628.92	
DEKALB HIGH SCHOOL (58200)			\$175.00
12-09-2020 Regular - Check #: 555943			\$175.00
PUR SVC WB ATH	Education Fund	\$175.00	
DIRECTV (53560)			\$159.99
12-15-2020 Regular - Check #: 556014			\$159.99
MEDIA SERVICE	58 M Fund	\$159.99	
DOUGLAS GIERTZ (58201)			\$50.00

12-15-2020 Regular - Check #: 3861			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
DUPAGE DIST #88 COUNCIL (58128)			\$68.00
12-15-2020 Regular - Check #: 556015			\$34.00
EDUCATION FUND	Education Fund		\$34.00
12-16-2020 Regular - Check #: 556057			\$34.00
EDUCATION FUND	Education Fund		\$34.00
DUPAGE DISTRICT #88 COUNCIL (46995)			\$1,089.72
12-15-2020 Regular - Check #: 556016			\$544.86
EDUCATION FUND	Education Fund		\$544.86
12-16-2020 Regular - Check #: 556058			\$544.86
EDUCATION FUND	Education Fund		\$544.86
DYNEGY ENERGY SERVICES (55868)			\$33,318.96
12-15-2020 Regular - Check #: 556017			\$33,318.96
ELECTRICITY AT UTILITY	O & M Fund		\$30,271.22
ELECTRICITY DO	O & M Fund		\$3,047.74
EASTMAN TIU (40766)			\$100.00
12-15-2020 Regular - Check #: 3862			\$100.00
DIST WELLNESS INITIATIVE	Activity Fund		\$100.00
EDUARDO DELACRUZ (44863)			\$1,445.00
12-09-2020 Regular - Check #: 555944			\$1,445.00
TUITION REIMBURSEMENT	Education Fund		\$475.00
TUITION REIMBURSEMENT	Education Fund		\$475.00
TUITION REIMBURSEMENT	Education Fund		\$495.00
EDUCATIONAL BENEFIT COOPERATIVE (52629)			\$638,206.74
12-15-2020 Regular - Check #: 556018			\$638,206.74
LIFE INSURANCE/LTD	Education Fund		\$3,153.07
LIFE INSURANCE/LTD	Education Fund		\$300.00
DIST MEDICAL INS-EDUC	Education Fund		\$310,879.74
DIST MEDICAL INS-O&M	O & M Fund		\$22,396.20
RETIREE HEALTH INS-EDUC	Education Fund		\$15,938.49
RETIREE HEALTH INS-O&M	O & M Fund		\$1,626.00
DIST MEDICAL INS-EDUC	Education Fund		\$239,760.20
DIST MEDICAL INS-O&M	O & M Fund		\$39,152.56
RETIREE HEALTH INS-EDUC	Education Fund		\$3,739.76
RETIREE HEALTH INS-O&M	O & M Fund		\$1,260.72
EDWARD HOSTER (54881)			\$50.00
12-09-2020 Regular - Check #: 3822			\$50.00

DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
EDYBURN CORPORATION (47491)			\$291.00
12-03-2020 Regular - Check #: 3800			\$291.00
CHILD DEVELOPMENT	Activity Fund	\$291.00	
ELENI SIANIS (56221)			\$150.00
12-15-2020 Regular - Check #: 556019			\$150.00
SUPPLIES WB ART	Education Fund	\$150.00	
ENZA SPILOTRO (43377)			\$52.00
12-09-2020 Regular - Check #: 555945			\$52.00
SUPPLIES AT LANGUAGE	Education Fund	\$52.00	
ERIC NORBERG (49717)			\$50.00
12-15-2020 Regular - Check #: 3863			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
ERIKA DELGADO - FINANCIAL SECRETARY (57742)			\$713.76
12-15-2020 Regular - Check #: 556020			\$511.21
SUPPLIES WB PRIN OFF	Education Fund	\$219.12	
SUPPLIES WB VOC ED SPED	Education Fund	\$92.62	
SUPPLIES WB SCIENCE	Education Fund	\$91.58	
SUPPLIES WB HEALTH SVC	Education Fund	\$69.90	
SUPPLIES WB FAM CONS	Education Fund	\$14.00	
SUPPLIES WB SPED	Education Fund	\$13.99	
PS WB IMP INST TITLE I	Education Fund	\$10.00	
12-15-2020 Regular - Check #: 3864			\$202.55
OLYMPIA ACAD SCIENCE CLUB	Activity Fund	\$107.22	
WB ATH RES ACT 2014	Activity Fund	\$70.96	
CATERING WB	Activity Fund	\$22.15	
RESERVE ACTIVITY FUND	Activity Fund	\$2.22	
ESTHER DELGADO (50600)			\$115.95
12-15-2020 Regular - Check #: 3865			\$115.95
CLASSIFIED MEDICAL REIMB	Activity Fund	\$115.95	
FLINN SCIENTIFIC, INC. (297)			\$408.10
12-09-2020 Regular - Check #: 555899			\$83.10
SUPPLIES WB SCIENCE	Education Fund	\$83.10	
12-15-2020 Regular - Check #: 555981			\$325.00
SUPPLIES WB SCIENCE	Education Fund	\$325.00	
FOLLETT SCHOOL SOLUTIONS, INC. (55010)	60		\$2,504.00
12-09-2020 Regular - Check #: 555900			\$2,504.00
SUPPLIES WB BOOKSTORE	Education Fund	\$2,504.00	

FORMATIVE (58091)			\$19,032.00
12-09-2020	Regular - Check #: 555901		\$19,032.00
	PUR SVC TECH CARES	Education Fund	\$10,000.00
	PUR SVC DIST TECH	Education Fund	\$9,032.00
FOX TECH ACADEMY (44975)			\$7,049.88
12-09-2020	Regular - Check #: 555946		\$7,049.88
	SPED PRIVATE TUITION WBHS	Education Fund	\$6,077.84
	SPED PRIVATE TUITION WBHS	Education Fund	\$972.04
G. W. BERKHEIMER CO., INC. (1049)			\$25.08
12-15-2020	Regular - Check #: 555982		\$25.08
	SUPPLIES AT MAINTENANCE	O & M Fund	\$25.08
GABRIELLE HORABIK (58073)			\$600.00
12-03-2020	Regular - Check #: 555872		\$600.00
	TUITION REIMBURSEMENT	Education Fund	\$600.00
GALIC DISBURSING COMPANY (25119)			\$1,480.00
12-15-2020	Regular - Check #: 556021		\$740.00
	EDUCATION FUND	Education Fund	\$740.00
12-16-2020	Regular - Check #: 556059		\$740.00
	EDUCATION FUND	Education Fund	\$740.00
GIANT STEPS ILLINOIS INC. (51506)			\$5,462.88
12-03-2020	Regular - Check #: 555873		\$5,366.40
	SPED PRIVATE TUITION ATHS	Education Fund	\$5,366.40
12-09-2020	Regular - Check #: 555947		\$96.48
	SPED PRIVATE TUITION ATHS	Education Fund	\$96.48
GLEN OAKS THERAPEUTIC DAY SCH. (22247)			\$10,730.34
12-09-2020	Regular - Check #: 555948		\$10,730.34
	SPED PRIVATE TUITION ATHS	Education Fund	\$7,153.56
	SPED PRIVATE TUITION WBHS	Education Fund	\$3,576.78
GRAINGER, INC. (5777)			\$1,667.32
12-03-2020	Regular - Check #: 555843		\$822.72
	SUPPLIES AT PRIN OFF	Education Fund	\$744.42
	SUPPLIES WB MAINTENANCE	O & M Fund	\$43.80
	SUPPLIES AT MAINTENANCE	O & M Fund	\$34.50
12-09-2020	Regular - Check #: 555902		\$500.81
	SUPPLIES WB MAINTENANCE	O & M Fund	\$258.60
	SUPPLIES WB MAINTENANCE	O & M Fund	\$10.40
	SUPPLIES AT MAINTENANCE	O & M Fund	\$138.60
	SUPPLIES AT MAINTENANCE	O & M Fund	\$93.21

12-15-2020 Regular - Check #: 555983			\$343.79
SUPPLIES WB MAINTENANCE	O & M Fund	\$83.55	
SUPPLIES WB MAINTENANCE	O & M Fund	\$48.84	
SUPPLIES WB MAINTENANCE	O & M Fund	\$18.64	
SUPPLIES WB MAINTENANCE	O & M Fund	\$120.42	
SUPPLIES AT MAINTENANCE	O & M Fund	\$45.64	
SUPPLIES WB MAINTENANCE	O & M Fund	\$26.70	
GREAT LAKES APPAREL, INC. (12772)			\$830.00
12-03-2020 Regular - Check #: 3801			\$830.00
STUDENT COUNCIL	Activity Fund	\$830.00	
HINCKLEY SPRING WATER COMPANY (40179)			\$32.00
12-15-2020 Regular - Check #: 556023			\$32.00
SUPPLIES AT PRIN OFF	Education Fund	\$32.00	
HOFFMAN ESTATES HIGH SCHOOL (4213)			\$260.00
12-09-2020 Regular - Check #: 555949			\$260.00
PUR SVC WB ATH	Education Fund	\$260.00	
ICTM MATHEMATICS CONTEST (3913)			\$150.00
12-15-2020 Regular - Check #: 556024			\$150.00
SUPPLIES WB MATH	Education Fund	\$150.00	
IHSA (17334)			\$500.00
12-09-2020 Regular - Check #: 555950			\$500.00
PUR SVC AT ATH	Education Fund	\$500.00	
ILLINOIS BED BUG DOG (47495)			\$380.00
12-09-2020 Regular - Check #: 555891			\$380.00
PUR SVC WB MAINTENANCE	O & M Fund	\$150.00	
PUR SVC AT MAINTENANCE	O & M Fund	\$150.00	
PUR SVC DO MAINTENANCE	O & M Fund	\$80.00	
ILLINOIS CONGRESSIONAL DEBATE ASSN. (49552)			\$36.00
12-09-2020 Regular - Check #: 555951			\$36.00
PUR SVC AT ATH	Education Fund	\$36.00	
ILLINOIS SCIENCE OLYMPIAD (14643)			\$400.00
12-09-2020 Regular - Check #: 555952			\$400.00
SUPPLIES WB STUDENT ACTIV	Education Fund	\$400.00	
IMAGE MICRO SPARE PARTS INC (58176)			\$145.00
12-09-2020 Regular - Check #: 555903			\$145.00
DIST TECH MATERIALS	Education Fund	\$125.00	
DIST TECH MATERIALS	Education Fund	\$20.00	

INDUSTRIAL APPRAISAL CO. (5712)			\$925.00
12-15-2020	Regular - Check #: 555984		\$925.00
	PUR SVC BOE OTHER	Education Fund	\$925.00
INTELLIGENT SYSTEMS SERVICES, INC (47114)			\$5,298.00
12-03-2020	Regular - Check #: 555844		\$5,298.00
	PUR SVC WB MAINTENANCE	O & M Fund	\$4,405.50
	SUPPLIES AT MAINTENANCE	O & M Fund	\$892.50
ISELA AQUINO (54569)			\$764.62
12-03-2020	Regular - Check #: 555874		\$719.64
	SUPPLIES WB PRIN OFF	Education Fund	\$719.64
12-03-2020	Regular - Check #: 3802		\$44.98
	RESERVE ACTIVITY FUND	Activity Fund	\$44.98
ISMAEL RODRIGUEZ (58198)			\$121.02
12-03-2020	Regular - Check #: 555875		\$121.02
	STAFF TRAVEL AT MAINT	O & M Fund	\$121.02
IT SAVVY LLC (56590)			\$1,404.00
12-09-2020	Regular - Check #: 555904		\$1,404.00
	SUPPLIES AT TECH	Education Fund	\$276.00
	SUPPLIES AT TECH	Education Fund	\$376.00
	SUPPLIES AT TECH	Education Fund	\$376.00
	SUPPLIES AT TECH	Education Fund	\$376.00
ITZEL CARRANZA HEGNER (49814)			\$50.00
12-09-2020	Regular - Check #: 3823		\$50.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
IVAN JIMENEZ (49701)			\$50.00
12-15-2020	Regular - Check #: 3866		\$50.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
JACOB STUKENBERG (57262)			\$50.00
12-03-2020	Regular - Check #: 3803		\$50.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
JAMES ZIEBKA JR. (49885)			\$600.00
12-09-2020	Regular - Check #: 555953		\$600.00
	TUITION REIMBURSEMENT	Education Fund	\$600.00
JANINE NACHT (24500)			\$749.57
12-15-2020	Regular - Check #: 3867		\$749.57
	CLASSIFIED MEDICAL REIMB	Activity Fund	\$749.57
JASON BUGAJSKY (50758)			\$50.00

12-03-2020 Regular - Check #: 3804			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
JEAN BARBANENTE (25657)			\$74.46
12-03-2020 Regular - Check #: 555876			\$74.46
SUPPLIES CENT SUPPORT SER	Education Fund		\$74.46
JEANNETTE BECERRA (55378)			\$50.00
12-03-2020 Regular - Check #: 3805			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
JEFF LASCHINSKI (26838)			\$50.00
12-15-2020 Regular - Check #: 3868			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
JESSICA CONNOLLY (50328)			\$50.00
12-09-2020 Regular - Check #: 3824			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
JIAN ZHANG (21336)			\$594.39
12-15-2020 Regular - Check #: 3869			\$594.39
ADMIN MEDICAL REIMB.	Activity Fund		\$544.39
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
JOE ARIANO (56612)			\$50.00
12-15-2020 Regular - Check #: 3870			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
JOE KONNEY (49079)			\$50.00
12-15-2020 Regular - Check #: 3871			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
JOSE HERNANDEZ (50614)			\$50.00
12-15-2020 Regular - Check #: 3872			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
JOSTENS INC. (28090)			\$4,334.10
12-03-2020 Regular - Check #: 3806			\$60.00
NATIONAL HONOR SOCIETY	Activity Fund		\$60.00
12-15-2020 Regular - Check #: 555985			\$4,274.10
SUPPLIES WB PRIN OFF	Education Fund		\$4,274.10
JUDIE VITIRITTI-LYNCH (25802)			\$88.00
12-15-2020 Regular - Check #: 556025			\$88.00
SUPPLIES AT LANGUAGE	Education Fund		\$88.00
JULIE FOSTER (27323)			\$50.00
12-15-2020 Regular - Check #: 3873			\$50.00

DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
JULIE GRUBE (53915)			\$137.67
12-15-2020 Regular - Check #: 3874			\$137.67
CLASSIFIED MEDICAL REIMB	Activity Fund	\$137.67	
JULIE JOHNSON (48765)			\$50.00
12-09-2020 Regular - Check #: 3825			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
JULIE RASSO (20328)			\$50.00
12-09-2020 Regular - Check #: 3826			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
JULIO DEL REAL (51465)			\$531.95
12-09-2020 Regular - Check #: 3827			\$432.25
ADMIN MEDICAL REIMB.	Activity Fund	\$432.25	
12-15-2020 Regular - Check #: 3875			\$99.70
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
ADMIN MEDICAL REIMB.	Activity Fund	\$49.70	
KAREN GRADY (51015)			\$50.00
12-15-2020 Regular - Check #: 3876			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
KAREN PIERROPOULOS (53974)			\$50.00
12-09-2020 Regular - Check #: 3828			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
KARLA COSIO (49345)			\$50.00
12-09-2020 Regular - Check #: 3829			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
KATHERINE C MILLING (57808)			\$800.00
12-15-2020 Regular - Check #: 556026			\$800.00
TUITION REIMBURSEMENT	Education Fund	\$800.00	
KATHLEEN MCCOLAUGH (56993)			\$35.99
12-09-2020 Regular - Check #: 555954			\$35.99
SUPPLIES AT LANGUAGE	Education Fund	\$35.99	
KATIE INZINGA (54474)			\$50.00
12-09-2020 Regular - Check #: 3830			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
KEITH MARSTON (54247)			\$280.00
12-03-2020 Regular - Check #: 555877	65		\$230.00
STAFF TRAVEL AT PRIN OFF	Education Fund	\$200.00	

STAFF TRAVEL AT PRIN OFF	Education Fund	\$30.00	
12-09-2020 Regular - Check #: 3831			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
KELLY E HICKEY (58130)			\$10.00
12-15-2020 Regular - Check #: 556028			\$10.00
AT STAFF DEVELOPMENT	Education Fund	\$10.00	
KELLY HARRINGTON (55417)			\$236.67
12-09-2020 Regular - Check #: 555955			\$171.98
SUPPLIES WB SCIENCE	Education Fund	\$171.98	
12-15-2020 Regular - Check #: 556027			\$64.69
SUPPLIES WB SCIENCE	Education Fund	\$64.69	
KMBS LTD (53955)			\$3,422.89
12-15-2020 Regular - Check #: 556029			\$3,422.89
P.S.IMP INST TITLE II	Education Fund	\$1,979.95	
P.S.IMP INST TITLE II	Education Fund	\$1,195.44	
PUR SVC DIST TECH	Education Fund	\$247.50	
KONICA MINOLTA PREMIER FINANCE (55096)			\$793.83
12-15-2020 Regular - Check #: 556030			\$793.83
LEASE PRINCIPAL	Education Fund	\$485.60	
LEASE PRINCIPAL	Education Fund	\$308.23	
LAURA CALO (51770)			\$750.00
12-03-2020 Regular - Check #: 555878			\$750.00
TUITION REIMBURSEMENT	Education Fund	\$375.00	
TUITION REIMBURSEMENT	Education Fund	\$375.00	
LAURA DINATALE (52257)			\$50.00
12-09-2020 Regular - Check #: 3832			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
LAUREN PRESTA (54217)			\$50.00
12-09-2020 Regular - Check #: 3833			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
LAUTERBACH & AMEN LLP (58141)			\$2,000.00
12-03-2020 Regular - Check #: 555845			\$2,000.00
PUR SVC BOE AUDIT EXPENSE	Education Fund	\$2,000.00	
LEN'S ACE HARDWARE (114)			\$1,323.73
12-09-2020 Regular - Check #: 555905			\$1,323.73
SUPPLIES WB MAINTENANCE	O & M Fund	\$739.94	
SUPPLIES DO MAINTENANCE	O & M Fund	\$7.98	

SUPPLIES AT MAINTENANCE	O & M Fund	\$504.95
SUPPLIES AT MAINTENANCE	O & M Fund	\$17.99
SUPPLIES AT MAINTENANCE	O & M Fund	\$19.90
SUPPLIES AT MAINTENANCE	O & M Fund	\$32.97
LENAE FERGERSON (56752)		\$49.97
12-03-2020 Regular - Check #: 3807		\$49.97
DIST WELLNESS INITIATIVE	Activity Fund	\$49.97
LIBRARIES FIRST (56122)		\$650.00
12-15-2020 Regular - Check #: 555986		\$650.00
PUR SVC DIST TECH	Education Fund	\$650.00
LIJA MARZEC (51688)		\$62.35
12-03-2020 Regular - Check #: 3808		\$62.35
NURSERY SCH CHILD DEV	Activity Fund	\$62.35
LINCOLN INVESTMENT PLANNING INC. (1241)		\$8,041.66
12-15-2020 Regular - Check #: 556031		\$4,020.83
EDUCATION FUND	Education Fund	\$4,020.83
12-16-2020 Regular - Check #: 556060		\$4,020.83
EDUCATION FUND	Education Fund	\$4,020.83
LINDEN OAKS TUTORING SERVICES (53238)		\$1,831.28
12-03-2020 Regular - Check #: 555846		\$1,096.86
WB HOME & HOSP TUTORING	Education Fund	\$362.44
WB HOME & HOSP TUTORING	Education Fund	\$309.98
WB HOME & HOSP TUTORING	Education Fund	\$238.45
WB HOME & HOSP TUTORING	Education Fund	\$185.99
12-15-2020 Regular - Check #: 555987		\$734.42
AT HOME & HOSP TUTORING	Education Fund	\$424.44
AT HOME & HOSP TUTORING	Education Fund	\$309.98
LINDSEY THOMAS (55093)		\$50.00
12-15-2020 Regular - Check #: 3877		\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
LITTLE FRIENDS, INC. (869)		\$10,028.43
12-09-2020 Regular - Check #: 555956		\$10,028.43
SPED PRIVATE TUITION ATHS	Education Fund	\$4,180.95
SPED PRIVATE TUITION ATHS	Education Fund	\$5,847.48
LOURDES PINA (47288)		\$46.97
12-09-2020 Regular - Check #: 3834	67	\$46.97
DIST WELLNESS INITIATIVE	Activity Fund	\$46.97
MARCY STUKENBERG (56607)		\$231.69

12-03-2020 Regular - Check #: 3809			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
12-15-2020 Regular - Check #: 3878			\$181.69
CLASSIFIED MEDICAL REIMB	Activity Fund	\$181.69	
MARIA RAMON (21915)			\$50.00
12-15-2020 Regular - Check #: 3879			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
MARIANNE GRECO (56679)			\$50.00
12-09-2020 Regular - Check #: 3835			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
MARILIA DA SILVA (55883)			\$50.00
12-15-2020 Regular - Check #: 3880			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
MARITZA FRANCISCO (41746)			\$99.00
12-15-2020 Regular - Check #: 556032			\$99.00
SUPPLIES WB TECH	Education Fund	\$99.00	
MARK GARLITZ (54878)			\$50.00
12-15-2020 Regular - Check #: 3881			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
MARK OLSON (22699)			\$50.00
12-15-2020 Regular - Check #: 3882			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
MARTENSON TURF PRODUCTS, INC. (49710)			\$2,938.08
12-03-2020 Regular - Check #: 555847			\$2,938.08
SUPPLIES WB MAINTENANCE	O & M Fund	\$1,469.04	
SUPPLIES AT MAINTENANCE	O & M Fund	\$1,469.04	
MARY BARNEY (54319)			\$44.23
12-09-2020 Regular - Check #: 3836			\$44.23
DIST WELLNESS INITIATIVE	Activity Fund	\$44.23	
MARYELLEN MARISIE (55225)			\$50.00
12-09-2020 Regular - Check #: 3837			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
MARYVILLE ACADEMY (23941)			\$6,339.30
12-09-2020 Regular - Check #: 555957			\$6,339.30
SPED PRIVATE TUITION ATHS	Education Fund	\$6,339.30	
	68		
MATRIX TRUST COMPANY (56259)			\$1,960.00
12-15-2020 Regular - Check #: 556033			\$980.00

EDUCATION FUND	Education Fund	\$980.00	
12-16-2020 Regular - Check #: 556061			\$980.00
EDUCATION FUND	Education Fund	\$980.00	
MCMASTER CARR SUPPLY CO. (1034)			\$501.11
12-03-2020 Regular - Check #: 555848			\$239.98
SUPPLIES AT MAINTENANCE	O & M Fund	\$45.26	
SUPPLIES AT MAINTENANCE	O & M Fund	\$142.86	
SUPPLIES AT MAINTENANCE	O & M Fund	\$26.66	
SUPPLIES AT MAINTENANCE	O & M Fund	\$25.20	
12-09-2020 Regular - Check #: 555906			\$106.92
SUPPLIES AT MAINTENANCE	O & M Fund	\$106.92	
12-15-2020 Regular - Check #: 555988			\$154.21
SUPPLIES AT PRIN OFF	Education Fund	\$154.21	
MECHANICAL CONCEPTS OF ILLINOIS INC (57692)			\$40,981.31
12-15-2020 Regular - Check #: 555989			\$40,981.31
BUILDING IMPROVEMENTS	O & M Fund	\$40,981.31	
MELISSA MORALES (53015)			\$50.00
12-09-2020 Regular - Check #: 3838			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
MENARDS (18748)			\$799.77
12-03-2020 Regular - Check #: 555849			\$314.97
SUPPLY AT VOC ED I&T	Education Fund	\$314.97	
12-09-2020 Regular - Check #: 555907			\$484.80
SUPPLIES WB MAINTENANCE	O & M Fund	\$242.40	
SUPPLIES AT MAINTENANCE	O & M Fund	\$242.40	
MENTA ACADEMY HILLSIDE (55780)			\$17,493.80
12-09-2020 Regular - Check #: 555958			\$17,493.80
SPED PRIVATE TUITION WBHS	Education Fund	\$11,028.70	
SPED PRIVATE TUITION ATHS	Education Fund	\$6,465.10	
METROPOLITAN LIFE INS. COMPANY (776)			\$500.00
12-15-2020 Regular - Check #: 556034			\$250.00
EDUCATION FUND	Education Fund	\$250.00	
12-16-2020 Regular - Check #: 556062			\$250.00
EDUCATION FUND	Education Fund	\$250.00	
MICHAEL BOLDEN (50730)			\$860.29
12-09-2020 Regular - Check #: 3839	69		\$860.29
ADMIN MEDICAL REIMB.	Activity Fund	\$860.29	

MICHAEL JONES (55379)			\$50.00
12-09-2020	Regular - Check #: 3840		\$50.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
MICHAEL SULLIVAN (18542)			\$50.00
12-15-2020	Regular - Check #: 3883		\$50.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
MUSIC & ARTS CENTER, INC. (49128)			\$107.61
12-09-2020	Regular - Check #: 555908		\$107.61
	SUPPLIES AT MUSIC	Education Fund	\$83.03
	SUPPLIES AT MUSIC	Education Fund	\$24.58
MYZONE, INC. (56094)			\$1,828.00
12-03-2020	Regular - Check #: 555850		\$1,828.00
	SUPPLIES WB BOOKSTORE	Education Fund	\$1,828.00
NARDI'S PIZZA (17950)			\$657.46
12-03-2020	Regular - Check #: 555851		\$321.46
	SUPPLIES AT MAINTENANCE	O & M Fund	\$321.46
12-15-2020	Regular - Check #: 555990		\$336.00
	SUPPLIES AT PRIN OFF	Education Fund	\$168.00
	SUPPLIES AT PRIN OFF	Education Fund	\$168.00
NATIONAL DANCE ALLIANCE (58199)			\$475.00
12-15-2020	Regular - Check #: 555991		\$475.00
	PUR SVC AT ATH	Education Fund	\$475.00
NCPERS GROUP LIFE INS (10653)			\$736.00
12-09-2020	Regular - Check #: 555959		\$736.00
	EDUCATION FUND	Education Fund	\$736.00
NEWPORT TRUST COMPANY (56733)			\$7,540.00
12-15-2020	Regular - Check #: 556035		\$3,770.00
	EDUCATION FUND	Education Fund	\$3,770.00
12-16-2020	Regular - Check #: 556063		\$3,770.00
	EDUCATION FUND	Education Fund	\$3,770.00
NICOR GAS (1284)			\$3,826.85
12-15-2020	Regular - Check #: 556036		\$262.44
	HEATING DO	O & M Fund	\$262.44
12-15-2020	Regular - Check #: 556037		\$1,760.91
	HEATING WB UTILITY	O & M Fund	\$1,760.91
12-15-2020	Regular - Check #: 556038		\$1,803.50
	HEATING AT UTILITY	O & M Fund	\$1,803.50

NORTHWEST COMMUNITY HEALTHCARE (45078)			\$715.35
12-03-2020	Regular - Check #: 555852		\$476.90
	WB HOME & HOSP TUTORING	Education Fund	\$476.90
12-15-2020	Regular - Check #: 555992		\$238.45
	AT HOME & HOSP TUTORING	Education Fund	\$238.45
NOVA CARE REHABILITATION (54220)			\$2,143.75
12-09-2020	Regular - Check #: 555960		\$1,025.00
	WB SPORTS TRAINER	Education Fund	\$1,025.00
12-09-2020	Regular - Check #: 555961		\$1,118.75
	AT SPORTS TRAINER	Education Fund	\$1,118.75
NYRISSA PAWA (55802)			\$50.00
12-09-2020	Regular - Check #: 3841		\$50.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
OFFICE DEPOT (26410)			\$241.94
12-03-2020	Regular - Check #: 555853		\$52.16
	SUPPLIES AT SPED	Education Fund	\$52.16
12-09-2020	Regular - Check #: 555909		\$189.78
	SUPPLIES AT BOOKSTORE	Education Fund	\$122.39
	SUPPLIES AT BOOKSTORE	Education Fund	\$67.39
PACIFIC LIFE (43739)			\$3,460.00
12-15-2020	Regular - Check #: 556039		\$1,730.00
	EDUCATION FUND	Education Fund	\$1,730.00
12-16-2020	Regular - Check #: 556064		\$1,730.00
	EDUCATION FUND	Education Fund	\$1,730.00
PERFORMANCE CHEMICAL & SUPPLY (55678)			\$324.16
12-03-2020	Regular - Check #: 555854		\$324.16
	SUPPLIES WB CUSTODIAL	O & M Fund	\$324.16
PETER MONTGOMERY (44446)			\$50.00
12-09-2020	Regular - Check #: 3842		\$50.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
PIT STOP (57403)			\$93.75
12-03-2020	Regular - Check #: 555879		\$93.75
	RENTAL WB ATHLETICS	Education Fund	\$93.75
PITNEY BOWES (849)			\$4,733.49
12-15-2020	Regular - Check #: 556040		\$4,733.49
	LEASE PRINCIPAL	71 Education Fund	\$1,791.51
	LEASE PRINCIPAL	Education Fund	\$1,791.51

LEASE PRINCIPAL	Education Fund	\$611.97	
LEASE PRINCIPAL	Education Fund	\$538.50	
PITSCO EDUCATION (6232)			\$1,719.00
12-09-2020 Regular - Check #: 555910			\$1,719.00
SUPPLIES C&T ED IMP GRANT	Education Fund	\$1,719.00	
PNK CONSTRUCTION (58187)			\$48,817.80
12-15-2020 Regular - Check #: 555993			\$48,817.80
CAP PROJECT-WB	Capital Projects Fund	\$48,817.80	
PORTER PIPE AND SUPPLY CO. (46070)			\$50.67
12-03-2020 Regular - Check #: 555855			\$50.67
SUPPLIES AT MAINTENANCE	O & M Fund	\$50.67	
POSTER COMPLIANCE CENTER (50334)			\$203.85
12-09-2020 Regular - Check #: 555962			\$203.85
PUR SVC CENT - HR	Education Fund	\$203.85	
PRO-ED DESIGNS (52459)			\$696.50
12-09-2020 Regular - Check #: 555963			\$696.50
PUR SVC DIST TECH	Education Fund	\$696.50	
QUADIENT LEASING USA INC (58116)			\$2,155.38
12-15-2020 Regular - Check #: 556041			\$2,155.38
LEASE PRINCIPAL	Education Fund	\$2,155.38	
READY REFRESH BY NESTLE (50783)			\$29.99
12-09-2020 Regular - Check #: 555911			\$29.99
SUPPLIES AT HEALTH SVC	Education Fund	\$29.99	
RELIANCE STANDARD LIFE INSURANCE CO (53237)			\$410.46
12-15-2020 Regular - Check #: 556042			\$410.46
EDUCATION FUND	Education Fund	\$410.46	
REPUBLIC SERVICES #551 (55610)			\$664.37
12-03-2020 Regular - Check #: 555880			\$0.95
REFUSE DISPOSAL AT OPER	O & M Fund	\$0.95	
12-15-2020 Regular - Check #: 556043			\$108.17
REFUSE DISPOSAL DO	O & M Fund	\$108.17	
12-15-2020 Regular - Check #: 556044			\$170.00
REFUSE DISPOSAL AT OPER	O & M Fund	\$170.00	
12-15-2020 Regular - Check #: 556045			\$385.25
REFUSE DISPOSAL AT OPER	O & M Fund	\$385.25	
RICHARD ORTIZ (55782)			\$1,199.26
12-15-2020 Regular - Check #: 556046			\$1,199.26

TUITION REIMBURSEMENT	Education Fund	\$599.63	
TUITION REIMBURSEMENT	Education Fund	\$599.63	
ROB INZINGA (56624)			\$50.00
12-09-2020 Regular - Check #: 3843			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
ROB SERIO (48053)			\$50.00
12-15-2020 Regular - Check #: 3884			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
ROBBINS SCHWARTZ (56056)			\$964.88
12-03-2020 Regular - Check #: 555856			\$964.88
PUR SVC BOE LEGAL SERVICE	Education Fund	\$964.88	
ROBERT DALY (53462)			\$600.00
12-09-2020 Regular - Check #: 555964			\$600.00
TUITION REIMBURSEMENT	Education Fund	\$600.00	
ROBERT HARVEY (58203)			\$50.00
12-15-2020 Regular - Check #: 3885			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
ROCK VALLEY PUBLISHING, LLC (50142)			\$1,012.50
12-15-2020 Regular - Check #: 555994			\$1,012.50
PUR SVC BOE PUBLIC REL	Education Fund	\$1,012.50	
ROE PROFESSIONAL SERVICES (25471)			\$7,360.00
12-15-2020 Regular - Check #: 556047			\$7,360.00
TUITION-OTHR IN STATE-GOV	Education Fund	\$4,160.00	
TUITION-OTHR IN STATE-GOV	Education Fund	\$3,200.00	
ROE PROFESSIONAL SERVICES #19 (56489)			\$7,980.00
12-03-2020 Regular - Check #: 555881			\$7,980.00
TUITION-OTHR IN STATE-GOV	Education Fund	\$4,680.00	
TUITION-OTHR IN STATE-GOV	Education Fund	\$3,300.00	
ROSEANN JANUSZ (53037)			\$177.99
12-03-2020 Regular - Check #: 555882			\$127.99
PERIODICALS WB LIBRARY	Education Fund	\$99.00	
BOOKS WB LIBRARY	Education Fund	\$28.99	
12-15-2020 Regular - Check #: 3886			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
ROY STROM REFUSE (54814)			\$414.45
12-03-2020 Regular - Check #: 555883	73		\$265.00
REFUSE DISPOSAL WB OPER	O & M Fund	\$265.00	

12-03-2020 Regular - Check #: 555884			\$149.45
REFUSE DISPOSAL WB OPER	O & M Fund		\$149.45
RUETTIGER, TONELLI AND ASSOCIATES, (50708)			\$1,575.00
12-03-2020 Regular - Check #: 555857			\$1,575.00
CONSTRUCTION SERVICES	O & M Fund		\$1,575.00
RUNCO OFFICE SUPPLY & EQUIPMENT CO (57315)			\$491.89
12-03-2020 Regular - Check #: 555858			\$249.61
SUPPLIES WB ENGLISH	Education Fund		\$249.61
12-09-2020 Regular - Check #: 555912			\$95.53
SUPPLIES WB ENGLISH	Education Fund		\$67.92
SUPPLIES WB MATH	Education Fund		\$27.61
12-15-2020 Regular - Check #: 555995			\$146.75
SUPPLIES WB PRIN OFF	Education Fund		\$139.26
SUPPLIES WB PRIN OFF	Education Fund		\$7.49
RYAN DOMERACKI (57058)			\$2,550.00
12-09-2020 Regular - Check #: 3844			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		(\$50.00)
12-11-2020 Void - Check #: 3844			(\$50.00)
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		(\$50.00)
12-15-2020 Regular - Check #: 3887			\$2,550.00
CLASS CHILD CARE REIMB	Activity Fund		\$2,500.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
S.E.A.L. OF ILLINOIS, INC. (48806)			\$21,230.40
12-09-2020 Regular - Check #: 555965			\$21,230.40
SPED PRIVATE TUITION WBHS	Education Fund		\$10,615.20
SPED PRIVATE TUITION ATHS	Education Fund		\$10,615.20
SANDRA KRAUSE (55931)			\$235.32
12-09-2020 Regular - Check #: 3845			\$127.23
CLASSIFIED MEDICAL REIMB	Activity Fund		\$127.23
12-15-2020 Regular - Check #: 3888			\$108.09
CLASSIFIED MEDICAL REIMB	Activity Fund		\$58.09
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
SASED (853)			\$202,549.12
12-03-2020 Regular - Check #: 555885	74		\$10,961.00
IDEA-PMTS TO OTH GOV UNIT	Education Fund		\$10,961.00
12-09-2020 Regular - Check #: 555966			\$191,588.12

IDEA-PMTS TO OTH GOV UNIT	Education Fund	\$100,191.00
SASED ADMIN SVCS	Education Fund	\$47,526.00
SASED PROF DEVELOP	Education Fund	\$23,763.00
PS IDEA OTHER GOV SERV	Education Fund	\$20,108.12
SCHOOL HEALTH CORPORATION (452)		\$347.13
<hr/>		
12-09-2020 Regular - Check #: 555913		\$347.13
R&M WB ATH	Education Fund	\$347.13
SCHROEDER'S ACE HARDWARE (116)		\$205.41
<hr/>		
12-03-2020 Regular - Check #: 555859		\$54.14
SUPPLIES DO MAINTENANCE	O & M Fund	\$19.99
SUPPLIES WB MAINTENANCE	O & M Fund	\$7.00
SUPPLIES DO MAINTENANCE	O & M Fund	\$11.97
SUPPLIES WB MAINTENANCE	O & M Fund	\$15.18
12-09-2020 Regular - Check #: 555914		\$65.77
SUPPLIES AT MAINTENANCE	O & M Fund	\$49.99
SUPPLIES DO MAINTENANCE	O & M Fund	\$15.78
12-15-2020 Regular - Check #: 555996		\$85.50
SUPPLIES WB MAINTENANCE	O & M Fund	\$28.15
SUPPLIES DO MAINTENANCE	O & M Fund	\$19.77
SUPPLIES DO MAINTENANCE	O & M Fund	\$6.00
SUPPLIES DO MAINTENANCE	O & M Fund	\$4.59
SUPPLIES DO MAINTENANCE	O & M Fund	\$26.99
SEIU LOCAL 73 (1595)		\$2,194.40
<hr/>		
12-15-2020 Regular - Check #: 555972		\$1,097.20
EDUCATION FUND	Education Fund	\$1,097.20
12-16-2020 Regular - Check #: 556053		\$1,097.20
EDUCATION FUND	Education Fund	\$1,097.20
SERVICE SANITATION, INC (46465)		\$213.00
<hr/>		
12-03-2020 Regular - Check #: 555886		\$213.00
RENTAL AT ATHLETICS	Education Fund	\$213.00
SHANNON GIERTZ (24057)		\$50.00
<hr/>		
12-15-2020 Regular - Check #: 3890		\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
SHERI D'AMBROSE (4609)		\$1,189.53
<hr/>		
12-03-2020 Regular - Check #: 555887		\$53.00
SUPPLIES AT PE	Education Fund	\$53.00
12-03-2020 Regular - Check #: 555888		\$32.08
SUPPLIES AT STUDENT ACTIV	Education Fund	\$32.08

12-03-2020 Regular - Check #: 3810			\$129.04
STUDENT COUNCIL	Activity Fund	\$129.04	
12-03-2020 Regular - Check #: 3811			\$500.00
STUDENT COUNCIL	Activity Fund	\$500.00	
12-09-2020 Regular - Check #: 3846			\$475.41
STUDENT COUNCIL	Activity Fund	\$475.41	
SHERWIN-WILLIAMS (53656)			\$441.64
12-03-2020 Regular - Check #: 555860			\$181.08
SUPPLIES AT MAINTENANCE	O & M Fund	\$181.08	
12-09-2020 Regular - Check #: 555915			\$260.56
SUPPLIES WB MAINTENANCE	O & M Fund	\$150.14	
SUPPLIES WB MAINTENANCE	O & M Fund	\$110.42	
SHILPA SHAH (48257)			\$50.00
12-15-2020 Regular - Check #: 3891			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
SOARING EAGLE ACADEMY (56551)			\$15,311.34
12-09-2020 Regular - Check #: 555967			\$15,311.34
SPED PRIVATE TUITION WBHS	Education Fund	\$7,655.67	
SPED PRIVATE TUITION ATHS	Education Fund	\$7,655.67	
SOUND OF MUSIC (53524)			\$125.00
12-03-2020 Regular - Check #: 3812			\$125.00
CHOIR ACTIVITY	Activity Fund	\$125.00	
SOUTH SIDE CONTROL SUPPLY CO (12300)			\$63.61
12-09-2020 Regular - Check #: 555916			\$63.61
SUPPLIES WB MAINTENANCE	O & M Fund	\$63.61	
SPECIAL EDUCATION SYSTEMS INC (43772)			\$2,436.77
12-09-2020 Regular - Check #: 555917			\$2,436.77
SP ED TRANSPORTATION	Transportation Fund	\$2,436.77	
SRFAX (57531)			\$15.90
12-03-2020 Regular - Check #: 555861			\$15.90
PUR SVC DIST TECH	Education Fund	\$15.90	
STEPHANIE ENNIS (53716)			\$50.00
12-15-2020 Regular - Check #: 3892			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
STEVE WEISS MUSIC INC. (56182)			\$8,943.00
12-09-2020 Regular - Check #: 555918	76		\$8,943.00
NON-CAP WB MUSIC	Education Fund	\$4,704.00	

NON-CAP WB MUSIC	Education Fund	\$4,239.00	
STREAMWOOD BEHAVIORAL (26271)			\$17,296.26
12-09-2020 Regular - Check #: 555968			\$17,296.26
SPED PRIVATE TUITION WBHS	Education Fund	\$11,390.22	
SPED PRIVATE TUITION ATHS	Education Fund	\$5,906.04	
SUN LIFE ASSURANCE CO OF CANADA (57720)			\$5,599.82
12-15-2020 Regular - Check #: 556048			\$5,599.82
LIFE INSURANCE/LTD	Education Fund	\$5,599.82	
SUSAN BOWER (55224)			\$50.00
12-15-2020 Regular - Check #: 3893			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
SUSANNA NOLTE (52976)			\$451.13
12-15-2020 Regular - Check #: 3894			\$451.13
CLASSIFIED MEDICAL REIMB	Activity Fund	\$451.13	
TEAMBUILDR (57084)			\$225.00
12-03-2020 Regular - Check #: 3813			\$225.00
ATHLETIC SPECIAL PROJECTS	Activity Fund	\$225.00	
TEMSPEC INC. (54154)			\$969.59
12-09-2020 Regular - Check #: 555919			\$969.59
SUPPLIES WB MAINTENANCE	O & M Fund	\$969.59	
TERESA KIKOS (56400)			\$197.20
12-15-2020 Regular - Check #: 3895			\$197.20
CLASSIFIED MEDICAL REIMB	Activity Fund	\$147.20	
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
TERRACE SUPPLY (485)			\$30.30
12-09-2020 Regular - Check #: 555920			\$30.30
SUPPLIES AT MAINTENANCE	O & M Fund	\$5.70	
SUPPLIES WB MAINTENANCE	O & M Fund	\$13.20	
SUPPLIES WB PRIN OFF	Education Fund	\$11.40	
TERRI WOEBEL (51772)			\$122.49
12-03-2020 Regular - Check #: 555889			\$72.49
SUPPLIES WB ENGLISH	Education Fund	\$72.49	
12-15-2020 Regular - Check #: 3896			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
TERRY ARTMAN (48549)			\$50.00
12-15-2020 Regular - Check #: 3897			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	

TERRY BOWER (58202)			\$50.00
12-15-2020 Regular - Check #: 3898			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
THE OMNI GROUP (55154)			\$72.50
12-09-2020 Regular - Check #: 555969			\$72.50
EDUCATION FUND	Education Fund	\$72.50	
THERESA MARZULLO (46566)			\$50.00
12-15-2020 Regular - Check #: 3899			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
THOMAS BENDICSEN (45216)			\$48.33
12-15-2020 Regular - Check #: 3900			\$96.66
DIST WELLNESS INITIATIVE	Activity Fund	\$48.33	
DIST WELLNESS INITIATIVE	Activity Fund	\$48.33	
DIST WELLNESS INITIATIVE	Activity Fund	(\$48.33)	
DIST WELLNESS INITIATIVE	Activity Fund	(\$48.33)	
12-15-2020 Void - Check #: 3900			(\$96.66)
DIST WELLNESS INITIATIVE	Activity Fund	\$48.33	
DIST WELLNESS INITIATIVE	Activity Fund	\$48.33	
DIST WELLNESS INITIATIVE	Activity Fund	(\$48.33)	
DIST WELLNESS INITIATIVE	Activity Fund	(\$48.33)	
12-16-2020 Regular - Check #: 3910			\$48.33
DIST WELLNESS INITIATIVE	Activity Fund	\$48.33	
THOMSON REUTERS WEST (58182)			\$1,029.00
12-09-2020 Regular - Check #: 555921			\$1,029.00
PURCH SVC BUSINESS OFFICE	Education Fund	\$1,029.00	
TIMOTHY BABIN (58197)			\$800.00
12-03-2020 Regular - Check #: 3814			\$800.00
CHEERLEADING	Activity Fund	\$800.00	
TRAVIS WOLFF (50016)			\$50.00
12-15-2020 Regular - Check #: 3901			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
TRI-ANGLE SCREEN PRINT (21856)			\$980.00
12-15-2020 Regular - Check #: 3902			\$980.00
NATIONAL HONOR SOCIETY	Activity Fund	\$980.00	
TROPHIES BY GEORGE (17960)			\$632.00
12-15-2020 Regular - Check #: 3903	78		\$632.00
IND EVENTS SPEECH TEAM	Activity Fund	\$632.00	

TROPI-QUATICS PET CENTRE (54828)			\$125.63
12-09-2020	Regular - Check #: 555922		\$125.63
	SUPPLIES WB SCIENCE	Education Fund	\$125.63
TRUDY SULITA (45769)			\$50.00
12-15-2020	Regular - Check #: 3904		\$50.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
TRYAD SOLUTIONS (55052)			\$390.00
12-15-2020	Regular - Check #: 3905		\$390.00
	THEATER DRAMA	Activity Fund	\$390.00
UMB BANK F/B/O AXA (57418)			\$8,020.00
12-15-2020	Regular - Check #: 556049		\$4,010.00
	EDUCATION FUND	Education Fund	\$4,010.00
12-16-2020	Regular - Check #: 556065		\$4,010.00
	EDUCATION FUND	Education Fund	\$4,010.00
UNITED GRAPHICS & MAILING GROUP (57419)			\$60.00
12-15-2020	Regular - Check #: 3906		\$60.00
	THEATER DRAMA	Activity Fund	\$60.00
UNITED PARCEL SERVICE (6763)			\$26.82
12-03-2020	Regular - Check #: 555863		\$19.63
	PUR SVC POSTAGE - AT	Education Fund	\$19.63
12-09-2020	Regular - Check #: 555924		\$7.19
	PUR SVC POSTAGE - WB	Education Fund	\$7.19
UNIVERSAL TAXI DISPATCH, INC. (54647)			\$2,957.00
12-03-2020	Regular - Check #: 555862		\$2,248.00
	SP ED TRANSPORTATION	Transportation Fund	\$2,248.00
12-09-2020	Regular - Check #: 555923		\$709.00
	SP ED TRANSPORTATION	Transportation Fund	\$631.00
	SP ED TRANSPORTATION	Transportation Fund	\$78.00
VARIABLE ANNUITY LIFE INS. CO. (772)			\$5,716.00
12-15-2020	Regular - Check #: 556050		\$2,858.00
	EDUCATION FUND	Education Fund	\$2,858.00
12-16-2020	Regular - Check #: 556066		\$2,858.00
	EDUCATION FUND	Education Fund	\$2,858.00
VERONICA BANUELOS (57292)			\$50.00
12-15-2020	Regular - Check #: 3907		\$50.00
	DIST WELLNESS INITIATIVE	79 Activity Fund	\$50.00
VERONICA NOYOLA (44962)			\$98.95

12-03-2020 Regular - Check #: 3815			\$98.95
DIST WELLNESS INITIATIVE	Activity Fund		\$98.95
VILLA PARK ELECTRICAL SUPPLY (19787)			\$4,545.00
12-03-2020 Regular - Check #: 555864			\$4,545.00
SUPPLIES AT MAINTENANCE	O & M Fund		\$2,727.00
SUPPLIES AT MAINTENANCE	O & M Fund		\$1,818.00
VILLAGE OF ADDISON (136)			\$567.99
12-03-2020 Regular - Check #: 555890			\$567.99
SUPPLIES WB MAINTENANCE	O & M Fund		\$374.75
SUPPLIES AT MAINTENANCE	O & M Fund		\$144.63
SPED TRANSPRTATION SUPPLY	Transportation Fund		\$33.13
SUPPLIES AT DRIVER ED	Education Fund		\$15.48
VILLAGE OF VILLA PARK (13137)			\$3,296.76
12-15-2020 Regular - Check #: 556051			\$68.33
WATER WB UTILITY	O & M Fund		\$68.33
12-15-2020 Regular - Check #: 556052			\$3,228.43
WATER WB UTILITY	O & M Fund		\$3,228.43
VISTA HIGHER LEARNING (54681)			\$29,312.25
12-15-2020 Regular - Check #: 555997			\$29,312.25
SUPPLIES AT TITLE I	Education Fund		\$14,656.13
SUPPLIES WB TITLE I	Education Fund		\$14,656.12
WARD'S NATURAL SCIENCE (506)			\$43.69
12-15-2020 Regular - Check #: 555998			\$43.69
SUPPLIES WB SCIENCE	Education Fund		\$43.69
WEST SUBURBAN TEACHERS UNION (1594)			\$26,366.14
12-15-2020 Regular - Check #: 555973			\$13,183.07
EDUCATION FUND	Education Fund		\$13,183.07
12-16-2020 Regular - Check #: 556054			\$13,183.07
EDUCATION FUND	Education Fund		\$13,183.07
WESTERN REMAC INC. (52685)			\$29.48
12-09-2020 Regular - Check #: 3847			\$29.48
ATHLETIC SPECIAL PROJECTS	Activity Fund		\$29.48
WHITE COTTAGE CRAFTS (57528)			\$2,426.00
12-15-2020 Regular - Check #: 3908			\$2,426.00
KIWANIS KEY CLUB	Activity Fund		\$2,426.00
WIGHT & COMPANY (511)			\$2,321.15
12-03-2020 Regular - Check #: 555865		80	\$1,465.29

A&E CONSTRUCTION SERVICE	Capital Projects Fund	\$1,465.29	
12-15-2020 Regular - Check #: 555999			\$855.86
A&E CONSTRUCTION SERVICE	Capital Projects Fund	\$855.86	
YVONNE TSAGALIS (50994)			\$50.00
12-15-2020 Regular - Check #: 3909			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
ZOOM VIDEO COMMUNICATIONS, INC (57990)			\$90.00
12-09-2020 Regular - Check #: 555925			\$90.00
PUR SVC DIST TECH	Education Fund	\$90.00	
ZULEMA NEEL (57304)			\$195.04
12-09-2020 Regular - Check #: 555971			\$195.04
SUPPLIES WB PRIN OFF	Education Fund	\$195.04	

B. Approve meeting minutes from December 14, 2020

1) Minutes of the December 14, 2020, Regular Business/Educational Focus Board meeting.

83

Board of Education
Regular Business/Educational Focus Board Meeting
Monday, December 14, 2020
Remote Meeting via ZOOM - www.dupage88.net/boardstream
2 Friendship Plaza
Addison, Illinois 60101

MINUTES

1. Call To Order

Mrs. Cain, President of the Board, called the meeting to order at 7:04 p.m.

2. Pledge of Allegiance

3. Moment of Silence

Donna Cain, Board President, asked for a moment of silence in honor of Dr. Scott Helton. Dr. Helton passed away on December 10, 2020. Dr. Helton had more than 33 years of experience in education and served in various capacities, including as Principal of Addison Trail for 11 years and as Superintendent of District 88 since 2012.

4. Roll Call

Members Present: Mrs. Cain, Ms. Finnegan, Mr. Irvin, Mrs. Jessen, Ms. Knauf, Mr. Olson

Members Absent: Mr. Edmier

Others Present: Dr. Barbanente, Mr. Hoster, Mr. Domeracki, Mrs. Tsagalis, Mrs. Niewinski, Dr. Krause, Dr. Lenaghan, Ms. Brink, Mrs. Petrbook

5. Petitions and Hearings

Villa Park resident Jennifer Burns submitted the following comment:

As a parent, teacher, and community member, it brings tremendous relief and comfort during this difficult time to know that Dr. Barbanente is being considered to continue to lead our district.

6. Recognition of District 88 Successes

A. 88's Best Students

88's Best Students Fawzan Ali from Addison Trail and Thomas Florey from Willowbrook were recognized for the month of December. The students were congratulated on their many accomplishments. The students thanked the Board, their teachers, and their families for support.

B. Virtual Extracurricular Highlights 83

A video was shared that highlighted how District 88 is implementing extracurricular

activities this school year. The video showcased the various and innovative ways club sponsors and coaches are connecting with and caring for students to keep them engaged in a virtual/remote environment.

7. Public Hearing on the 2020 Tax Levy

A. Motion to Open Hearing

Mrs. Jessen moved, and Ms. Finnegan seconded to open the public hearing on the 2020 Tax Levy at 7:56 p.m.

Roll Call Vote

Ayes: Ms. Finnegan, Mr. Irvin, Mrs. Jessen, Ms. Knauf, Mr. Olson, Mrs. Cain

Nays: None

Motion Carried.

B. Comments and Discussion

Mr. Edward Hoster updated the Board that there have been no changes that have taken place since the proposed tax levy was reviewed at the November 16, 2020 meeting. The aggregate amount of taxes is estimated to be levied for the year 2020 in the amount of \$59,035,512. That request represents a 4.9 percent increase over the previous year. The estimated property taxes to be levied for debt service and public building commission leases for 2020 are \$10,595,519.00 representing a 2.42% decrease over the previous year. The estimated total property taxes to be levied for 2020 are \$69,631,031.00, representing a 3.71% increase over the previous year. In compliance with the Truth in Taxation Law, a notice was published on December 2, 2020. There were no questions or public comments. Donna Cain, President of the Board, noted that the tax levy process is mandatory annually.

C. Motion to Close Hearing

Mrs. Jessen moved, and Mr. Olson seconded to close the public hearing on the 2020 Tax Levy at 7:58 p.m.

Roll Call Vote

Ayes: Mr. Irvin, Mrs. Jessen, Ms. Knauf, Mr. Olson, Ms. Finnegan, Mrs. Cain

Nays: None.

Motion Carried.

8. Educational Focus Items

A. 2021-2022 New Course Proposals and Spring 2021 Instructional Enhancements

Mrs. Yvonne Tsagalis, Assistant Superintendent for Curriculum and Instruction, provided an update on District 88's new course proposals for the 2021-2022 school year. Additionally, Mrs. Tsagalis introduced instructional enhancements that will be used to support students during the second semester of the 2020-2021 school year.

Board Secretary Blanca Jessen asked if the Introduction to Manufacturing and Engineering course will include an apprenticeship; if so, where? Ms. Tsagalis replied that the apprenticeship opportunity is being piloted the second semester through GPS Ed Solutions.

Mrs. Cain stated that it is exciting to hear about the new course offerings and the new opportunities provided to students.

B. Remote Learning Instructional Showcase: Social-Emotional Supports and Interventions During Remote Learning

This item for discussion has been moved to the January Board meeting.

9. Separate Action Items

A. Adoption of Property Tax Levy 2020

Mrs. Jessen moved, and Ms. Finnegan seconded to approve the Resolution Authorizing and Directing Tax Levy, including authorizing the Certificate of Tax Levy for the year 2020 be filed with the DuPage County Clerk accordingly.

Roll Call Vote

Ayes: Ms. Knauf, Mr. Olson, Mrs. Finnegan, Mr. Irvin, Mrs. Jessen, Mrs. Cain

Nays: None.

Motion carried.

Mrs. Jessen moved, and Ms. Finnegan seconded to approve the Resolution Authorizing and Directing Certain Special-Purpose Tax Levies.

Roll Call Vote

Ayes: Mr. Olson, Ms. Finnegan, Mr. Irvin, Mrs. Jessen, Ms. Knauf, Mrs. Cain

Nays: None.

Motion carried.

B. Treasurer's Report for November 2020

Ms. Jessen moved, and Ms. Knauf seconded to approve the Treasurer's Report as presented.

Roll Call Vote

Ayes: Ms. Finnegan, Mr. Irvin, Mrs. Jessen, Ms. Knauf, Mr. Olson, Mrs. Cain

Nays: None.

Motion carried.

C. Budget Status Report for November 2020

Ms. Jessen moved, and Mr. Olson seconded to approve the Budget Status as presented.

Roll Call Vote

Ayes: Ms. Finnegan, Mr. Irvin, Mrs. Jessen, Ms. Knauf, Mr. Olson, Mrs. Cain

Nays: None.

Motion carried.

D. List of Bills for November 2020

Ms. Jessen moved, and Ms. Knauf seconded to approve the list of payroll and vendor transactions for the month of November 2020.

Roll Call Vote

Ayes: Mr. Irvin, Mrs. Jessen, Ms. Knauf, Mr. Olson, Ms. Finnegan, Mrs. Cain

Nays: None.

Motion carried.

E. List of Bills Vendor Payments- November 12- December 9, 2020

Ms. Jessen moved, and Ms. Knauf seconded to approve the list of payments to vendors for the period of November 12 – December 9, 2020, in the total amount of \$1,267,082.52.

Roll Call Vote

Ayes: Mrs. Jessen, Ms. Knauf, Mr. Olson, Ms. Finnegan, Mr. Irvin, Mrs. Cain

Nays: None.

Motion carried.

F. Architect/Engineer Service Proposal - Roof Replacement Project

Ms. Jessen moved, and Ms. Finnegan seconded to accept the proposal from Wight & Co. for architect & engineering services for the roof replacement work with a fee of 7.5% of the actual project cost and a minimum of \$25,700 plus reimbursable expenses.

Roll Call Vote

Ayes: Ms. Knauf, Mr. Olson, Ms. Finnegan, Mr. Irvin, Mrs. Jessen, Mrs. Cain

Nays: None.

Motion carried.

G. Architect/Engineer Service Proposal - North Tennis Court Reconstruction Project

Ms. Jessen moved, and Ms. Finnegan seconded to accept the proposal from Wight & Co. for architect & engineering services for the north tennis court reconstruction project at a fee of \$30,000 plus reimbursable expenses.

Roll Call Vote

Ayes: Mr. Olson, Ms. Finnegan, Mr. Irvin, Mrs. Jessen, Ms. Knauf, Mrs. Cain

Nays: None.

Motion carried.

H. Architect/Engineer Service Proposal - West Drive Pavement Project

Ms. Jessen moved, and Mr. Olson seconded to accept the proposal from Wight & Co. for architect & engineering services for the west drive pavement project at a fee of \$29,300 plus reimbursable expenses.

Mr. Irvin commented that the architect and engineering service being provided should note the amount of pavement needed to be replaced multiple times along with continuous cracking of pavement at both properties.

Roll Call Vote

Ayes: Ms. Finnegan, Mrs. Jessen, Ms. Knauf, Mr. Olson, Mrs. Cain

Nays: Mr. Irvin
Motion carried.

I. Pay Application #2 for PNK

Ms. Jessen moved, and Mr. Olson seconded to approve the pay application #2 from PNK Construction, Inc. for the security vestibule project at Willowbrook in the amount of \$48,817.80.

Roll Call Vote

Ayes: Ms. Finnegan, Mr. Irvin, Mrs. Jessen, Ms. Knauf, Mr. Olson, Mrs. Cain

Nays: None.

Motion carried.

J. Construction Project Pay Application #7- District Office HVAC

Ms. Jessen moved, and Ms. Finnegan seconded to approve the pay application #7 from Mechanical Concepts of Illinois, Inc. for the HVAC Replacement work at the District Office in the amount of \$40,981.31.

Roll Call Vote

Ayes: Mr. Irvin, Mrs. Jessen, Mrs. Knauf, Mr. Olson, Ms. Finnegan, Mrs. Cain

Nays: None.

Motion carried.

K. Personnel

Mrs. Jessen moved, and Mr. Olson seconded to approve the Personnel Report as presented.

CLASSIFIED STAFF APPOINTMENT:

Jennifer Martin

Willowbrook Special Education Teacher Aide

Salary: \$11,835.18

Effective: December 14, 2020

CLASSIFIED STAFF REHIRE:

Cara Kluczny

Willowbrook Literacy Teacher Aide

Salary: \$12,421.08

Effective: December 07, 2020

CLASSIFIED MID-MANAGEMENT STAFF INTERMITTENT UNPAID LEAVE OF ABSENCE:

Guadalupe Blanco

Title One Interpreter/Translator

Effective: January 12, 2021 – March 18, 2021.

CLASSIFIED STAFF UNPAID LEAVE OF ABSENCE REQUEST:

Bryan Thede

Addison Trail Special Education Teacher Aide

Effective: November 16, 2020 – February 01, 2021

CLASSIFIED STAFF RETIREMENT:

Susanna Nolte

Willowbrook Literacy Teacher Aide

Effective: December 18, 2020, at which time Sue will have completed 11 years of service with District 88.

CLASSIFIED STAFF RESIGNATION:

Sydney Gutierrez

Willowbrook Literacy Teacher Aide

Effective: December 31, 2020

Roll Call Vote

Ayes: Mrs. Jessen, Ms. Knauf, Mr. Olson, Ms. Finnegan, Mr. Irvin, Mrs. Cain

Nays: None.

Motion carried.

L. Approve meeting minutes from November 9, 2020, through December 3, 2020.

Ms. Jessen moved, and Ms. Finnegan seconded to approve the meeting minutes from November 9, 2020, through December 3, 2020.

Roll Call Vote

Ayes: Ms. Knauf, Mr. Olson, Ms. Finnegan, Mr. Irvin, Mrs. Jessen, Mrs. Cain

Nays: None.

Motion carried.

10. Information/Discussion Items

A. Credit Card Summary

Mr. Edward Hoster, Chief Financial Officer, reviewed the district's credit card use report for November 2020, as outlined in Board Policy 4:55 Use of Credit and Procurement Cards.

B. Post Issuance Tax Compliance Report

Mr. Edward Hoster, Chief Financial Officer, provided details to the Board of Education pertaining to the Post Debt Issuance Tax Compliance Report for 2020. Mr. Hoster shared that the district is in compliance with the applicable tax law requirements.

C. Villa Park Garden Station TIF Developer Proposal

Chief Financial Officer, Edward Hoster, shared details pertaining to the Villa Park Garden Station TIF (Tax Incremental Financing District) proposal. Mr. Hoster explained that this was discussed with the board finance committee. All committee members agree that this is not in the district's best financial interest to consider supporting the Village and developer's request.

D. Freedom of Information Act

Request Number One:

Every December, the district files a "certificate of levy" with the County Clerk's office. Please provide your copy of the file stamped "levy" for tax years:

* 2002 Levy (Filed December 2002)

* 2008 Levy (Filed December 2008)

* 2014 Levy (Filed December 2014)

Request Number Two:

Based upon records maintained by the County Clerk, around March 1 the district receives a "tax extension" communication from the County Clerk which reflects the various tax year records previously filed by the district: a) the actual operating tax levy(s) (example, #1 above), b) all bond and interest levy(s) filed at time of bond sale, c) all bond and interest levy abatement(s) filed for a particular bond, and d) all abatement(s) for current tax year operating fund(s) approved by the Board after the initial levy filing (#1). In addition to the cover page letter and the preliminary tax extension report pages, there is a "Confirmation Form". This request is for the communication sent to the district for tax years 2002, 2008, and 2014 which should be dated on or around March 1. In addition to the inbound communique, this request is also for a copy of the outbound communication back to the County Clerk (early March) which would include the signed and dated "Confirmation Form". Also, if for some reason, there are additional communication records regarding the preliminary tax extension reports, please include those as well. We have attached a sample of the records requested. (See attached pdf file "Request #2")

* Tax year 2002: Received on or around March 1, 2003

* Tax year 2008: Received on or around March 1, 2009

* Tax year 2014: Received on or around March 1, 2015

Request Number Three:

Based upon records maintained by the County Clerk, around the last week in March, the County Clerk sends to all taxing districts in DuPage a tentative "extension" report/packet indicating what the Clerk has recorded as the levies for the current tax year and the Clerk's calculation of all fund rates and all total tax rates. Traditionally, the County Clerk provides a week (7 days) for a final review of the tentative "extension" report and the reporting of any errors, announcement of any additional abatements, etc. In addition to the cover page letter, the County Clerk delivers: a) a worksheet depicting the 20xx Tentative Tax Rates and Tax Extensions, b) The 20xx equalized billing value, new construction, annexed and disconnected values by property class which are used to calculate the Limiting Rate, c) The Limiting Rate formula sheet, and d) the Rate Re-Allocation Form, if applicable to your district. This request is for the communication (late March 20xx) sent by the County Clerk to the district for tax years 2002, 2008, and 2014 which should be dated on or around March 2x, 20xx. In addition to the inbound communique, this request is also for a copy of all of the outbound communications sent back to the County Clerk (late March 20xx) which would include the signed and dated "Rate Reallocation Form". Also, if for some reason, there are additional communication records regarding the late-March tentative tax extension reports, please include those as

well. We have attached a sample of the records requested. (See attached pdf file "Request #3")

* Tax year 2002: Received on or around March 2x, 2003

* Tax year 2008: Received on or around March 2x, 2009

* Tax year 2014: Received on or around March 2x, 2015

Request Number Four:

Based upon records maintained by the County Clerk, sometime in late April or early May, the County Clerk sends to all taxing districts in DuPage a final "extension" report/packet indicating what the Clerk has recorded as the final extensions for the current tax year and the Clerk's calculation of all fund rates and all total rates. This

request is for tax years 2002, 2008, and 2014 and which should be dated late April or on or around March 1. for the communication (April 2015) sent by the County Clerk to the district for tax year 2014. We have attached a sample of the records requested. (See attached pdf file "Request #4")

* Tax year 2002: Received on or around April/May 2003

* Tax year 2008: Received on or around April/May 2009

* Tax year 2014: Received on or around April/May 2015

FOIA request was sent to B3YD7H29K4@protonmail.com on December 1, 2020.

On November 30, 2020, DuPage High School District 88 received a request via email from Stephen A. Holifield, SSgt,USAF, for the following information through the Freedom of Information Act (FOIA):

Directory information for all juniors and seniors attending Addison Trail High School, and Willowbrook High School. Directory information for military recruitment purposes includes full name, phone number, address, email address as well as any additional information provided to colleges and employers. Please see attached letter for additional information.

FOIA request was sent to Stephen A. Holifield, SSgt,USAF, at stephen.holifield.2@us.af.mil on December 4, 2020.

On December 8, 2020, DuPage High School District 88 received an anonymous request via email for the following information through the Freedom of Information Act (FOIA):

Please deliver, *as soon as time permits*, the Excel-version of the approved ISBE 2021 Budget (.xls) via an email attachment to the address stated below. Given the nature of this request and the fact that the Excel file (which is the format which must be ultimately submitted to the ISBE) has already been submitted to the ISBE in advance of the October 1 deadline, the turnaround time on this request should be no more than 1 business day.

FOIA request was sent to mccxv@hush.com on December 9, 2020.

11. School Recognition – Principals

Addison Trail- Mrs. Niewinski reported:

-The 36th Annual Toy Drive for Toys for Tots took place through the Addison Township. Thank you to faculty, staff, and sponsors for helping to make this a success.

-Congratulations to the 36 December graduates that were recognized by the Guidance Department and Administration.

-On Wednesday, December 16, 2020, the Music Department will host a virtual Holiday Concert.

The Student Council will distribute-Hot cocoa bombs on Wednesday, December 16, 2020, from 1:00 p.m. to 3:00 p.m. at door #5.

-Thursday, December 17 is Ugly Sweater Day and the opportunity to join in a game of Bingo hosted by the Student Council.

-The AT News Crew has invited staff and students to submit a recording sharing a holiday message or tradition.

Willowbrook- Dr. Krause reported:

-We are beginning the final week of the first semester.

-The music department will showcase three concerts this week.

-Last Friday, Interact Club held a virtual game night with approximately 50 students and five staff members participating.

-The Speech Team placed 5th overall in their recent tournament hosted virtually by Willowbrook.

-Student Council delivered Warrior Project gifts to 27 families supported through the York Township Food Pantry.

-Student Council hosted Five Days Of Trivia last week for students and hosts the event this week for staff.

-This week, Blue Crew is hosting a Spirit Week with a different theme each day.

-December 2nd students were honored at the Outstanding Student Recognition.

-January 5, we will kick off the second semester with institute day.

-The first week we return from Winter Break, alumni will hold a presentation regarding AP and Dual Credit courses.

-The Curriculum Showcase will be virtual on January 20, 2021.

-We will welcome the Class of 2025 on January 20, 2021.

Mrs. Cain added that the District Governor had reached out to share that both schools interact clubs have made a great impression on the Rotary.

12. Board Member Report(s) / Future Agenda Items

None.

13. Public Comments:

None.

14. Announcements:

Regular Business Board Meeting: Monday, January 11, 2021, 7:30 p.m., District Boardroom

located at District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.

Educational Focus Board Meeting: Monday, January 25, 2021, 7:30 p.m., District Boardroom located at District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.

15. **Closed Session Meeting**

Mrs. Jessen moved, and Ms. Finnegan seconded to move into closed session to discuss" minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21), collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1), litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11) and security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8)."

Roll Call Vote

Ayes: Ms. Finnegan, Mr. Irvin, Mrs. Jessen, Ms. Knauf, Mr. Olson, Mrs. Cain

Nays: None.

Motion carried.

The Board entered into closed session at 8:45 p.m.

16. **Reconvene To Open Meeting**

The Board returned to open session at 10:11 p.m.

17. **Roll Call**

Members Present: Mrs. Jessen, Ms. Knauf, Mr. Olson, Mr. Edmier, Ms. Finnegan, Mrs. Cain

Members Absent: Mr. Irvin, Mr. Edmier

Other Members Present: Dr. Barbanente, Mr. Hoster, Mrs. Petrбок

18. **Action Necessitated By Closed Session**

A. Adoption of Resolution of Closed Session Meeting Minutes

Mrs. Jessen moved, and Ms.Finnegan seconded to approve the resolution to cause the minutes of the closed sessions from May 11, 2020, through October 19, 2020, to remain classified; and all other closed session minutes not listed on Exhibit A and B shall continue to remain classified.

Roll Call Vote

Ayes: Ms. Finnegan, Mrs. Jessen, Ms. Knauf, Mr. Olson, Mrs. Cain

Nays: None.

Motion carried.

B. Appointment of Interim Superintendent

Mrs. Jessen moved, and Ms. Finnegan seconded to approve the appointment of Dr. Jean Barbanente to the position of Interim Superintendent for the period of December 15, 2020, through June 30, 2021.

Roll Call Vote

Ayes: Mrs. Jessen, Ms. Knauf, Mr. Olson, Ms. Finnegan, Mrs. Cain

Nays: None.

Motion carried.

C. Appointment of Interim Director of Human Resources

Mrs. Jessen moved, and Ms. Finnegan seconded to approve the appointment of Jack Andrews to the position of Interim Director of Human Resources for the period of December 15, 2020, through June 30, 2021.

Roll Call Vote

Ayes:Mrs. Jessen, Ms. Knauf, Mr. Olson, Ms. Finnegan, Mrs. Cain

Nays: None.

Motion carried.

19. Adjournment

Ms. Jessen moved, and Ms. Knauf seconded to adjourn.

Voice vote.

Motion carried.

The board meeting ended at 10:14 p.m.

President, Board of Education

Secretary, Board of Education

Attest: _____

Date

2) Minutes of the December 14, 2020, Closed Session Board meeting. **(Closed Session tab)**

10. **Motion To Approve Consent Agenda**

11. **Separate Action Items**

A. Status Update- COVID-19 Re-Opening Plan- The DuPage High School
District 88 Return to School Plan- Request for Authority

95

UPDATE- COVID-19 Re-Opening Plan The DuPage High School District 88 Return to School Plan

During the October 5, 2020 meeting, the District 88 Board of Education approved the administration's recommendation to align the COVID-19 Re-Opening Plan-DuPage High School District 88 Return to School Plan with the DuPage County return to school framework and the DuPage County COVID-19 School Metrics Guidance that was released on August 28, 2020.

In the DCHD model, there are three levels of transmission that we monitor weekly: Minimal, Moderate, and Substantial Community Transmission. Each of these levels is determined by a variety of factors, including The county-level risk metric color (Orange or Blue) Weekly cases per 100,000 people Changes in the weekly county overall case numbers Changes in the weekly county youth numbers (under the age of 20) Positivity rates The neighboring/regional indicator level (Cook, Kane, and Will). As health experts learn more about COVID and community spread, these metrics may be modified or changed DuPage County's Level of COVID-19 Community Transmission is determined by the highest category in which a single metric is met or exceeded. For example, if one metric is met or exceeded in the "Substantial Community Transmission" category, DuPage County will be at that level.

When considering a shift to more in-person learning, all metrics should be under the identified thresholds for a given level for at least 2 consecutive weeks. For example, all metrics in the "Minimal Community Transmission" category should be below the identified thresholds for at least 2 consecutive weeks before DuPage County will be listed in the "Minimal Community Transmission" level. On October 5th the Board also approved the administration's recommendation to transition from Stage 1 (Remote Learning) to Stage 2 (Remote Plus Learning) of the plan.

The transition was recommended to be implemented on Oct. 19, provided conditions remain in the Moderate Community Transmission category. However, as of Monday, October 19, 2020, the DuPage County COVID-19 Metrics moved from Moderate Community Transmission to Substantial Community Transmission (115 per 100,000 - the threshold for Substantial Community Transmission is 100 cases per 100,000) and the Board approved the extension of Stage 1 (Remote Learning) until the Transmission level returns to Moderate Community Transmission.

As of the most recent DuPage County School Metrics Report, the number of COVID-19 cases per 100,000 are reported to be 330 per 100,000 and the positivity rate was 9.5%. However, the Illinois Department of Health regional data indicates that this number will be trending down. Based on this data, we recommend that we continue under the current Stage 1 (Remote Learning) status until the Community Transmission returns to at least Moderate. Additionally, in order to facilitate a seamless transition to less restrictive plan stages with adequate preparation, we are seeking authority from the Board to allow the administration to move to the other Stages of the Return to School Plan following the provisions of the plan requiring the DuPage County metrics to be favorable as indicated for each plan Stage (i.e. "moderate transmission" for Stage 2 Remote Plus).

Suggested Motion: Move that the Board of Education authorize the administration to move into other stages of the plan as determined by the metric dependent thresholds outlined in the "Return to School Plan" as presented including the move to the "Stage 2 Remote Plus" stage when the county enters the "Moderate Community Transmission" level.

TO: Dr. Jean Barbanente
Board of Education

DATE: January 19, 2021

FROM: Mr. Edward Hoster

RE: Treasurer's Report

Attached is the treasurer's report as of this past month reflecting deposit and disbursement activity by fund. In addition, the monthly bank account and investment activity as of the month end closing. This information will be presented for board discussion and approval.

Suggested Motion:

Move that the Board of Education approve the Treasurer's Report as presented.

DuPage High School District 88
Treasurer's Report for December 2020

	<u>Cash Balance</u>	<u>Investments</u>	<u>Total</u>
Education Fund	\$42,509,640.34	\$0.00	\$42,509,640.34
O&M Fund	\$5,959,285.28	\$0.00	\$5,959,285.28
Debt Fund	\$10,241,881.74	\$0.00	\$10,241,881.74
Transportation Fund	\$4,291,811.25	\$0.00	\$4,291,811.25
IMR Fund	\$2,055,566.96	\$0.00	\$2,055,566.96
Capital Projects	\$661,353.54	\$0.00	\$661,353.54
Working Cash Fund	\$7,712,675.57	\$0.00	\$7,712,675.57
Fire Prevention/Safety (L/S)	\$0.00	\$0.00	\$0.00
Total Balance Board Accounts	<u>\$73,432,214.68</u>	<u>\$0.00</u>	<u>\$73,432,214.68</u>
Activity Fund	\$1,080,840.59	\$0.00	\$1,080,840.59
Grand Total	<u><u>\$74,513,055.27</u></u>	<u><u>\$0.00</u></u>	<u><u>\$74,513,055.27</u></u>

**DuPage High School District 88
Treasurer's Report for December 2020**

Fund	Cash Balance 11/30/2020	Monthly Receipts	Monthly Disbursements	Cash Balance 12/31/2020	Investments @ 12/31/2020	Cash Plus Investments
Education	\$45,436,816.87	\$2,038,112.19	\$4,965,288.72	\$42,509,640.34	\$0.00	\$42,509,640.34
O & M	\$6,196,676.57	\$211,806.25	\$449,197.54	\$5,959,285.28	\$0.00	\$5,959,285.28
Debt Service	\$10,178,527.62	\$68,590.12	\$5,236.00	\$10,241,881.74	\$0.00	\$10,241,881.74
Transportation	\$4,417,395.68	\$28,630.33	\$154,214.76	\$4,291,811.25	\$0.00	\$4,291,811.25
IMR	\$2,216,938.89	\$13,963.68	\$175,335.61	\$2,055,566.96	\$0.00	\$2,055,566.96
Capital Projects	\$712,459.30	\$33.19	\$51,138.95	\$661,353.54	\$0.00	\$661,353.54
Working Cash	\$7,712,127.46	\$548.11	\$0.00	\$7,712,675.57	\$0.00	\$7,712,675.57
Fire Prevention & Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Activity	\$1,085,421.88	\$18,174.65	\$22,755.94	\$1,080,840.59	\$0.00	\$1,080,840.59
	<u>\$77,956,364.27</u>	<u>\$2,379,858.52</u>	<u>\$5,823,167.52</u>	<u>\$74,513,055.27</u>	<u>\$0.00</u>	<u>\$74,513,055.27</u>

	<u>Matured</u>	<u>Purchased</u>
Investments Matured/Purchased :	\$0.00	\$0.00
Interest Received 12/01/20-12/31/20		<u>\$3,398.94</u>

Investments as of December 31, 2020

Principal Purchase Date Maturity Date Institution Rate

<u>Bank Balance as of December 31, 2020</u>	<u>Rate</u>	
Fifth Third		\$2,418,049.83
Fifth Third-Money Market	0.05%	\$65,381,785.39
Fifth Third-Allied		\$57,736.02
Fifth Third-Student Activity Accounts		\$1,004,200.63
PMA ISDLAF	0.05%	\$1,930,596.53
Addison Bank and Trust Money Market	0.15%	\$3,683,213.45
Inland Bank (WB Caf�)	0.10%	\$22,931.12
Inland Bank Money Market	0.09%	\$1,569.13
Oxford Bank (AT Caf�)		\$7,973.17
Petty Cash		\$5,000.00
		<u>\$74,513,055.27</u>

TO: Dr. Jean Barbanente
Board of Education

DATE: January 19, 2021

FROM: Mr. Edward Hoster

RE: Budget Status Report

Attached is the monthly budget status report reflecting activity as of the prior month closing with comparative analysis to the same period of the prior fiscal year. This information will be presented for board discussion and approval.

Suggested Motion:

Move that the Board of Education approve the Budget Status Report as presented.

TO: Dr. Jean Barbanente
Board of Education

DATE: January 19, 2021

FROM: Mr. Edward Hoster

RE: **Budget Status Report as of December 31, 2020**
(See Attachments)

As of the second quarter ending December 31, 2020 our financial performance is relatively stable on a budget to actual basis. {See Attachment One} Revenue collections of \$40,797,560 at 49.5% of budget are down (0.90%) or (\$760,000) compared to the prior year. As we look back over the past four year trend of revenue collections there has been a low of 48.3% and a high of 51% as of mid-year for various reasons. This year the volatility is primarily due to the pandemic. Expenditures of \$30,910,918 are trending at 41.7% of budget which is down (2.90%) or (\$2,100,000) over the prior year, primarily due to the pandemic related programming adjustments to remote learning.

REVENUES:

Property tax collections are trending down slightly (0.6%) or (\$415,000) compared with the prior year benchmark. State aid is down (1.1%) or (\$88,000) compared to the prior year due to slower categorical payments. As of mid-year, we received the final payment from the prior fiscal year in July and the first quarterly payment for this year so there are two remaining categorical payments due. Federal grant reimbursements have caught up along with the meal reimbursement program for a positive 10% or \$298,000 over the prior year. Corporate personal property taxes (CPPRT) are on target as of mid-year with a slightly positive collection rate.

Although investment income estimates were reduced by 60% during the budget process, we are going to be significantly under budget as rates have plummeted as of October and again in December to a low of 0.05%. Currently we are trending at 13% of budget earned as of mid-year. All indications are that rates will remain suppressed due to the economic conditions for at least the next 18 to 24 months. Therefore, the best estimate for the portfolio earnings is approximately \$125,000 which would be under budget by (\$288,000) for the year. This is a tremendous loss of local revenue as we earned \$1,070,000 in the prior year 2019-20. Other local revenue is trending down slightly by 1.20% compared to the prior year with strong collections for registration but down in all other major areas including: food services, facility rental, athletic admissions, driver education, and test prep tuition.

EXPENDITURES:

Expenditures as of mid-year are trending down overall compared to the prior year benchmarks and within almost all categories. Somewhat expectedly both salaries and benefits are trending under by (1.90%) and (0.90%) respectively. This is primarily due to the reduced miscellaneous pay for substitutes, event workers, professional development, temporary assignments, overtime, etc., due the pandemic and remote instruction. In addition, some vacant positions were not immediately filled and some athletic stipends are being delayed due to ongoing discussions and decision making. Food services and transportation

being the primary contractual services, are both down as of mid-year in addition to the purchase of petroleum for buses and driver education. The areas that we incurred increased expenses to respond to the remote instructional model were primarily funded by the Elementary and Secondary Schools Emergency Relief (ESSER) first round in the fall. However, the unemployment expense of \$150,000 as of the third quarter exceeded the normal annual budget of \$30,000. We expect the ongoing benefit extensions at the federal and state level to continue driving up this expense through June 2021. Outside placement student tuition continues to trend down by approximately (1.3%) and capital outlay/construction is up 2.6%. The timing of construction project payments for this fiscal year was front loaded compared to the prior year so there is no concern in that category. We are within the budget for the capital projects including the technology equipment.

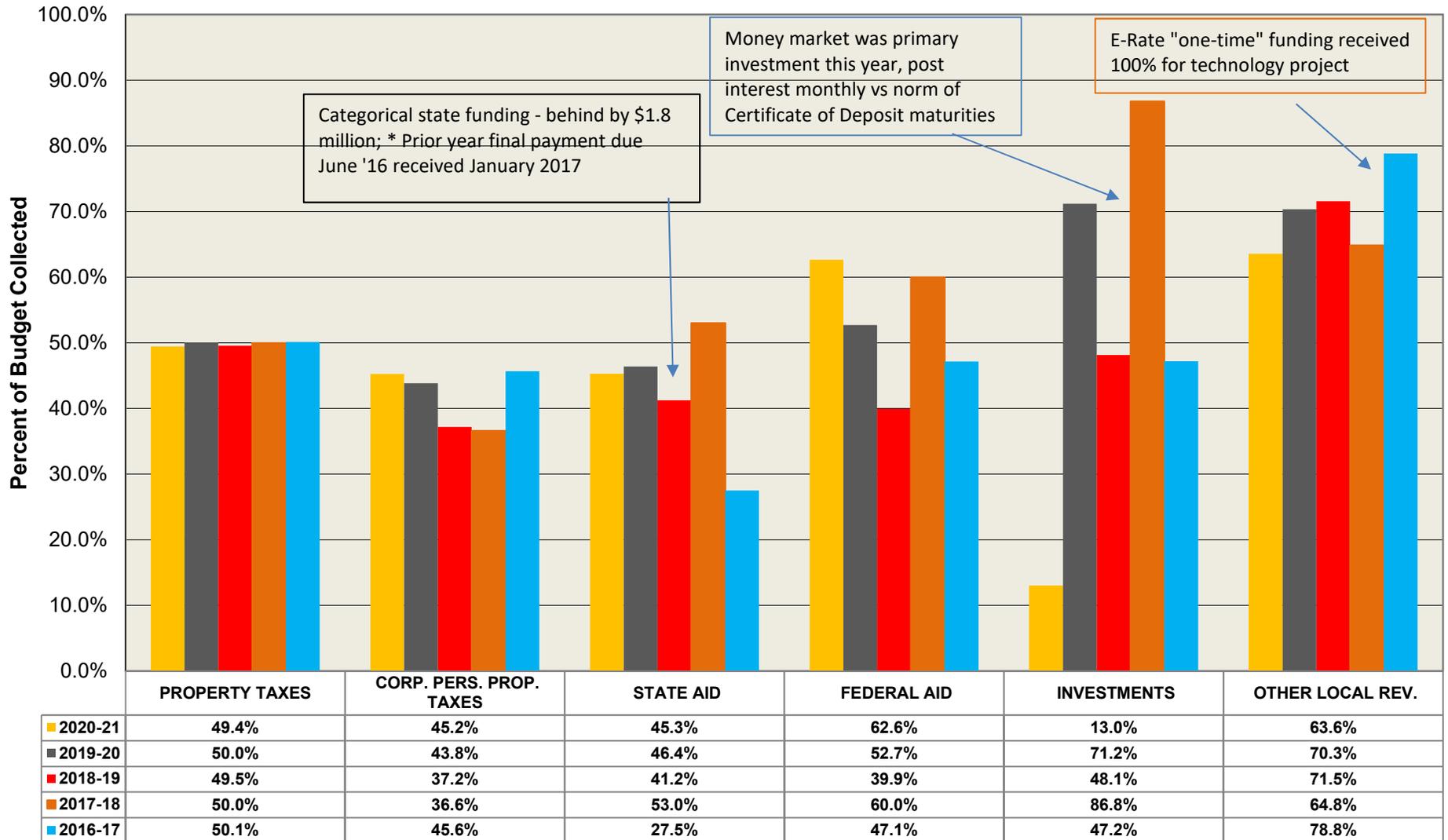
Overall, the district financial position is trending with a net positive \$1.3 million with revenue collections down slightly and expenditures also trending down on a budget to actual basis as of mid-year. The volatility relating to the pandemic is expectedly resulting in most of the variances with historical financial benchmarking. The majority of the budgetary adjustments we made in the fall were anticipating an optimistic mid-year point for returning to a more common operating environment for both revenue and expenditures. Therefore, the educational format for this second half of the fiscal year will likely drive continued variations and in some areas consideration for end of year budget amendments.

DUPAGE HIGH SCHOOL #88
REVENUE & EXPENSE ANALYSIS by SOURCE & USE - ALL FUNDS
As Of December 31, 2020

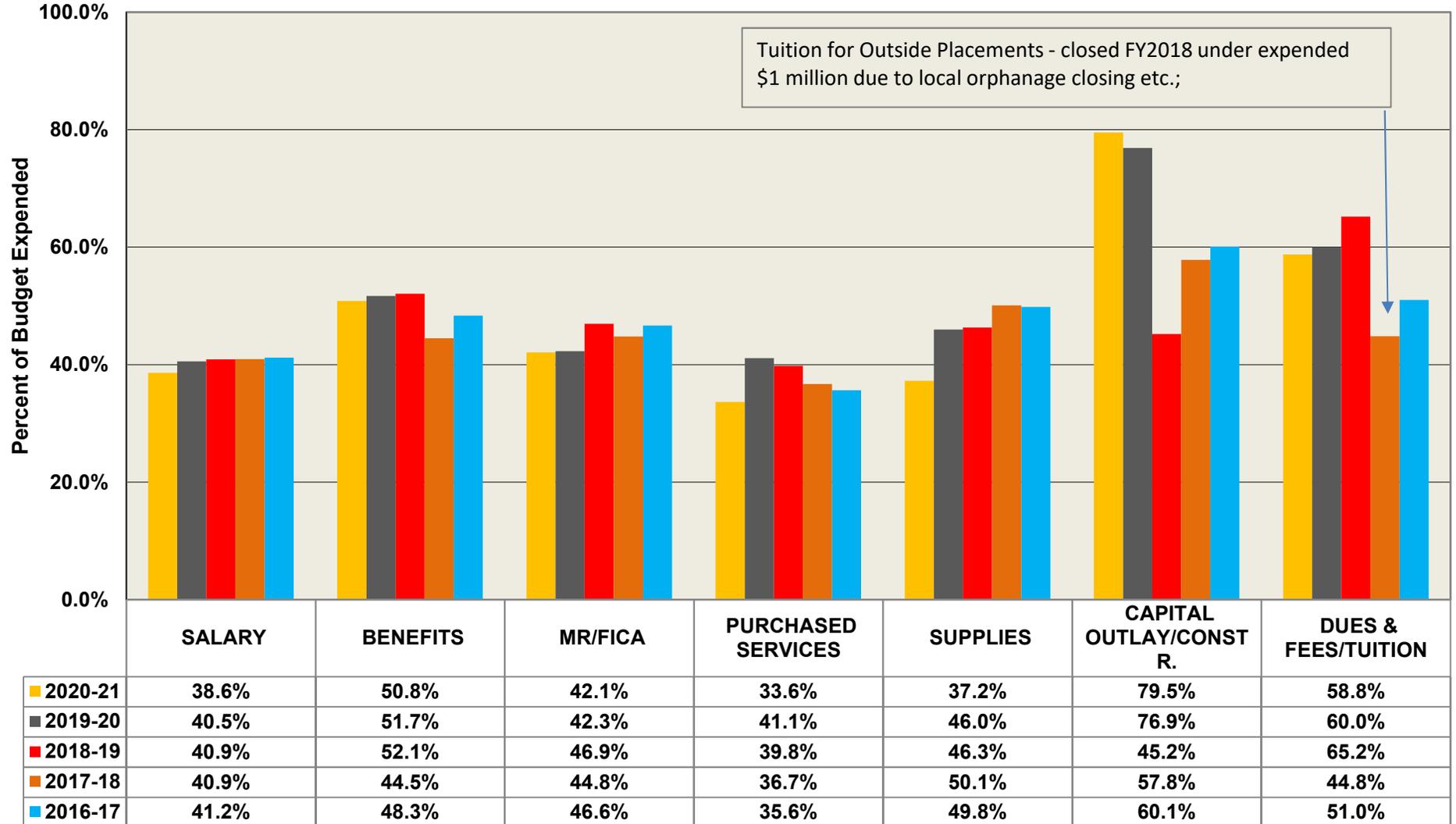
	<u>A</u>	<u>C</u>	<u>E</u>	<u>F</u>	<u>PRIOR YEAR BENCHMARKING</u>			
	ANNUAL BUDGET 2020-21	ACTUAL YTD 2020-21 REVENUE	VARIANCE BUDGET TO YEAR-TO-DATE	% OF BUDGET REALIZED	2019-20 % OF BUDGET REALIZED	Change from Prior Yr. 2019-20	2018-19 % OF BUDGET REALIZED	Change from Prior Yr. 2018-19
REVENUES								
1 PROPERTY TAXES	\$67,704,632	\$33,460,391	(\$34,244,241)	49.4%	50.0%	-0.6%	49.5%	-0.1%
2 CORP. PERS. PROP. TAXES	1,587,833	\$718,327	(\$869,506)	45.2%	43.8%	1.4%	37.2%	8.1%
3 STATE AID	7,932,715	3,591,503	(\$4,341,212)	45.3%	46.4%	-1.1%	41.2%	4.1%
4 FEDERAL AID	2,998,726	1,878,088	(\$1,120,638)	62.6%	52.7%	9.9%	39.9%	22.7%
5 INVESTMENTS	412,000	53,643	(\$358,357)	13.0%	71.2%	-58.1%	48.1%	-35.1%
6 OTHER LOCAL REV.	1,724,000	1,095,608	(\$628,392)	63.6%	70.3%	-6.8%	71.5%	-8.0%
7 TOTAL REVENUES	\$82,359,906	\$40,797,560	(\$41,562,346)	49.5%	50.5%	-0.9%	48.8%	0.7%
8 DEBT SERVICE	\$0		\$0	0.0%				
9 INTERFUND TRANSFER	\$1,402,740	\$1,370,000	(\$32,740)					
GRAND TOTAL	\$83,762,646	\$42,167,560						
EXPENDITURES								
10 SALARY	\$45,872,133	\$17,707,670	(\$28,164,463)	38.6%	40.5%	-1.9%	40.9%	-2.3%
11 BENEFITS	7,493,232	3,809,265	(\$3,683,967)	50.8%	51.7%	-0.9%	52.1%	-1.2%
12 MR/FICA	2,178,317	916,545	(\$1,261,772)	42.1%	42.3%	-0.2%	46.9%	-4.8%
13 PURCHASED SERVICES	7,829,440	2,632,985	(\$5,196,455)	33.6%	41.1%	-7.5%	39.8%	-6.1%
14 SUPPLIES	4,241,706	1,579,124	(\$2,662,582)	37.2%	46.0%	-8.7%	46.3%	-9.1%
15 CAPITAL OUTLAY/CONSTR.	2,349,403	1,867,610	(\$481,793)	79.5%	76.9%	2.6%	45.2%	34.3%
16 DUES & FEES/TUITION	4,080,124	2,397,719	(\$1,682,405)	58.8%	60.0%	-1.3%	65.2%	-6.4%
17 TOTAL EXPENDITURES	\$74,044,355	\$30,910,918	(\$43,133,437)	41.7%	44.6%	-2.9%	43.8%	-2.0%
18 DEBT SERVICE	10,778,710	\$1,552,289	(\$9,226,421)	14.4%				
19 INTERFUND TRANSFER	\$1,402,740	\$1,370,000						
GRAND TOTAL	\$86,225,805	\$33,833,207						

* Other Revenue Sources: Student Fees, Textbooks, Cafeteria, Summer School, Bldg. Rental, etc

**Benchmark Comparison: Revenue
Actual % of Budget Year over Year
As of Second Quarter (December)**



**Benchmark Comparison: Expenditures
Actual % of Budget Year over Year
As of Second Quarter (December)**



**BUDGET STATUS SUMMARY
DECEMBER 2020**

EDUCATION FUND

<u>REVENUES</u>	<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% REC'D</u>	<u>PRIOR YEAR</u>	<u>VARIANCE</u>
LOCAL SOURCES	\$ 49,366,282	\$ 24,216,626	\$ 25,149,656	49.05%	50.48%	-1.43%
STATE SOURCES	6,732,715	2,953,655	3,779,060	43.87%	45.83%	-1.96%
FEDERAL SOURCES	2,872,726	1,827,539	1,045,187	63.62%	52.19%	11.43%
TOTAL REVENUES	\$ 58,971,723	\$ 28,997,821	\$ 29,973,902	49.17%	50.02%	-0.85%

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% EXP</u>	<u>PRIOR YEAR</u>	<u>VARIANCE</u>
INSTRUCTION	\$ 41,913,560	\$ 16,740,811	\$ 25,172,749	39.94%	43.75%	-3.81%
SUPPORT	15,663,827	6,765,190	8,898,637	43.19%	44.71%	-1.52%
OTHER/CATEG.	2,997,076	1,565,043	1,432,034	52.22%	44.70%	7.52%
TOTAL EXPENDITURES	\$ 60,574,463	\$ 25,071,044	\$ 35,503,419	41.39%	44.05%	-2.66%

**BUDGET STATUS SUMMARY
DECEMBER 2020**

OPERATION & MAINTENANCE FUND

<u>REVENUES</u>	<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% REC'D</u>	<u>PRIOR YEAR</u>	<u>VARIANCE</u>
LOCAL SOURCES	\$ 6,897,357	\$ 3,536,573	\$ 3,360,784	51.27%	50.37%	0.90%
STATE SOURCES	0	0	0	0.00%	0.00%	0.00%
FEDERAL SOURCES	126,000	50,548	75,452	40.12%	63.83%	-23.71%
TOTAL REVENUES	\$ 7,023,357	\$ 3,587,122	\$ 3,436,235	51.07%	50.63%	0.44%

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% EXP</u>	<u>PRIOR YEAR</u>	<u>VARIANCE</u>
SUPPORT SERV.	\$ 7,278,079	\$ 3,404,400	\$ 3,873,679	46.78%	47.68%	-0.90%
PERM. TRANSFER	0	0	0	0.00%	0.00%	0.00%
TOTAL EXPENDITURES	\$ 7,278,079	\$ 3,404,400	\$ 3,873,679	46.78%	47.68%	-0.90%

O & M UTILITY EXPENSES

	Budget	YTD	Balance	% Exp.	Prior Year	Variance
Heating	\$ 217,300	\$ 24,465	\$ 192,835	11.26%	19.04%	-7.78%
Electricity	1,213,000	417,393	795,607	34.41%	41.98%	-7.57%
Water	183,750	43,758	139,992	23.81%	36.19%	-12.38%
Telephone	85,000	31,642	53,358	37.23%	39.78%	-2.55%
Total	\$ 1,699,050	\$ 517,257	\$ 1,181,793	30.44%	38.33%	-7.89%

Note:

1. Heating expenditures are through 11/30/20 for Willowbrook and for Addison Trail.
2. Electricity expenditures are through 11/04/20 for Willowbrook and 11/23/20 for Addison Trail.

**BUDGET STATUS SUMMARY
DECEMBER 2020**

TRANSPORTATION FUND

<u>REVENUES</u>	<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% REC'D</u>	<u>PRIOR YEAR</u>	<u>VARIANCE</u>
LOCAL SOURCES	\$ 2,098,134	\$ 915,078	\$ 1,183,056	43.61%	54.44%	-10.83%
STATE SOURCES	1,200,000	637,848	562,152	53.15%	49.43%	3.72%
TRANSFER	370,000	370,000	0	100.00%	100.00%	0.00%
TOTAL REVENUES	\$ 3,668,134	\$ 1,922,925	\$ 1,745,209	52.42%	57.42%	-5.00%

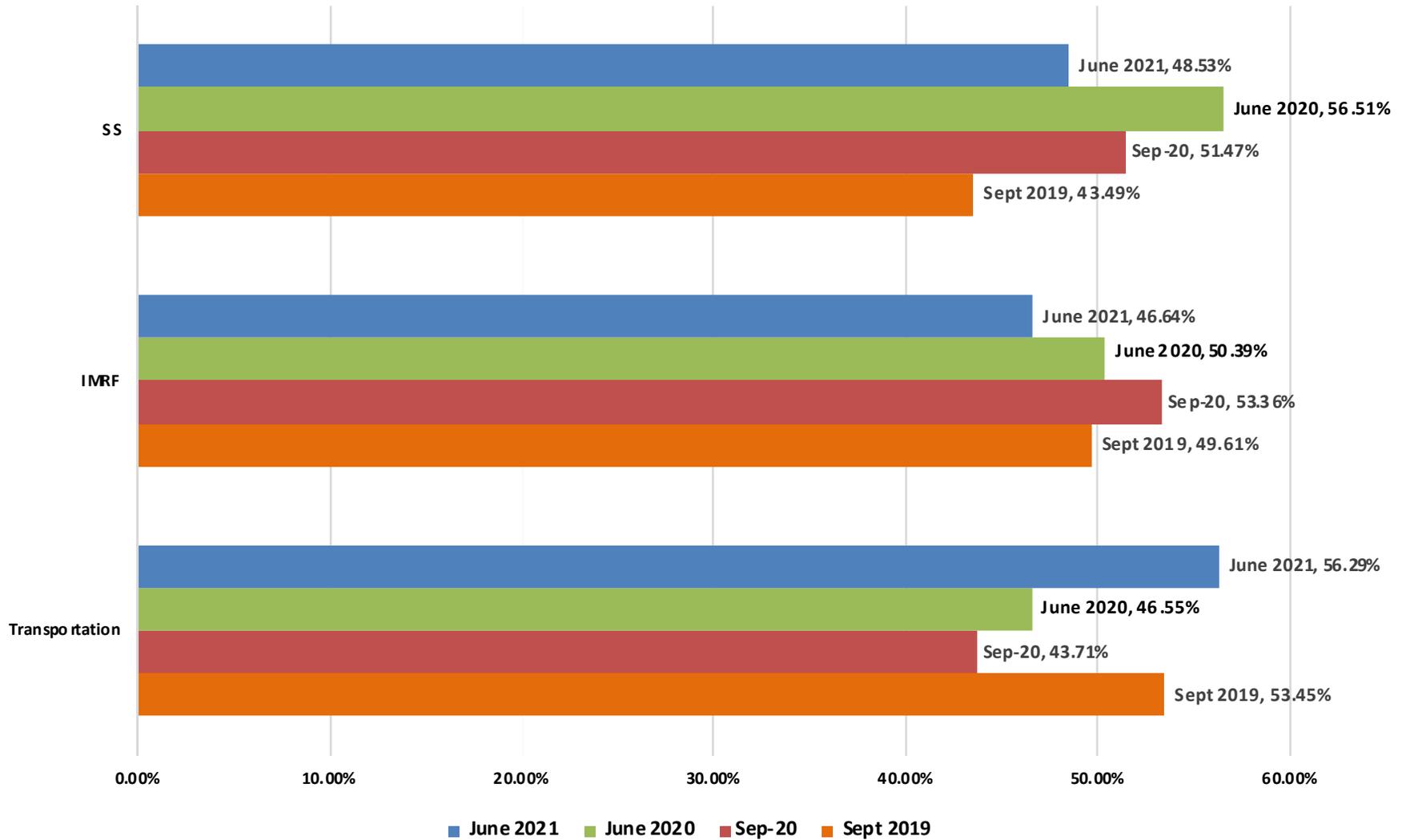
<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% EXP</u>	<u>PRIOR YEAR</u>	<u>VARIANCE</u>
TOTAL EXPENDITURES	\$ 3,217,386	\$ 662,302	\$ 2,555,084	20.59%	38.02%	-17.43%

ILLINOIS MUNICIPAL RETIREMENT (IMR) PENSION FUND

<u>REVENUES</u>	<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% REC'D</u>	<u>PRIOR YEAR</u>	<u>VARIANCE</u>
LOCAL SOURCES	\$ 2,326,292	\$ 1,224,712	\$ 1,101,580	52.65%	49.68%	2.97%
OTHER SOURCES	0	0	0	0.00%	0.00%	0.00%
TOTAL REVENUES	\$ 2,326,292	\$ 1,224,712	\$ 1,101,580	52.65%	49.68%	2.97%

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% EXP</u>	<u>PRIOR YEAR</u>	<u>VARIANCE</u>
SOC. SEC./IMR/MEDICARE	\$ 2,178,318	\$ 916,545	\$ 1,261,773	42.08%	42.30%	-0.22%

DISTRIBUTION OF SEPT. & JUNE PROPERTY TAXES AS LEVIED FY2021 vs FY2020 COLLECTED



Fiscal Year 2020-21 the tax levies for some funds were intentionally shifted for more or less in September or June to adjust fund balances; Consequently ~ Year-over-Year (YOY) budget to actual comparisons will be skewed as a percent +/- throughout the year. Transportation and Social Security/Medicare Funds in particular this year.

TO: Dr. Jean Barbanente
Board of Education

DATE: January 8, 2021

FROM: Mr. Edward Hoster

RE: **Architect/Engineer Service Proposal for HVAC Project**

We are presenting the proposal from Wight & Co. to provide the architect/engineering services for the roof top unit (HVAC) replacement project. The scope of work includes replacement of two 40 ton heating/cooling roof top units at Addison Trail with a budget estimate of \$220,000. The Wight & Co. fee proposal is \$12,200 plus reimbursable expenses. This is equivalent to a fee of 5.50% and in line with this type of mechanical equipment replacement work. The bid schedule is set to release in February so that we may obtain competitive bids and award the contract with enough time for the equipment to be ordered and delivered by July 2021.

Suggested Motion:

Move that the Board of Education accept the proposal from Wight & Co. for architect & engineering services for the roof top unit replacement at Addison Trail at a fee of \$12,200 plus reimbursable expenses.



January 6, 2021

Mr. Ed Hoster
Chief Financial Officer
DuPage High School District 88
2 Friendship Plaza
Addison, Illinois 60101

**DuPage High School District 88
Addison Trail High School
Main Gym RTU Replacement
Professional Services Proposal**

Dear Mr. Hoster,

Wight & Company (Wight) is pleased to submit this proposal to DuPage High School District 88 (District) to provide professional design services for a traditional Design/Bid delivery method for the replacement of the existing mechanical rooftop units. These units are currently serving the main gymnasium space at Addison Trail High School, located at 213 N. Lombard Road, Addison IL. Our proposal is presented in four parts:

PROJECT UNDERSTANDING
SCOPE OF SERVICES
SCHEDULE
COMPENSATION

PROJECT UNDERSTANDING

It is our understanding that the District wishes to replace the existing packaged rooftop units currently providing heating and cooling to the main gymnasium. Although the units were installed fairly recently in terms of life expectancy (circa 2009), there have been ongoing operational issues for a number of years. Repairs have been performed as needed, which have in turn caused service interruptions that are of growing concern to the District regarding day-to-day operations of the school. Up to this point, the manufacturer has not been able to provide a satisfactory explanation as to why the units are not performing reliably. For these reasons, the units need to be replaced.

The RTU replacement scope of work is to be as follows:

- Demolition of two (2) existing units
- Installation of two (2) new heating/cooling rooftop units (40 tons each)
- Associated electrical, gas piping, and roofing work (if required)
- Building automation system controls for the new units
- Test and balancing

It is assumed that the new units will be of similar size and weight to the existing, and the existing curbs re-used with adapter curbs utilized for the new units. There is no structural scope anticipated for the project.

The anticipated construction budget for the work (including allowance and contingency) on this area is understood to be Two Hundred and Twenty Thousand Dollars (\$220,000.00).

SCOPE OF SERVICES

Schematic Design

Wight & Company will review the available existing drawings and documentation and complete a walk-through and inspection, as needed, to determine existing conditions and complete the project scope. Final drafted plans, concepts, and a project budget update will be submitted to the District for review and approval prior to advancing into the next phase.

Construction Documents

The architectural requirements for the work are set forth in detail and assembled into the final construction/bid documents. These documents will be developed, published, and used for permit review, bidding, and construction.

Bidding/Negotiation/Permitting

Wight's architectural staff will assist with the advertisement and solicitation of bids, addenda (if needed), answering contractor questions, scope reviews, and contractor recommendations to the District. Additionally, Wight will prepare and submit permit application documents to the District and the DuPage County Regional Office of Education (ROE). Upon project completion, Wight will submit the Statement of Completion and Occupancy Permit documentation to the ROE.

Construction Administration Services

Wight will perform the following tasks during the construction phase of the project:

- Submittal review
- Four (4) meetings are included:
 1. Contractor Kick-Off/Pre-installation meeting
 2. Construction Progress Meeting
 3. Punchlist Walk-through
 4. Closeout Meeting
- Interpretations and decisions
- Pay Application review

Other Services Available Upon Request

As part of your project, these services may be added for an additional fee if required for the project as follows:

- Redesign after schematic design
- Additional meetings can be offered at our current scheduled hourly rates or at an agreed fixed fee

SCHEDULE

We understand that that the construction at Addison Trail High School is to be completed during the school's summer break. Construction is to begin at some point after the last day of classes in late May/early June of 2021 and be substantially complete by mid-August 2021, before the first day of classes. Upon approval of this proposal, we anticipate the design work to begin in January and bid documents to be released for bidding in February.

COMPENSATION

Wight & Company proposes to perform these professional services for a fixed fee of Twelve Thousand Two Hundred Dollars (\$12,200.00), plus reimbursable expenses.

The following is a list of typical reimbursable expenses in addition to the fees noted above:

1. CAD plots, reproductions, and delivery costs of drawings and reports
2. Supplies, materials, and costs related to specific reports and presentations
3. Travel expenses for mileage as per the prevailing rates set by the IRS

The basic services to be performed by the Architect/Engineer following the scope and intent of the American Institute of Architect’s Document B132, Standard Form of Agreement between Owner and Architect 2009 edition, that is incorporated to this agreement by reference. In the event of a conflict, the terms of this agreement, and not the terms of Document B141, shall control.

We greatly appreciate the opportunity to continue to partner with DuPage High School District 88 in the continued effort to maintain and improve your facilities.

Respectfully submitted,
Wight & Company



Jim Smiley, LEED AP
Project Manager



Jason Dwyer AIA, LEED AP
President, Design & Construction

Approved by:

Signature

Date

Printed Name

Title

TO: Dr. Jean Barbanente
Board of Education

DATE: January 20, 2021

FROM: Mr. Ryan Domeracki

RE: List of Bills – Vendor Payments from January 7 – January 20, 2021

Attached for approval to release is a list of payments to vendors for the period of January 7 – January 20, 2021 in the total amount of \$1,219,352.84.

Suggested Motion:

Move that the Board of Education approve the list of payments to vendors for the period of January 7 – January 20, 2021 in the total amount of \$1,219,352.84.

Cc: Mr. Edward Hoster



Vendors over \$0.00
 01-07-2021 to 01-20-2021
 Generated on 01-20-2021 at 6:16 PM
 Total Results: 212

ACACIA ACADEMY (42126)			\$3,992.24
01-20-2021	Regular - Check #: 556265		\$3,992.24
	SPED PRIVATE TUITION WBHS	Education Fund	\$3,992.24
ACCESS ONE INC. (55660)			\$2,424.35
01-20-2021	Regular - Check #: 556266		\$2,424.35
	MEDIA SERVICE	O & M Fund	\$2,424.35
ACSI MECHANICAL GROUP (58222)			\$5,902.00
01-20-2021	Regular - Check #: 556220		\$5,902.00
	PUR SVC WB MAINTENANCE	O & M Fund	\$2,951.00
	PUR SVC AT MAINTENANCE	O & M Fund	\$2,951.00
ADA BADMINTON & TENNIS (45886)			\$732.00
01-13-2021	Regular - Check #: 556121		\$732.00
	SUPPLIES AT PE	Education Fund	\$732.00
ADDISON PARK DISTRICT (132)			\$24,739.40
01-20-2021	Regular - Check #: 556221		\$24,739.40
	RENTAL WB ATHLETICS	Education Fund	\$12,369.70
	RENTAL AT ATHLETICS	Education Fund	\$12,369.70
AHEAD OF OUR TIME PUBLISHING (54485)			\$500.00
01-20-2021	Regular - Check #: 556267		\$500.00
	PUR SVC BOE OTHER	Education Fund	\$500.00
ALEXIAN BROTHERS CORPORATE (56786)			\$113.00
01-20-2021	Regular - Check #: 556222		\$113.00
	SP ED TRANSPORTATION	Transportation Fund	\$113.00
ALL STAR DRAPERY (48810)			\$255.00
01-13-2021	Regular - Check #: 556123		\$255.00
	SUPPLIES WB MAINTENANCE	O & M Fund	\$255.00
AMAZON CAPITAL SERVICES (58120)			\$2,651.18
01-13-2021	Regular - Check #: 556124		\$2,474.94
	DIST INSTR SUP-CARES	118 Education Fund	\$2,433.00
	DIST TECH MATERIALS	Education Fund	\$41.94

01-20-2021 Regular - Check #: 556223			\$176.24
DIST TECH MATERIALS	Education Fund	\$161.76	
DIST TECH MATERIALS	Education Fund	\$8.49	
DIST TECH MATERIALS	Education Fund	\$5.99	
AMERICAN SOCIETY OF COMPOSERS (52290)			\$367.00
01-13-2021 Regular - Check #: 556165			\$367.00
SUPPLIES WB PRIN OFF	Education Fund	\$183.50	
SUPPLIES AT PRIN OFF	Education Fund	\$183.50	
AMERITAS (52853)			\$119.00
01-13-2021 Regular - Check #: 556166			\$119.00
EDUCATION FUND	Education Fund	\$119.00	
AMY PESCHKE (53875)			\$799.99
01-13-2021 Regular - Check #: 556167			\$799.99
TUITION REIMBURSEMENT	Education Fund	\$600.00	
TUITION REIMBURSEMENT	Education Fund	\$199.99	
AMY WELTIN (58054)			\$400.00
01-13-2021 Regular - Check #: 556168			\$400.00
TUITION REIMBURSEMENT	Education Fund	\$400.00	
APPLE COMPUTERS (45217)			\$2,498.00
01-20-2021 Regular - Check #: 556224			\$2,498.00
NON CAP EQUIP CTEI	Education Fund	\$2,498.00	
ASHLEY ANDERSON (56740)			\$423.06
01-13-2021 Regular - Check #: 3925			\$423.06
STUDENT COUNCIL	Activity Fund	\$423.06	
ASSURED SOLUTIONS (58121)			\$7,532.52
01-13-2021 Regular - Check #: 556122			\$7,532.52
SUPPLIES WB MAINTENANCE	O & M Fund	\$7,532.52	
AT&T (18491)			\$5,813.86
01-13-2021 Regular - Check #: 556169			\$1,682.80
MEDIA SERVICE	O & M Fund	\$1,682.80	
01-20-2021 Regular - Check #: 556269			\$4,131.06
MEDIA SERVICE	O & M Fund	\$4,131.06	
AURORA NAPER TRANSPORTATION (54285)			\$9,985.00
01-20-2021 Regular - Check #: 556225			\$9,985.00
SP ED TRANSPORTATION	Transportation Fund	\$9,985.00	
AXA EQUITABLE (7986)	119		\$23,097.56
01-13-2021 Regular - Check #: 556170			\$23,097.56

EDUCATION FUND	Education Fund	\$23,097.56	
B & H PHOTO PHOTO VIDEO (22440)			\$2,532.47
01-13-2021 Regular - Check #: 556125			\$2,532.47
SUPPLIES CARL PERKINS	Education Fund	\$880.57	
NON CAP EQUIP CTEI	Education Fund	\$795.99	
SUPPLIES C&T ED IMP GRANT	Education Fund	\$494.56	
SUPPLIES C&T ED IMP GRANT	Education Fund	\$191.25	
SUPPLIES WB TECH	Education Fund	\$170.10	
BARNES AND NOBLE (27835)			\$1,609.50
01-13-2021 Regular - Check #: 556126			\$1,609.50
SUPPLIES WB ENGLISH	Education Fund	\$1,609.50	
BEN STEWART (51834)			\$504.00
01-20-2021 Regular - Check #: 556226			\$504.00
PUR SVC WB ATH	Education Fund	\$504.00	
BIDD CONSULTING (53121)			\$1,568.91
01-20-2021 Regular - Check #: 556227			\$1,568.91
P.S.IMP INST TITLE II	Education Fund	\$1,568.91	
BLICK ART MATERIALS LLC (7044)			\$837.70
01-13-2021 Regular - Check #: 556127			\$385.39
SUPPLIES CARL PERKINS	Education Fund	\$385.39	
01-20-2021 Regular - Check #: 556228			\$452.31
SUPPLIES WB ART	Education Fund	\$452.31	
BLUE CROSS AND BLUE SHIELD (51874)			\$3,505.77
01-20-2021 Regular - Check #: 556270			\$3,505.77
DIST MEDICAL INS-EDUC	Education Fund	\$2,818.71	
DIST MEDICAL INS-O&M	O & M Fund	\$687.06	
BLUE CROSS BLUE SHIELD OF IL (54931)			\$36,656.79
01-20-2021 Regular - Check #: 556285			\$36,656.79
DIST MEDICAL INS-EDUC	Education Fund	\$34,892.29	
DIST MEDICAL INS-O&M	O & M Fund	\$1,764.50	
BRANKICA PULIA (57075)			\$449.00
01-13-2021 Regular - Check #: 556171			\$449.00
TUITION REIMBURSEMENT	Education Fund	\$449.00	
BSN SPORTS (3284)			\$5,755.93
01-20-2021 Regular - Check #: 556229			\$5,755.93
SUPPLIES WB ATHLETICS	Education Fund	\$3,465.00	
SUPPLIES WB ATHLETICS	Education Fund	\$1,574.74	
SUPPLIES WB ATHLETICS	Education Fund	\$567.32	

SUPPLIES WB ATHLETICS	Education Fund	\$148.87	
BURRIS EQUIPMENT CO. (2343)			\$184.77
01-13-2021 Regular - Check #: 556128			\$184.77
SUPPLIES AT MAINTENANCE	O & M Fund	\$184.77	
BUTTREY RENTAL SERVICE, INC. (22317)			\$225.00
01-13-2021 Regular - Check #: 556129			\$225.00
SUPPLIES WB MAINTENANCE	O & M Fund	\$225.00	
C.O.R.E. ACADEMY (54810)			\$4,931.24
01-20-2021 Regular - Check #: 556271			\$4,931.24
SPED PRIVATE TUITION WBHS	Education Fund	\$2,465.62	
SPED PRIVATE TUITION ATHS	Education Fund	\$2,465.62	
CAMELOT SCHOOL (40802)			\$15,463.84
01-20-2021 Regular - Check #: 556272			\$15,463.84
SPED PRIVATE TUITION WBHS	Education Fund	\$7,731.92	
SPED PRIVATE TUITION ATHS	Education Fund	\$7,731.92	
CANON FINANCIAL SERVICES (45470)			\$3,861.00
01-13-2021 Regular - Check #: 556172			\$3,861.00
AT CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$1,127.78	
WB CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$1,127.78	
WB CAPITAL LEASE-INTEREST	Debt Service Fund	\$5.22	
AT CAPITAL LEASE-INTEREST	Debt Service Fund	\$5.22	
AT CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$682.74	
WB CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$682.74	
DO CAPITAL LEAS-PRINCIPAL	Debt Service Fund	\$151.72	
AT CAPITAL LEASE-INTEREST	Debt Service Fund	\$35.01	
WB CAPITAL LEASE-INTEREST	Debt Service Fund	\$35.01	
DO CAPITAL LEASE-INTEREST	Debt Service Fund	\$7.78	
CENGAGE LEARNING INC (50937)			\$2,368.13
01-20-2021 Regular - Check #: 556230			\$2,368.13
SUPPLIES WB TITLE I	Education Fund	\$1,312.50	
SUPPLY WB VOC ED I&T	Education Fund	\$990.00	
SUPPLIES WB TITLE I	Education Fund	\$65.63	
CENTURY SPRINGS (47088)			\$45.00
01-20-2021 Regular - Check #: 556231			\$45.00
SUPPLIES WB PRIN OFF	Education Fund	\$45.00	
CHARLENE HEHN (58210)			\$120.00
01-13-2021 Regular - Check #: 3926			\$120.00
PARENTS OF WB (POW)	Activity Fund	\$120.00	

CHARLES SYPERSKI (44256)			\$265.99
01-13-2021	Regular - Check #: 3927		\$265.99
	ADMIN MEDICAL REIMB.	Activity Fund	\$265.99
CHARTWELLS DINING SERVICES (56108)			\$74,327.03
01-13-2021	Regular - Check #: 556173		\$74,327.03
	PUR SVC WB FOOD SERVICE	Education Fund	\$47,222.03
	PUR SVC AT FOOD SERVICES	Education Fund	\$27,105.00
CHICAGO OFFICE TECHNOLOGY GROUP (48568)			\$312.97
01-13-2021	Regular - Check #: 556174		\$312.97
	DUPLICATING AT PRIN OFF	Education Fund	\$312.97
CHICAGO TRIBUNE (2107)			\$211.52
01-20-2021	Regular - Check #: 556273		\$211.52
	PUR SVC BOE PUBLIC REL	Education Fund	\$195.00
	PERIODICALS AT LIBRARY	Education Fund	\$16.52
CHICAGO VOYAGERS (52377)			\$541.00
01-20-2021	Regular - Check #: 556232		\$541.00
	SUPPLIES AT STUDENT ACTIV	Education Fund	\$541.00
CHRISTOPHER KIRKPATRICK (58215)			\$10.00
01-13-2021	Regular - Check #: 556175		\$10.00
	P.S.IMP INST TITLE II	Education Fund	\$10.00
CINTAS FIRE PROTECTION (56606)			\$488.46
01-13-2021	Regular - Check #: 556130		\$488.46
	PUR SVC AT MAINTENANCE	O & M Fund	\$488.46
CLARE WOODS ACADEMY (870)			\$7,712.16
01-20-2021	Regular - Check #: 556274		\$7,712.16
	SPED PRIVATE TUITION WBHS	Education Fund	\$4,872.48
	SPED PRIVATE TUITION ATHS	Education Fund	\$2,839.68
COLEEN BRECHIN (42762)			\$14.98
01-13-2021	Regular - Check #: 556176		\$14.98
	SUPPLIES AT READING LAB	Education Fund	\$14.98
COLLEY ELEVATOR CO (51115)			\$748.00
01-13-2021	Regular - Check #: 556131		\$748.00
	PUR SVC WB OPERATIONS	O & M Fund	\$344.00
	PUR SVC AT OPERATIONS	O & M Fund	\$280.00
	PUR SVC DO OPERATION	O & M Fund	\$124.00
COMED (1285)			\$25.61
		122	
01-13-2021	Regular - Check #: 556177		\$25.61

ELECTRICITY DO	O & M Fund	\$25.61	
COMPUTER MAINTENANCE INCORPORATED (54780)			\$757.89
01-13-2021 Regular - Check #: 556132			\$757.89
R&M WB I&T	Education Fund	\$757.89	
CONNECTIONS DAY SCHOOL (53579)			\$3,677.47
01-20-2021 Regular - Check #: 556275			\$3,677.47
SPED PRIVATE TUITION WBHS	Education Fund	\$3,574.62	
SPED PRIVATE TUITION WBHS	Education Fund	\$102.85	
COURTNEY VALA (51568)			\$606.58
01-20-2021 Regular - Check #: 556276			\$603.55
SUPPLIES WB I&T	Education Fund	\$566.87	
SUPPLIES WB I&T	Education Fund	\$36.68	
01-20-2021 Regular - Check #: 3956			\$3.03
PRODUCTION/SCREENPRINTING	Activity Fund	\$3.03	
CUSTOM BINDERY SERVICES (45930)			\$524.16
01-20-2021 Regular - Check #: 556233			\$524.16
SUPPLIES WB PRIN OFF	Education Fund	\$524.16	
DALILA RAMIREZ (58074)			\$50.00
01-13-2021 Regular - Check #: 3928			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
DANA MARINE (55846)			\$50.00
01-13-2021 Regular - Check #: 3929			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
DANIEL FERNANDEZ (55800)			\$1,600.00
01-13-2021 Regular - Check #: 556178			\$1,600.00
TUITION REIMBURSEMENT	Education Fund	\$800.00	
TUITION REIMBURSEMENT	Education Fund	\$800.00	
DANIELLE BRINK (53771)			\$214.00
01-20-2021 Regular - Check #: 556277			\$214.00
PUR SVC BOE PUBLIC REL	Education Fund	\$115.00	
PUR SVC BOE PUBLIC REL	Education Fund	\$99.00	
DEBBIE WATERLOO (58214)			\$80.00
01-13-2021 Regular - Check #: 3930			\$80.00
PARENTS OF WB (POW)	Activity Fund	\$80.00	
DENISE GLAPINSKI (58211)			\$100.00
01-13-2021 Regular - Check #: 3931	123		\$100.00
PARENTS OF WB (POW)	Activity Fund	\$100.00	

DIANE VEGTER (18419)			\$100.00
01-13-2021	Regular - Check #: 3932		\$100.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$100.00
DIRECTV (53560)			\$136.23
01-13-2021	Regular - Check #: 556179		\$136.23
	MEDIA SERVICE	O & M Fund	\$136.23
DUPAGE DIST #88 COUNCIL (58128)			\$34.00
01-13-2021	Regular - Check #: 556180		\$34.00
	EDUCATION FUND	Education Fund	\$34.00
DUPAGE DISTRICT #88 COUNCIL (46995)			\$543.98
01-13-2021	Regular - Check #: 556181		\$543.98
	EDUCATION FUND	Education Fund	\$543.98
DUPAGE FEDERATION ON HUMAN (52449)			\$55.00
01-20-2021	Regular - Check #: 556234		\$55.00
	PS IDEA B SUPPORT SVCS	Education Fund	\$55.00
DUPAGE SECURITY SOLUTIONS INC (651)			\$29.40
01-13-2021	Regular - Check #: 556133		\$29.40
	SUPPLIES WB PRIN OFF	Education Fund	\$29.40
DYNEGY ENERGY SERVICES (55868)			\$41,767.35
01-13-2021	Regular - Check #: 556182		\$38,334.53
	ELECTRICITY WB UTILITY	O & M Fund	\$38,334.53
01-13-2021	Regular - Check #: 556183		\$3,432.82
	ELECTRICITY DO	O & M Fund	\$3,432.82
EDUCATIONAL ADVOCACY AND CONSULTING (58165)			\$1,950.00
01-20-2021	Regular - Check #: 556235		\$1,950.00
	P.S. INST SVC IDEA B	Education Fund	\$1,950.00
EDUCATIONAL BENEFIT COOPERATIVE (52629)			\$642,271.52
01-20-2021	Regular - Check #: 556278		\$642,271.52
	LIFE INSURANCE/LTD	Education Fund	\$3,058.57
	LIFE INSURANCE/LTD	Education Fund	\$300.00
	DIST MEDICAL INS-EDUC	Education Fund	\$307,645.83
	DIST MEDICAL INS-O&M	O & M Fund	\$22,396.20
	RETIREE HEALTH INS-EDUC	Education Fund	\$17,246.87
	RETIREE HEALTH INS-O&M	O & M Fund	\$1,626.00
	DIST MEDICAL INS-EDUC	Education Fund	\$246,423.78
	DIST MEDICAL INS-O&M	O & M Fund	\$39,882.17
	RETIREE HEALTH INS-EDUC	Education Fund	\$2,431.38
	RETIREE HEALTH INS-O&M	O & M Fund	\$1,260.72

EDYBURN CORPORATION (47491)			\$1,366.47
01-13-2021 Regular - Check #: 3933			\$610.47
STUDENT COUNCIL	Activity Fund	\$610.47	
01-20-2021 Regular - Check #: 556236			\$756.00
SUPPLIES WB PRIN OFF	Education Fund	\$756.00	
ELIZABETH CRAIG (58208)			\$50.00
01-13-2021 Regular - Check #: 3934			\$50.00
PARENTS OF WB (POW)	Activity Fund	\$50.00	
ENZA SPILOTRO (43377)			\$289.00
01-13-2021 Regular - Check #: 3935			\$289.00
POM PONS	Activity Fund	\$289.00	
ERIKA ROMAN (54381)			\$600.00
01-20-2021 Regular - Check #: 556279			\$600.00
TUITION REIMBURSEMENT	Education Fund	\$300.00	
TUITION REIMBURSEMENT	Education Fund	\$300.00	
ESTHER DELGADO (50600)			\$452.60
01-13-2021 Regular - Check #: 3936			\$452.60
CLASSIFIED MEDICAL REIMB	Activity Fund	\$452.60	
FOLLETT SCHOOL SOLUTIONS, INC. (55010)			\$9,944.00
01-20-2021 Regular - Check #: 556237			\$9,944.00
TEXTBOOKS WB BOOKSTORE	Education Fund	\$5,008.00	
SUPPLIES WB TITLE I	Education Fund	\$3,113.40	
TEXTBOOKS AT BOOKSTORE	Education Fund	\$1,822.60	
FOX TECH ACADEMY (44975)			\$5,005.28
01-20-2021 Regular - Check #: 556280			\$5,005.28
SPED PRIVATE TUITION WBHS	Education Fund	\$5,005.28	
FREE AP LLC (57701)			\$734.00
01-13-2021 Regular - Check #: 556134			\$734.00
PUR SVC WB FOOD SERVICE	Education Fund	\$367.00	
PUR SVC AT FOOD SERVICES	Education Fund	\$367.00	
GABRIELLE HORABIK (58073)			\$400.00
01-13-2021 Regular - Check #: 556184			\$400.00
TUITION REIMBURSEMENT	Education Fund	\$400.00	
GALIC DISBURSING COMPANY (25119)			\$760.00
01-13-2021 Regular - Check #: 556185			\$760.00
EDUCATION FUND	Education Fund	\$760.00	
GARY WALKER (51734)			\$0.00

01-13-2021 Void - Check #: 555781			(\$1,569.99)
PUR SVC WB ATH	Education Fund	\$1,145.00	
SUPPLIES WB ATHLETICS	Education Fund	\$424.99	
SUPPLIES WB ATHLETICS	Education Fund	(\$424.99)	
PUR SVC WB ATH	Education Fund	(\$1,145.00)	
01-13-2021 Regular - Check #: 556186			\$1,569.99
PUR SVC WB ATH	Education Fund	\$1,145.00	
SUPPLIES WB ATHLETICS	Education Fund	\$424.99	
GFS (51484)			\$133.82
01-20-2021 Regular - Check #: 556238			\$133.82
SUPPLIES WB FAM CONS	Education Fund	\$99.42	
SUPPLIES WB FAM CONS	Education Fund	\$34.40	
GIANT STEPS ILLINOIS INC. (51506)			\$4,695.60
01-20-2021 Regular - Check #: 556281			\$4,695.60
SPED PRIVATE TUITION ATHS	Education Fund	\$4,695.60	
GLEN OAKS THERAPEUTIC DAY SCH. (22247)			\$7,339.98
01-20-2021 Regular - Check #: 556282			\$7,339.98
SPED PRIVATE TUITION ATHS	Education Fund	\$4,611.38	
SPED PRIVATE TUITION WBHS	Education Fund	\$2,728.60	
GOPHER SPORT (17760)			\$1,813.74
01-13-2021 Regular - Check #: 556135			\$1,813.74
SUPPLIES AT PE	Education Fund	\$1,813.74	
GRAINGER, INC. (5777)			\$1,891.20
01-13-2021 Regular - Check #: 556136			\$1,490.68
SUPPLIES AT MAINTENANCE	O & M Fund	\$123.20	
SUPPLIES WB MAINTENANCE	O & M Fund	\$71.40	
SUPPLIES WB MAINTENANCE	O & M Fund	\$59.71	
SUPPLIES AT MAINTENANCE	O & M Fund	\$50.34	
SUPPLIES WB MAINTENANCE	O & M Fund	\$261.94	
SUPPLIES WB MAINTENANCE	O & M Fund	\$121.92	
SUPPLIES WB MAINTENANCE	O & M Fund	\$54.06	
SUPPLIES WB MAINTENANCE	O & M Fund	\$46.33	
SUPPLIES AT MAINTENANCE	O & M Fund	\$218.38	
SUPPLIES AT MAINTENANCE	O & M Fund	\$117.28	
SUPPLIES WB MAINTENANCE	O & M Fund	\$27.50	
SUPPLIES WB MAINTENANCE	O & M Fund	\$193.08	
SUPPLIES AT MAINTENANCE	O & M Fund	\$145.54	
01-20-2021 Regular - Check #: 556239			\$400.52

SUPPLIES AT MAINTENANCE	O & M Fund	\$124.74
SUPPLIES AT MAINTENANCE	O & M Fund	\$20.51
SUPPLIES WB MAINTENANCE	O & M Fund	\$226.59
SUPPLIES WB MAINTENANCE	O & M Fund	\$28.68
GRANT COMMUNITY HIGH SCHOOL (58219)		\$200.00
01-20-2021 Regular - Check #: 556283		\$200.00
PUR SVC WB ATH	Education Fund	\$200.00
GREAT LAKES APPAREL, INC. (12772)		\$3,229.00
01-20-2021 Regular - Check #: 556240		\$3,229.00
SUPPLIES AT PRIN OFF	Education Fund	\$3,229.00
HANNAH WALSH (57447)		\$1,200.00
01-20-2021 Regular - Check #: 556284		\$1,200.00
TUITION REIMBURSEMENT	Education Fund	\$600.00
TUITION REIMBURSEMENT	Education Fund	\$600.00
HARRY SAWYER (58212)		\$60.00
01-13-2021 Regular - Check #: 3937		\$60.00
PARENTS OF WB (POW)	Activity Fund	\$60.00
HINCKLEY SPRING WATER COMPANY (40179)		\$16.00
01-20-2021 Regular - Check #: 556286		\$16.00
SUPPLIES AT PRIN OFF	Education Fund	\$16.00
HOME DEPOT CREDIT SERVICES (28359)		\$302.21
01-20-2021 Regular - Check #: 3957		\$302.21
DRAMA	Activity Fund	\$302.21
IHSA (17334)		\$500.00
01-20-2021 Regular - Check #: 556241		\$500.00
PUR SVC WB ATH	Education Fund	\$300.00
PUR SVC AT ATH	Education Fund	\$200.00
ILLINOIS BED BUG DOG (47495)		\$650.00
01-13-2021 Regular - Check #: 556120		\$650.00
PUR SVC WB OPERATIONS	O & M Fund	\$270.00
PUR SVC AT MAINTENANCE	O & M Fund	\$150.00
PUR SVC WB MAINTENANCE	O & M Fund	\$150.00
PUR SVC DO MAINTENANCE	O & M Fund	\$80.00
ILLINOIS DECA (44522)		\$30.00
01-20-2021 Regular - Check #: 3958		\$30.00
DECA	Activity Fund	\$30.00
INSTITUTE FOR THERAPY THROUGH ARTS (47367)		\$5,000.00

01-20-2021 Regular - Check #: 556242			\$5,000.00
PS IDEA THERAPY SERVICES	Education Fund	\$4,200.00	
PS IDEA THERAPY SERVICES	Education Fund	\$800.00	
INTELLIGENT SYSTEMS SERVICES, INC (47114)			\$4,655.00
01-13-2021 Regular - Check #: 556137			\$4,655.00
PUR SVC AT MAINTENANCE	O & M Fund	\$4,390.00	
PUR SVC DO MAINTENANCE	O & M Fund	\$265.00	
IRENE MASON (55385)			\$50.00
01-13-2021 Regular - Check #: 3938			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
ISELA AQUINO (54569)			\$116.30
01-13-2021 Regular - Check #: 556187			\$109.46
SUPPLIES WB PRIN OFF	Education Fund	\$109.46	
01-13-2021 Regular - Check #: 3939			\$6.84
RESERVE ACTIVITY FUND	Activity Fund	\$6.84	
IT SAVVY LLC (56590)			\$2,970.00
01-13-2021 Regular - Check #: 556138			\$2,970.00
DIST TECH MATERIALS	Education Fund	\$2,970.00	
J.C. HOSE & TUBE, INC. (56289)			\$69.60
01-13-2021 Regular - Check #: 556139			\$69.60
SUPPLIES AT MAINTENANCE	O & M Fund	\$69.60	
JACK ANDREWS (56053)			\$200.00
01-13-2021 Regular - Check #: 556188			\$200.00
SUPPLIED CENTRAL - HR	Education Fund	\$200.00	
JAMIE GOURLEY (51280)			\$99.49
01-20-2021 Regular - Check #: 556287			\$99.49
SUPPLIES WB PRIN OFF	Education Fund	\$99.49	
JENNA PHILLIPS (51552)			\$50.00
01-13-2021 Regular - Check #: 556190			\$50.00
SUPPLIES AT ESL	Education Fund	\$50.00	
JENNIFER KOWALSKI (53669)			\$277.99
01-20-2021 Regular - Check #: 556288			\$277.99
SUPPLIES AT FAM CONS	Education Fund	\$277.99	
JESSICA MURPHY (55980)			\$199.92
01-20-2021 Regular - Check #: 3959			\$199.92
CLASS OF 2024-AT	128 Activity Fund	\$199.92	
JOANNE LEWIS (58206)			\$70.00

01-13-2021 Regular - Check #: 3940			\$70.00
PARENTS OF WB (POW)	Activity Fund		\$70.00
JOHN EPPLE (29232)			\$50.00
01-13-2021 Regular - Check #: 3941			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
JOSHUA ZWART (50026)			\$829.36
01-20-2021 Regular - Check #: 556289			\$829.36
SUPPLIES WB I&T	Education Fund		\$829.36
JOY DRESSLER (58221)			\$80.00
01-20-2021 Regular - Check #: 3960			\$80.00
PARENTS OF WB (POW)	Activity Fund		\$80.00
JULIE RANA (49875)			\$600.00
01-13-2021 Regular - Check #: 556191			\$600.00
TUITION REIMBURSEMENT	Education Fund		\$600.00
JUVERIYA MIR (56548)			\$50.00
01-13-2021 Regular - Check #: 3942			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
KELLY HARRINGTON (55417)			\$38.32
01-13-2021 Regular - Check #: 556192			\$38.32
SUPPLIES WB SCIENCE	Education Fund		\$38.32
KEY CLUB INTERNATIONAL (27379)			\$1,476.00
01-20-2021 Regular - Check #: 3961			\$1,476.00
KIWANIS KEY CLUB	Activity Fund		\$1,476.00
KIMBERLY KEEHNER (56777)			\$35.00
01-20-2021 Regular - Check #: 556290			\$35.00
SUPPLIES WB FAM CONS	Education Fund		\$35.00
KIRA BONK (55368)			\$1,200.00
01-13-2021 Regular - Check #: 556193			\$1,200.00
TUITION REIMBURSEMENT	Education Fund		\$600.00
TUITION REIMBURSEMENT	Education Fund		\$600.00
KIRSTEN OLSON (19416)			\$50.00
01-13-2021 Regular - Check #: 3943			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
KONICA MINOLTA BUSINESS (55237)			\$420.00
01-13-2021 Regular - Check #: 556194			\$420.00
SUPPLIES BUSINESS OFFICE	129 Education Fund		\$420.00
LAURA CALO (51770)			\$375.00

01-13-2021 Regular - Check #: 556195			\$375.00
TUITION REIMBURSEMENT	Education Fund		\$375.00
LAURA LOPEZ (54448)			\$25.00
01-13-2021 Regular - Check #: 556196			\$25.00
P.S.IMP INST TITLE II	Education Fund		\$25.00
LAWSON PRODUCTS, INC. (1125)			\$631.09
01-13-2021 Regular - Check #: 556141			\$631.09
SUPPLIES AT MAINTENANCE	O & M Fund		\$631.09
LEN'S ACE HARDWARE (114)			\$116.94
01-13-2021 Regular - Check #: 556142			\$13.98
SUPPLIES AT MATH	Education Fund		\$13.98
01-20-2021 Regular - Check #: 556243			\$102.96
SUPPLIES AT MAINTENANCE	O & M Fund		\$96.97
SUPPLIES AT MAINTENANCE	O & M Fund		\$5.99
LEVONNE CESCOLINI-BOYER (16576)			\$50.00
01-13-2021 Regular - Check #: 3944			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
LIBERTYVILLE HIGH SCHOOL (49285)			\$100.00
01-20-2021 Regular - Check #: 556292			\$100.00
SUPPLIES WB STUDENT ACTIV	Education Fund		\$100.00
LIFE FITNESS (57249)			\$3,123.79
01-13-2021 Regular - Check #: 556143			\$3,123.79
AT NON CAP EQUIP	Education Fund		\$3,123.79
LINCOLN INVESTMENT PLANNING INC. (1241)			\$4,145.83
01-13-2021 Regular - Check #: 556197			\$4,145.83
EDUCATION FUND	Education Fund		\$4,145.83
LINDEN OAKS TUTORING SERVICES (53238)			\$724.89
01-13-2021 Regular - Check #: 556144			\$724.89
WB HOME & HOSP TUTORING	Education Fund		\$724.89
LITTLE FRIENDS, INC. (869)			\$6,835.64
01-20-2021 Regular - Check #: 556293			\$6,835.64
SPED PRIVATE TUITION WBHS	Education Fund		\$3,951.64
SPED PRIVATE TUITION ATHS	Education Fund		\$2,884.00
LONGBEHN & CO, INC (57709)			\$385.03
01-20-2021 Regular - Check #: 3962			\$385.03
CONCESSIONS	130 Activity Fund		\$385.03
LORI IRVIN (19985)			\$59.80

01-20-2021 Regular - Check #: 556294		\$59.80
SUPPLIES AT PRIN OFF	Education Fund	\$59.80
LOYOLA ACADEMY (50137)		\$150.00
01-20-2021 Regular - Check #: 556295		\$150.00
SUPPLIES WB STUDENT ACTIV	Education Fund	\$150.00
LUCY ALMANZA-FERNANDEZ (57276)		\$1,796.00
01-13-2021 Regular - Check #: 556198		\$1,796.00
TUITION REIMBURSEMENT	Education Fund	\$449.00
TUITION REIMBURSEMENT	Education Fund	\$449.00
TUITION REIMBURSEMENT	Education Fund	\$449.00
TUITION REIMBURSEMENT	Education Fund	\$449.00
LYNN FRAZIER (55305)		\$1,000.00
01-13-2021 Regular - Check #: 556199		\$1,000.00
TUITION REIMBURSEMENT	Education Fund	\$600.00
TUITION REIMBURSEMENT	Education Fund	\$400.00
LYNN GREIWE (56646)		\$50.00
01-20-2021 Regular - Check #: 3963		\$50.00
PARENTS OF WB (POW)	Activity Fund	\$50.00
LYONS TOWNSHIP HIGH SCHOOL (12684)		\$100.00
01-20-2021 Regular - Check #: 556296		\$100.00
SUPPLIES WB PRIN OFF	Education Fund	\$100.00
MAGIC PURE LLC (55785)		\$300.00
01-13-2021 Regular - Check #: 556145		\$300.00
SUPPLIES WB ENGLISH	Education Fund	\$300.00
MALCOLM ROSS (56684)		\$140.00
01-20-2021 Regular - Check #: 3964		\$140.00
STUDENT COUNCIL	Activity Fund	\$140.00
MARIANJOY REHAB HOSPITAL (44502)		\$284.00
01-20-2021 Regular - Check #: 556244		\$284.00
PUR SVC WB SPED	Education Fund	\$284.00
MARLO RIVERA (55689)		\$1,695.00
01-13-2021 Regular - Check #: 3945		\$1,695.00
CLASS CHILD CARE REIMB	Activity Fund	\$1,260.00
CLASSIFIED MEDICAL REIMB	Activity Fund	\$385.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
MARY DORO (57448)	131	\$1,200.00
01-13-2021 Regular - Check #: 556200		\$1,200.00

TUITION REIMBURSEMENT	Education Fund	\$600.00	
TUITION REIMBURSEMENT	Education Fund	\$600.00	
MARYVILLE ACADEMY (23941)			\$4,101.90
01-20-2021 Regular - Check #: 556297			\$4,101.90
SPED PRIVATE TUITION ATHS	Education Fund	\$4,101.90	
MATRIX TRUST COMPANY (56259)			\$980.00
01-13-2021 Regular - Check #: 556201			\$980.00
EDUCATION FUND	Education Fund	\$980.00	
MATTHEW THOMPSON (23603)			\$1,010.00
01-13-2021 Regular - Check #: 3946			\$1,010.00
ADMIN MEDICAL REIMB.	Activity Fund	\$1,010.00	
MENARDS (18748)			\$3,089.48
01-13-2021 Regular - Check #: 556146			\$1,213.02
SUPPLIES CARL PERKINS	Education Fund	\$1,167.84	
SUPPLIES C&T ED IMP GRANT	Education Fund	\$45.18	
01-20-2021 Regular - Check #: 556245			\$1,876.46
SUPPLIES WB I&T	Education Fund	\$1,876.46	
MENTA ACADEMY HILLSIDE (55780)			\$14,962.80
01-20-2021 Regular - Check #: 556298			\$14,962.80
SPED PRIVATE TUITION WBHS	Education Fund	\$9,975.20	
SPED PRIVATE TUITION ATHS	Education Fund	\$4,987.60	
METROPOLITAN LIFE INS. COMPANY (776)			\$250.00
01-13-2021 Regular - Check #: 556202			\$250.00
EDUCATION FUND	Education Fund	\$250.00	
MICHAEL MAROTTA (54750)			\$600.00
01-13-2021 Regular - Check #: 556203			\$600.00
TUITION REIMBURSEMENT	Education Fund	\$600.00	
NATALIE STACH WILEN (47079)			\$50.00
01-13-2021 Regular - Check #: 3947			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund	\$50.00	
NCPERS GROUP LIFE INS (10653)			\$736.00
01-13-2021 Regular - Check #: 556204			\$736.00
EDUCATION FUND	Education Fund	\$736.00	
NEW HORIZON CENTER (53518)			\$5,723.90
01-20-2021 Regular - Check #: 556299			\$5,723.90
SPED PRIVATE TUITION WBHS	Education Fund	\$5,723.90	
NEWPORT TRUST COMPANY (56733)			\$3,820.00

01-13-2021 Regular - Check #: 556205			\$3,820.00
EDUCATION FUND	Education Fund		\$3,820.00
NICK JANAKAS (58209)			\$70.00
01-13-2021 Regular - Check #: 3948			\$70.00
PARENTS OF WB (POW)	Activity Fund		\$70.00
NICOR GAS (1284)			\$5,150.70
01-20-2021 Regular - Check #: 556300			\$315.36
HEATING DO	O & M Fund		\$315.36
01-20-2021 Regular - Check #: 556301			\$2,482.45
HEATING WB UTILITY	O & M Fund		\$2,482.45
01-20-2021 Regular - Check #: 556302			\$2,352.89
HEATING AT UTILITY	O & M Fund		\$2,352.89
NORCOMM PUBLIC SAFETY (40076)			\$1,050.00
01-20-2021 Regular - Check #: 556246			\$1,050.00
PUR SVC AT OPERATIONS	O & M Fund		\$840.00
PUR SVC DO OPERATION	O & M Fund		\$210.00
OFFICE DEPOT (26410)			\$291.16
01-20-2021 Regular - Check #: 556247			\$291.16
SUPPLIES AT BOOKSTORE	Education Fund		\$177.80
SUPPLIES AT BOOKSTORE	Education Fund		\$113.36
PACIFIC LIFE (43739)			\$1,730.00
01-13-2021 Regular - Check #: 556206			\$1,730.00
EDUCATION FUND	Education Fund		\$1,730.00
PARAGON MICRO INC. (56086)			\$8,498.11
01-13-2021 Regular - Check #: 556147			\$1,388.36
SUPPLIES WB TECH	Education Fund		\$625.95
SUPPLIES AT TECH	Education Fund		\$459.03
SUPPLIES WB TECH	Education Fund		\$75.03
SUPPLIES AT TECH	Education Fund		\$75.03
SUPPLIES AT TECH	Education Fund		\$76.66
SUPPLIES AT TECH	Education Fund		\$76.66
01-20-2021 Regular - Check #: 556248			\$7,109.75
SUPPLIES AT TECH	Education Fund		\$280.76
SUPPLIES WB TECH	Education Fund		\$140.39
SUPPLIES AT TECH	Education Fund		\$508.86
SUPPLIES WB TECH	Education Fund		\$254.43
SUPPLIES WB TECH	Education Fund		\$254.43
SUPPLIES AT TECH	Education Fund		\$254.43

SUPPLIES AT TECH	Education Fund	\$254.43
SUPPLIES WB TECH	Education Fund	\$1,202.64
SUPPLIES AT TECH	Education Fund	\$400.88
SUPPLIES WB TECH	Education Fund	\$607.61
SUPPLIES AT TECH	Education Fund	\$303.80
SUPPLIES WB TECH	Education Fund	\$196.39
SUPPLIES AT TECH	Education Fund	\$251.04
SUPPLIES WB TECH	Education Fund	\$168.04
SUPPLIES AT TECH	Education Fund	\$336.08
SUPPLIES AT TECH	Education Fund	\$304.85
SUPPLIES AT TECH	Education Fund	\$476.07
SUPPLIES AT TECH	Education Fund	\$476.09
SUPPLIES AT TECH	Education Fund	\$273.19
SUPPLIES AT TECH	Education Fund	\$104.16
SUPPLIES AT TECH	Education Fund	\$61.18
PARKLAND PREPARATORY ACADEMY (53162)		\$6,130.60
01-20-2021 Regular - Check #: 556303		\$6,130.60
SPED PRIVATE TUITION WBHS	Education Fund	\$6,130.60
PITNEY BOWES (849)		\$1,791.51
01-13-2021 Regular - Check #: 556207		\$1,791.51
LEASE PRINCIPAL	Education Fund	\$1,791.51
PORTABLE COMMUNICATIONS SPEC. (20364)		\$301.41
01-13-2021 Regular - Check #: 556148		\$301.41
PUR SVC WB MAINTENANCE	O & M Fund	\$146.15
SUPPLIES WB MAINTENANCE	O & M Fund	\$108.00
SUPPLIES WB MAINTENANCE	O & M Fund	\$47.26
R.E. WALSH & ASSOCIATES, INC. (55484)		\$1,870.00
01-20-2021 Regular - Check #: 556249		\$1,870.00
PUR SVC BOE LEGAL SERVICE	Education Fund	\$1,870.00
RAMROD DISTRIBUTORS, INC. (14417)		\$2,373.20
01-13-2021 Regular - Check #: 556149		\$1,205.60
SUPPLIES AT CUSTODIAL	O & M Fund	\$621.80
SUPPLIES AT CUSTODIAL	O & M Fund	\$583.80
01-20-2021 Regular - Check #: 556250		\$1,167.60
SUPPLIES AT CUSTODIAL	O & M Fund	\$583.80
SUPPLIES WB CUSTODIAL	O & M Fund	\$583.80
RANDALL INDUSTRIES (49207)		\$200.30
01-13-2021 Regular - Check #: 556150		\$200.30

R&M WB PRIN OFF	Education Fund	\$200.30	
READY REFRESH BY NESTLE (50783)			\$14.57
01-20-2021 Regular - Check #: 556251			\$14.57
SUPPLIES AT LIBRARY	Education Fund	\$14.57	
RELIANCE STANDARD LIFE INSURANCE CO (53237)			\$410.06
01-20-2021 Regular - Check #: 556304			\$410.06
EDUCATION FUND	Education Fund	\$410.06	
REPUBLIC SERVICES #551 (55610)			\$627.99
01-13-2021 Regular - Check #: 556208			\$349.82
REFUSE DISPOSAL AT OPER	O & M Fund	\$349.82	
01-20-2021 Regular - Check #: 556305			\$108.17
REFUSE DISPOSAL DO	O & M Fund	\$108.17	
01-20-2021 Regular - Check #: 556306			\$170.00
REFUSE DISPOSAL AT OPER	O & M Fund	\$170.00	
RICOH USA, INC. (54304)			\$121.16
01-13-2021 Regular - Check #: 556209			\$121.16
DUPLICATING AT PRIN OFF	Education Fund	\$45.32	
DUPLICATING AT PRIN OFF	Education Fund	\$75.84	
ROCKLER WOODWORKING AND HARDWARE (47308)			\$2,022.79
01-20-2021 Regular - Check #: 556252			\$2,022.79
SUPPLIES CARL PERKINS	Education Fund	\$2,022.79	
ROE PROFESSIONAL SERVICES #19 (56489)			\$6,440.00
01-13-2021 Regular - Check #: 556210			\$6,440.00
TUITION-OTHR IN STATE-GOV	Education Fund	\$3,640.00	
TUITION-OTHR IN STATE-GOV	Education Fund	\$2,800.00	
ROLLING MEADOWS HIGH SCHOOL (3478)			\$200.00
01-20-2021 Regular - Check #: 556307			\$200.00
PUR SVC WB ATH	Education Fund	\$200.00	
ROY STROM REFUSE (54814)			\$152.12
01-13-2021 Regular - Check #: 556211			\$152.12
REFUSE DISPOSAL WB OPER	O & M Fund	\$152.12	
RUNCO OFFICE SUPPLY & EQUIPMENT CO (57315)			\$80.66
01-13-2021 Regular - Check #: 556151			\$80.66
SUPPLIES WB ENGLISH	Education Fund	\$53.16	
SUPPLIES WB SOC STUDIES	Education Fund	\$27.50	
S.E.A.L. OF ILLINOIS, INC. (48806)			\$18,576.60
01-20-2021 Regular - Check #: 556308	135		\$18,576.60

SPED PRIVATE TUITION ATHS	Education Fund	\$9,288.30	
SPED PRIVATE TUITION WBHS	Education Fund	\$9,288.30	
SCANNING PENS INC (58217)			\$263.00
01-13-2021 Regular - Check #: 556152			\$263.00
SUPPLIES IDEA B	Education Fund	\$263.00	
SCHOOL HEALTH CORPORATION (452)			\$545.49
01-20-2021 Regular - Check #: 556253			\$523.75
R&M WB ATH	Education Fund	\$523.75	
01-20-2021 Regular - Check #: 3965			\$21.74
ATHLETIC SPECIAL PROJECTS	Activity Fund	\$21.74	
SCHROEDER'S ACE HARDWARE (116)			\$52.37
01-13-2021 Regular - Check #: 556153			\$29.57
SUPPLIES DO MAINTENANCE	O & M Fund	\$15.58	
SUPPLIES AT MAINTENANCE	O & M Fund	\$13.99	
01-20-2021 Regular - Check #: 556254			\$22.80
SUPPLIES DO MAINTENANCE	O & M Fund	\$4.86	
SUPPLIES AT MAINTENANCE	O & M Fund	\$9.98	
SUPPLIES DO MAINTENANCE	O & M Fund	\$7.96	
SEIU LOCAL 73 (1595)			\$1,097.20
01-13-2021 Regular - Check #: 556118			\$1,097.20
EDUCATION FUND	Education Fund	\$1,097.20	
SHERWIN-WILLIAMS (53656)			\$99.02
01-20-2021 Regular - Check #: 556255			\$99.02
SUPPLIES WB MAINTENANCE	O & M Fund	\$90.54	
SUPPLIES WB MAINTENANCE	O & M Fund	\$8.48	
SMG SECURITY SYSTEMS, INC. (20483)			\$706.95
01-13-2021 Regular - Check #: 556154			\$706.95
PUR SVC WB OPERATIONS	O & M Fund	\$706.95	
SNAP-ON INDUSTRIAL (42493)			\$4,540.29
01-13-2021 Regular - Check #: 556155			\$4,540.29
NON CAP EQUIP CTEI	Education Fund	\$3,781.10	
SUPP SOFTWARE CARL PERKINS	Education Fund	\$759.19	
SOARING EAGLE ACADEMY (56551)			\$11,282.04
01-20-2021 Regular - Check #: 556309			\$11,282.04
SPED PRIVATE TUITION WBHS	Education Fund	\$5,641.02	
SPED PRIVATE TUITION ATHS	Education Fund	\$5,641.02	
SONIA HERNANDEZ (54818)			\$50.00

01-13-2021 Regular - Check #: 3950			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
SOUND MUSIC PUBLICATIONS (58216)			\$125.00
01-13-2021 Regular - Check #: 3951			\$125.00
CHOIR ACTIVITY	Activity Fund		\$125.00
SPECIAL EDUCATION SYSTEMS INC (43772)			\$1,770.08
01-20-2021 Regular - Check #: 556256			\$1,770.08
SP ED TRANSPORTATION	Transportation Fund		\$1,770.08
SPEECH THERAPY PROS (58220)			\$667.52
01-20-2021 Regular - Check #: 3966			\$667.52
OPTIONS FAIR EVENT-SPED	Activity Fund		\$667.52
STEPHANIE ENNIS (49220)			\$969.23
01-20-2021 Regular - Check #: 556310			\$776.72
SUPPLIES WB FAM CONS	Education Fund		\$776.72
01-20-2021 Regular - Check #: 3967			\$192.51
CHILD DEVELOPMENT	Activity Fund		\$192.51
STREAMWOOD BEHAVIORAL (26271)			\$2,953.02
01-20-2021 Regular - Check #: 556311			\$2,953.02
SPED PRIVATE TUITION WBHS	Education Fund		\$2,953.02
SUBURBAN LIFE PUBLICATIONS (51674)			\$52.00
01-20-2021 Regular - Check #: 556312			\$52.00
PUR SVC BOE PUBLIC REL	Education Fund		\$52.00
SUBURBAN TIRE AUTO CARE CTR (51861)			\$199.58
01-20-2021 Regular - Check #: 556257			\$199.58
SUPPLIES WB I&T	Education Fund		\$199.58
SUN LIFE ASSURANCE CO OF CANADA (57720)			\$5,599.82
01-20-2021 Regular - Check #: 556313			\$5,599.82
LIFE INSURANCE/LTD	Education Fund		\$5,599.82
SUSAN PUK (58213)			\$70.00
01-13-2021 Regular - Check #: 3952			\$70.00
PARENTS OF WB (POW)	Activity Fund		\$70.00
SUZANNE FLEMMING (55384)			\$50.00
01-13-2021 Regular - Check #: 3953			\$50.00
DIST WELLNESS INITIATIVE	Activity Fund		\$50.00
TERRACE SUPPLY (485)			\$43.09
01-13-2021 Regular - Check #: 556156		137	\$31.31
SUPPLIES WB MAINTENANCE	O & M Fund		\$13.64

SUPPLIES WB PRIN OFF	Education Fund	\$11.78	
SUPPLIES AT MAINTENANCE	O & M Fund	\$5.89	
01-20-2021 Regular - Check #: 556258			\$11.78
SUPPLIES AT MAINTENANCE	O & M Fund	\$5.89	
SUPPLIES AT MAINTENANCE	O & M Fund	\$5.89	
THE GRAPHIC EDGE LLC (58218)			\$478.92
01-20-2021 Regular - Check #: 556259			\$478.92
SUPPLIES WB ATHLETICS	Education Fund	\$478.92	
THE LANGUAGE LABS (56819)			\$990.00
01-20-2021 Regular - Check #: 556260			\$990.00
PS IDEA B SUPPORT SVCS	Education Fund	\$990.00	
THELMA RIVERA (58207)			\$70.00
01-13-2021 Regular - Check #: 3954			\$70.00
PARENTS OF WB (POW)	Activity Fund	\$70.00	
THOMAS FOSNOT (57374)			\$195.00
01-13-2021 Regular - Check #: 556212			\$195.00
PUR SVC AT ATH	Education Fund	\$195.00	
THOMSON REUTERS WEST (58182)			\$1,029.00
01-13-2021 Regular - Check #: 556157			\$1,029.00
PURCH SVC BUSINESS OFFICE	Education Fund	\$1,029.00	
TRANE (41146)			\$1,320.48
01-13-2021 Regular - Check #: 556158			\$1,320.48
SUPPLIES AT MAINTENANCE	O & M Fund	\$1,217.77	
SUPPLIES WB MAINTENANCE	O & M Fund	\$102.71	
TROPHIES BY GEORGE (17960)			\$53.25
01-20-2021 Regular - Check #: 3968			\$53.25
IND EVENTS SPEECH TEAM	Activity Fund	\$53.25	
TYCO INTEGRATED SECURITY, LLC (54190)			\$148.84
01-13-2021 Regular - Check #: 556140			\$148.84
PUR SVC AT OPERATIONS	O & M Fund	\$148.84	
UMB BANK F/B/O AXA (57418)			\$4,010.00
01-13-2021 Regular - Check #: 556213			\$4,010.00
EDUCATION FUND	Education Fund	\$4,010.00	
UNIFIRST CORPORATION (57941)			\$11,464.42
01-20-2021 Regular - Check #: 556261			\$11,464.42
SUPPLIES WB MAINTENANCE	O & M Fund	\$5,732.21	
SUPPLIES AT MAINTENANCE	O & M Fund	\$5,732.21	

UNITED LABORATORIES (10805)			\$729.20
01-13-2021	Regular - Check #: 556159		\$729.20
	SUPPLIES WB MAINTENANCE	O & M Fund	\$364.60
	SUPPLIES AT MAINTENANCE	O & M Fund	\$364.60
UNITED PARCEL SERVICE (6763)			\$20.29
01-13-2021	Regular - Check #: 556161		\$14.87
	PUR SVC POSTAGE - AT	Education Fund	\$14.87
01-20-2021	Regular - Check #: 556263		\$5.42
	PUR SVC POSTAGE - AT	Education Fund	\$5.42
UNIVERSAL TAXI DISPATCH, INC. (54647)			\$2,614.00
01-20-2021	Regular - Check #: 556262		\$2,614.00
	SP ED TRANSPORTATION	Transportation Fund	\$2,614.00
UT AUSTIN (52550)			\$300.00
01-13-2021	Regular - Check #: 556160		\$300.00
	SUPPLIES WB SCIENCE	Education Fund	\$300.00
VANGUARD ENERGY SERVICES (49184)			\$10,652.19
01-13-2021	Regular - Check #: 556214		\$10,652.19
	HEATING AT UTILITY	O & M Fund	\$5,232.89
	HEATING WB UTILITY	O & M Fund	\$5,086.31
	HEATING DO	O & M Fund	\$332.99
VARIABLE ANNUITY LIFE INS. CO. (772)			\$2,858.00
01-13-2021	Regular - Check #: 556215		\$2,858.00
	EDUCATION FUND	Education Fund	\$2,858.00
VERONICA DIAZ (53604)			\$50.00
01-13-2021	Regular - Check #: 3955		\$50.00
	DIST WELLNESS INITIATIVE	Activity Fund	\$50.00
VILLA PARK ELECTRICAL SUPPLY (19787)			\$383.51
01-13-2021	Regular - Check #: 556162		\$27.41
	SUPPLIES DO MAINTENANCE	O & M Fund	\$27.41
01-20-2021	Regular - Check #: 556264		\$356.10
	SUPPLIES WB MAINTENANCE	O & M Fund	\$356.10
VILLAGE OF ADDISON (136)			\$5,884.00
01-13-2021	Regular - Check #: 556216		\$187.19
	WATER UTILITY DO	O & M Fund	\$187.19
01-13-2021	Regular - Check #: 556217		\$5,543.20
	WATER AT UTILITY	O & M Fund	\$5,543.20
01-13-2021	Regular - Check #: 556218		\$153.61

WATER AT UTILITY	O & M Fund	\$153.61	
VILLAGE OF VILLA PARK (13137)			\$2,495.99
01-13-2021 Regular - Check #: 556219			\$200.00
PUR SVC WB OPERATIONS	O & M Fund	\$200.00	
01-20-2021 Regular - Check #: 556315			\$2,254.17
WATER WB UTILITY	O & M Fund	\$2,254.17	
01-20-2021 Regular - Check #: 556316			\$41.82
WATER WB UTILITY	O & M Fund	\$41.82	
WAREHOUSE DIRECT INC (47538)			\$203.50
01-13-2021 Regular - Check #: 556163			\$203.50
SUPPLIES WB CUSTODIAL	O & M Fund	\$203.50	
WEST SUBURBAN TEACHERS UNION (1594)			\$13,079.87
01-13-2021 Regular - Check #: 556119			\$13,079.87
EDUCATION FUND	Education Fund	\$13,079.87	
ZOOM VIDEO COMMUNICATIONS, INC (57990)			\$52.26
01-13-2021 Regular - Check #: 556164			\$52.26
PUR SVC DIST TECH	Education Fund	\$52.26	

TO: Dr. Jean Barbanente
Board of Education

DATE: January 19, 2021

FROM: Mr. Edward Hoster

RE: **Fundraiser(s) Exceeding \$1,000**

Attached is the information in regards to fundraiser(s) exceeding \$1,000. This information will be presented for board discussion and approval.

Suggested Motion:

Move that the Board of Education approve the fundraiser(s) exceeding \$1,000 as presented.

FUNDRAISER CONTRACT

The following fundraiser with anticipated revenue in excess of \$1,000 has been proposed:

1. Willowbrook Parent Organization will collect online donations. Proceeds will be used towards student scholarships.

TO: Dr. Jean Barbanente
Board of Education

DATE: January 20, 2021

FROM: Mr. Ryan Domeracki

Re: **Purchase of Musical Instruments (Addison Trail)**

We are recommending that the Board of Education accept the proposal from Alamo Music Center in the amount of \$8,654.70 to purchase replacement musical instruments for Addison Trail. Addison Trail is looking to purchase two (2) French Horns, two (2) Mellophones and one (1) Euphonium. These instruments will be used in the classroom and during concerts. The average useful life of these instruments in a school setting is approximately 15 years but the existing instruments were purchased more than 35 years ago. With the ongoing maintenance and repairs we've been able to make these instruments last well beyond the expected useful life. The music department plans on keeping these instruments within the department to lend to students to practice at home while keeping the new instruments reserved for classroom and concert use. We received nine (9) responses from vendors as noted on the attached summary.

Suggested Motion:

Move that the Board of Education accept the proposal from Alamo Music Center in the amount of \$8,654.70 to purchase replacement musical instruments for Addison Trail.

Cc: Mr. Edward Hoster

Musical Instruments Bid Opened January 19, 2021 @ 11:00am

Item#1 French Horn Make:Yamaha Model: YHR 567					
Item# 2 Mellophones Make: Jupiter Model: JMP 100M					
Item# 3 Euphonium Make: Tuba Exchange Model: TE-2052SG					
Vendor	Quantity	Item #	Unit Price		Substitute Bid Item
Washington Music Center	2	1	\$2,258.65	\$4,517.30	
	2	2	\$828.70	\$1,657.40	
	1	3	\$2,620.00	\$2,620.00	
Total				\$8,794.70	
Vendor	Quantity	Item #	Unit Price		Substitute Bid Item
Taylor Music	2	1	\$2,288.00	\$4,576.00	
	2	2	\$828.00	\$1,656.00	
	1	3	\$2,494.00	\$2,494.00	
Total				\$8,726.00	
Vendor	Quantity	Item #	Unit Price		Substitute Bid Item
Music & Arts	2	1	\$2,574.50	\$5,149.00	
	2	2	\$1,007.30	\$2,014.60	
	1	3	NO BID		
Total				\$7,163.60	
Vendor	Quantity	Item #	Unit Price		Substitute Bid Item
Quinlan & Fabish	2	1	\$2,498.95	\$4,997.90	
	2	2	\$934.15	\$1,868.30	
	1	3	\$2,549.00	\$2,549.00	
Total				\$9,415.20	
Vendor	Quantity	Item #	Unit Price		Substitute Bid Item
Ellmans Music Center	2	1	\$2,373.00	\$4,746.00	
	2	2	\$887.00	\$1,774.00	
	1	3	\$2,746.99	\$2,746.99	Make:Jupiter Model: JEP11205
Total				\$9,266.99	

Vendor	Quantity	Item #	Unit Price		Substitute Bid Item
Alamo Music Center	2	1	\$2,255.35	\$4,510.70	
	2	2	\$822.00	\$1,644.00	
	1	3	\$2,500.00	\$2,500.00	
Total				\$8,654.70	
Vendor	Quantity	Item #	Unit Price		Substitute Bid Item
Woodwind & Brasswind	2	1	\$2,304.00	\$4,608.00	
	2	2	\$901.00	\$1,802.00	
	1	3	NO BID		
Total				\$6,410.00	
Vendor	Quantity	Item #	Unit Price		Substitute Bid Item
Luscombe Music Inc	2	1	\$3,199.00	\$6,398.00	Make:CONN Model:7D
	2	2	\$1,179.00	\$2,358.00	
	1	3	\$2,488.00	\$2,488.00	
Total				\$11,244.00	
Vendor	Quantity	Item #	Unit Price		Substitute Bid Item
Tiles in Style	2	1	\$4,010.00	\$8,020.00	
	2	2	\$2,290.00	\$4,580.00	
	1	3	\$2,450.00	\$2,450.00	
Total				\$15,050.00	

PERSONNEL REPORT

January 25, 2021

CERTIFIED STAFF APPOINTMENTS:

It is recommended that the board approve the following certified staff appointments:

Julie Johnson
Interim Learning Service Coordinator
Stipend: \$5,839.83
Effective: January 4, 2021

Stephanie Nitka
Interim Transition Program Department Chair
Stipend: \$4,470.03
Effective: January 4, 2021

CLASSIFIED STAFF APPOINTMENT:

It is recommended that the board approve the following classified staff appointment:

Jeremy Brown
Addison Trail Achieve Teacher Aide
Salary: \$8,738.28
Effective: January 19, 2021

Isabel Juvan
Willowbrook Literacy Teacher Aide
Salary: \$9,608.76
Effective: January 26, 2021

Arissa Bregman
Willowbrook Special Education Teacher Aide
Salary: \$8,799.42
Effective: January 26, 2021

CLASSIFIED STAFF RETIREMENT:

It is recommended that the board accept the following classified staff retirement:

Debra Cuthbertson
Addison Trail Student Supervisor
Effective: May 28, 2021 at which time Debra will have completed 24 years of service with District 88.

SUGGESTED MOTION

Move that the Board of Education approve the Personnel Report as presented.

BOARD POLICY 2nd READING- JANUARY 25, 2021

POLICIES AND DESCRIPTORS

The DuPage High School District 88 Policy Committee met on November 19, 2020. We reviewed the policy recommendations from PRESS (Policy Reference Education Subscription Service) which reflect recent legislative and legal changes. The recommendations range from a simple revision to footnotes to additions and/or deletions of language (words, sentences, paragraphs, and or complete policies). The district also receives recommended changes to administrative procedures or exhibits (which are documents that support the enforcement and implementation of Board Policies and Guide Practice).

The administration presented the policies listed below to the Board of Education for a 1st reading on January 11, 2021. The administration is presenting these policies to the Board for a 2nd reading and for approval by the Board of Education.

I I. School Board

2:125 Board Member Compensation; Expenses

The policy, Legal References, and footnotes are updated in response to the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/, and in anticipation of grant monitoring activity by the Ill. State Board of Education (ISBE) during the 2020-21 school year. A new subhead, Additional Requirements for Travel Expenses Charged to Federal and State Grants, is added. Continuous improvement updates and minor style changes are also made to the policy and footnotes.

2:160 Board Attorney

The policy and footnotes are updated in response to a five-year review and PRESS Advisory Board (PAB) feedback.

2:220 School Board Meeting Procedure

The policy, Legal References, Cross References, and footnotes are updated in response to amendments to the Open Meetings Act (OMA), 5 ILCS 120/7(e)(1)-(10), amended by P.A. 101-640. The amendments address board meetings in open or closed sessions by audio or video conference without the physical presence of a quorum as long as the board meets certain statutory conditions.

2:260 Uniform Grievance Procedure

The policy, Legal References, Cross References, and footnotes are updated in response to Title IX regulations and to explicitly direct any sexual harassment complaints involving Title IX to NEW policy 2:265, Title IX Sexual Harassment Grievance Procedure. Other continuous improvement updates are also made to the policy and footnotes.

2:265 Title IX Sexual Harassment Grievance Procedure

NEW. The policy is created to facilitate the implementation of Title IX regulations, which require districts to take a number of actions to respond to reports of sexual harassment in their education program or activity. This policy contains PRESS recommended language with additions from our attorneys at Hauser Izzo.

I V. Operational Services

4:180 - NEW - Pandemic Preparedness; Management; and Recovery

NEW. The policy, Legal References, Cross References, and footnotes are updated in response to the General Assembly, the Ill. State Board of Education (ISBE), Ill. Attorney General, and the U.S. Dept. of Education taking a number of actions and/or issuing guidance documents to address the ongoing COVID-19 pandemic as it affects public school operations and student learning.

4:50 Payment Procedures

Minor change to this policy and updated footnotes.

4:90 Student Activity and Fiduciary Funds

RENAMED. The policy, Legal References, Cross References, and footnotes are updated to incorporate 23 Ill.Admin.Code §§100.20, 100.80 and 100.85 (establishing fiduciary funds as a category of funds separate from student activity funds, for which a district has custodial responsibilities).

Suggested motion:

Move the Board of Education to adopt the following policies 2:125, 2:160, 2:220, 2:260, 2:265, 4:180, 4:50, 4:90 as presented.

School Board

Board Member Compensation; Expenses 1

Board Member Compensation Prohibited 2

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote 3

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses 4

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution.⁵ No later than approval of the annual budget and when necessary,⁶ the Superintendent will

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 State law controls this policy's content (105 ILCS 5/10-9, 5/10-10 and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); the Local Government Travel Expense Control Act (ECA), 50 ILCS 150/10 (regulation of travel expenses); and the Grant Accountability and Transparency Act, 30 ILCS 708/130 (regulation of travel expenses under grants).

2 The legal limit for board secretary compensation is \$500. 105 ILCS 5/10-14.

3 50 ILCS 150/15. 105 ILCS 5/10-7 also states, "[o]n all questions involving the expenditure of money, the yeas and nays shall be taken and entered on the records of the proceedings of the board," i.e., a roll call vote.

Although the School Code has always required a roll call vote on public expenditures, the ECA requires a roll call vote for any:

1. Officer or employee of the board that exceeds the *maximum allowable reimbursement amount (MARA)* set by the board in its resolution to regulate expenses, or
2. Board member (50 ILCS 150/15).

See f/n 13, below, for more discussion about amending or adopting another resolution when expenses exceed the MARA required by the ECA.

4 50 ILCS 150/10 requires boards to regulate the reimbursement of expenses by *resolution* or *ordinance*. Unlike like the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20. Therefore, to effectuate the intent of the ECA's requirement to regulate expenses with an ordinance or resolution and stay within the confines of the School Code and best practice (minimize liability while aligning with the IASB "Foundational Principles of Effective Governance"), the language in this subhead:

1. Retains with the board its duty to regulate expenses through policy with a reference to a resolution that will define and set the types of allowable expenses in the district through the adoption of board policies 2:125, Board Member Compensation; Expenses, and 5:60, Expenses (105 ILCS 5/10-20)(see f/n 5, below);
- +2. Delegates to the superintendent the duty to recommend an appropriate MARA to the board for adoption in its resolution to regulate expenses (see f/n 7, below).

5 Id. For a sample resolution, see 2:125-E3, Resolution to Regulate Expense Reimbursements. Consult the board attorney about how often the board should adopt or revisit its resolution (see f/ns 6 and 8, below). For discussion about setting an annual time of year to adopt the resolution, see f/n 6, below.

6 50 ILCS 150/10 allows boards to determine this timeline locally.

recommend a maximum allowable reimbursement amount for expenses to be included in the resolution.⁷ The recommended amount should be based upon the District's budget and other financial considerations.⁸

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member,⁹ (2) anyone's personal expenses,¹⁰ or (3) entertainment expenses.¹¹ Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.¹²

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While the ECA does not require boards to adopt an *annual* resolution to regulate expenses, an annual review provides a way for the board to monitor this policy's implementation and its duties under the ECA and policy 2:240, *Board Policy Development*.

This sample policy uses "No later than approval of the annual budget" to align with 105 ILCS 5/17-1 (annual budget adoption within the first quarter of each fiscal year). The words *and when necessary* allow for flexibility in situations discussed in f/n 13, below (*emergency and/or an extraordinary circumstance*).

Consider consulting the board's auditors to assist with this decision. Other options for the timing of when boards should set the MARA include:

1. ~~Deleting No later than approval of the annual budget and replacing it with "At the start of each fiscal year"~~
 2. ~~Deleting No later than approval of the annual budget and replacing it with "At the start of each school year"~~
 3. ~~Deleting No later than approval of the annual budget and replacing it with "At the start of each calendar year"~~
- or
- ~~1-4.~~ Deleting "No later than approval of the annual budget" and replacing it with "When presenting the proposed budget"

⁷ For practical purposes, this duty is delegated to the superintendent because:

1. The School Code:
 - a. Allows the board to delegate duties to the superintendent (105 ILCS 5/10-16.7), and
 - b. Assigns to the superintendent the duty to make recommendations to the board concerning the budget (105 ILCS 5/10-21.4); and
- ~~1-2.~~ The MARA should be based upon a district's financial resources and other considerations important to the local district.

⁸ The ECA does not define MARA or how to determine it (see the first sentence of f/n 6, above). The board and superintendent should have a conversation that addresses at minimum the following topics:

1. Should the superintendent use and refer to line items from the current budget?
2. Would the board set per diems or set a very large number for the board and/or all of the district employees – both have their advantages and disadvantages.
3. Should the board categorize MARA by activity?
4. Will it categorize by individual responsibilities to the district or job titles/classes?
5. Should there be an amount category for each type of travel: airfare, train, automobile, taxi, etc.?
6. Will there be a special category for recurring and/or required training opportunities for teachers and board members?

These choices will depend upon many factors, including the budget, perhaps an auditor's recommendation, the community's preferences, and advice from the board attorney.

Amend the language throughout this subhead and in the fourth WHEREAS paragraph in 2:125-E3, *Resolution to Regulate Expense Reimbursements*, to reflect local preferences. Consider that inserting the actual MARA into the policy would likely require more formal continual policy updates as opposed to amending the resolution if a board needs to increase its MARA for any reason. For example, see the discussion in f/n 13, below.

⁹ 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses from being advanced or reimbursed to any person other than a board member or employee of the district.

¹⁰ Optional. *Personal expenses* are not defined in 50 ILCS 150/25 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

¹¹ 50 ILCS 150/25.

¹² *Id.*

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting. [13](#)

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:[14](#)

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools; [15](#)
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used.[16](#) If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance

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[13](#) 50 ILCS 150/10 and 15. A board may need to revisit its resolution to regulate expenses more often than annually if (a) an expense reimbursement amount exceeds the MARA set in the board's resolution, and (b) an *emergency* or an *extraordinary circumstance* does not exist. Consult the board attorney in these circumstances to determine whether the board may need to revisit and amend its resolution to increase the MARA before approving the expenses exceeding it.

Emergency or an *extraordinary circumstance* is not defined by the ECA, but these terms are meant to allow boards flexibility when expenses exceed the MARA. Yet approving expense reimbursement requests that exceed the MARA as *emergencies* or *extraordinary circumstances* when the board or superintendent "did not plan well" or "an organization's conference fees went up more than expected this year after the board adopted its resolution," may open the board to public relations and other legal challenges. See *Laukhuf v. Bd. of Educ.*, 2003 WL 23936148 (Ill.Cir. 2003)(addressing what constitutes an *emergency* in the context of the Open Meetings Act (OMA)(5 ILCS 120/), which similar to the ECA, also does not define the term, and holding an emergency meeting to cure a situation that a school board created itself is not an emergency within the confines of OMA).

While the ECA does not provide for specific legal penalties for the wrongful approval of expenses, it is not clear whether a court may find in circumstances of poor MARA planning, that an *emergency* or *extraordinary circumstance* under the ECA did not exist and grant relief requested by a challenger as allowed under State law.

[14](#) 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This advancement language pre-dates the ECA and is narrower than the ECA. A reasonable interpretation is that the MARA required in the ECA would apply to any advancement amount. This policy seeks to reconcile and highlight the differences between the School Code and the ECA requirements by separating School Code advancements into a separate subhead from ECA reimbursements (estimated and actual). For more distinctions between these laws and further discussion, see f/n 20, below.

[15](#) Use this alternative for districts in suburban Cook County: replace "Regional Superintendent of Schools" with "appropriate Intermediate Service Center."

[16](#) 105 ILCS 5/10-22.32 requires the return of excess advancements that are issued.

with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below).¹⁷ Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses¹⁸ by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards ¹⁹

Credit and procurement cards shall not be issued to Board members.

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¹⁷ Boards have this power under 105 ILCS 5/10-20; this statute specifies that the grant of powers to school boards is not exclusive and that school boards may exercise other powers that are not inconsistent with duties. A board may expand this provision's scope by amending and adding to the sentence as follows:

“, and other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list.”

See also f/n 8 in policy 2:120, *Board Member Development* for an example of a board member professional development opportunity that is encouraged by the School Code.

¹⁸ Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense pre-approvals. 50 ILCS 150/20 states: “an estimate if expenses have not been incurred ...” or “a receipt ... if the expenses have already been incurred,” suggesting no pre-approval is necessary. However, pre-approval is a best practice, and a board member who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements*, reflects the district's specific pre-approval requirements. For an example of a standardized estimated expense form that could be used as a form of pre-approval, see 2:125-E2, *Board Member Estimated Expense Approval Form*. The form provides three methods for board members to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

¹⁹ Optional. Consult the board attorney about issuing credit and procurement cards to board members. See f/n 1 of policy 4:55, *Use of Credit and Procurement Cards*.

If in consultation with the board attorney credit and procurement cards will be issued to board members, delete “Credit and procurement cards shall not be issued to Board members” and insert “Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.”

Standardized Expense Form(s) Required 20

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants. 21
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed.22 Copies of airline tickets and baggage receipts must be attached to the expense form.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, ride sharing or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement

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20 50 ILCS 150/20. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32). The **PRESS** materials on expenses marry the School Code's advancement voucher requirement into the ECA's requirement for a **standardized estimated expense form**. For an example, see 2:125-E2, *Board Member Estimated Expense Approval Form*, and 5:60-E2, *Employee Estimated Expense Approval Form*. These forms provide three methods for board members or district employees to submit anticipated/estimated expenses:

1. Providing estimated expenses under 50 ILCS 150/ (including for grant-related travel, see f/n 24, below).
2. Requesting expense advancements for the activities listed under 105 ILCS 5/10-22.32, or
- +3. Obtaining a purchase order (highly unlikely for anticipated board member expenses but possible).

21 50 ILCS 150/20(2) and (3).

22 Optional. This language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2. If the board does not reimburse baggage fees, delete this sentence and ~~and baggage receipts~~ from the next sentence.

amount set by the Board.²³ Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants ²⁴

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, *Expenses*, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
~~—30 ILCS 708/, Government Accountability and Transparency Act,
50 ILCS 150/, Local Government Travel Expense Control Act, 50 ILCS 150/.~~

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

REVISED: ~~01.30.2017~~

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²³ Alternatively, a board could set a daily limit on meal costs, such as:

Board members will be reimbursed for meal costs and tips up to \$ _____ per day consistent with the maximum allowable reimbursement amount(s) set by the Board.

But see also f/n 8, above and ensure this amount is consistent with the MARA set by the board resolution.

²⁴ Required by 30 ILCS 708/130. See policy 5:60, *Expenses*, and its f/ns 22-36 for details. Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 2:125-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval.

School Board

Board Attorney 1

The School Board may ~~enter into an agreement for retain~~ legal services with ~~a specific attorney~~ one or more attorneys or law ~~firm-~~ firms to be the Board Attorney(s). The Board Attorney represents the School Board in its capacity as the governing body for the School District.² The Board Attorney serves on a retainer or other fee arrangement as determined in advance.

The Board Attorney will provide services as described in the agreement for legal services- ~~or as memorialized by an engagement letter.~~³ The District will only pay for legal services that are provided in accordance with the agreement for legal services ~~or, as memorialized by an engagement letter, or that~~ are otherwise authorized by this policy or a majority of the Board.

The Superintendent, his or her designee, ~~or~~ and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney.⁴ The Board may also authorize a specific Board member to confer with ~~legal counsel~~ the Board Attorney on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter.

The ~~School~~ Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

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1 The attorney's selection and duties are totally within the board's discretion – bidding is not required. 105 ILCS 5/10-20.21.

2 Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct, at www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp, address concurrent conflicts of interest. Board presidents, superintendents, and board attorneys should be prepared to ask potential board attorneys whether they will have the ability to declare that representation of the board and district will be to the exclusion of all other clients having potential conflicts with the board and district's interests. See exhibit 2:160-E, *Checklist for Selecting a Board Attorney*.

3 There is no general format for an agreement for legal services or an engagement letter. To help monitor its legal fees, a board should require a written agreement or an engagement letter with the board attorney or law firm that details the services, fees, expenses, and billing format. See exhibit 2:160-E, *Checklist for Selecting a Board Attorney*.

Legal services can be spelled out in the policy but boards face the attendant risk of conflicting lists. However, a board desiring such a list can use the following:

The attorney will:

1. Serve as counselor to the Board and attend Board meetings when requested by the Superintendent or Board President;
2. Represent the District in any legal matter as requested by the Board;
3. Provide written opinions on legal questions as requested by the Superintendent or Board President;
4. Approve, prepare, or supervise the preparation of legal documents and instruments and perform such other legal duties as the Board may request; and
5. Be available for telephone consultation.

4 Depending on the fee arrangement, contacting the board attorney generates fees owed by the district. Thus, to avoid excessive attorney fees, the board should consider limiting individuals who are authorized to contact the board attorney. Additional individuals may be added to this sentence as in the alternative below:

The following people are authorized to confer with and/or seek the legal advice of the Board Attorney: Superintendent or designee, Business Manager, District Freedom of Information Officer, Complaint Manager(s), District treasurer, and the Board President.

Individual board members should refrain from discussing their board attorney's advice outside of a board meeting. Disclosing legal advice can waive the attorney-client privilege. Individual board members possess none of the board's powers and are not authorized to individually waive attorney-client privilege on behalf of the board as an entity.

LEGAL REF.: Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

School Board

School Board Meeting Procedure 1

Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content.² The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.³

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting.⁴ Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting.⁵ District residents may suggest

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¹ State law requires boards to have a policy concerning: (1) the public's right to record meetings (5 ILCS 120/2.05), and (2) if applicable, attendance by video or audio means (5 ILCS 120/7, amended by P.A. 101-640). Boards are not mandated to have a policy on the remaining topics covered in this policy. The following items are matters of local discretion: agenda preparation and contents, process for board members to have items placed on agenda, receipt and handling of residents' requests for agenda inclusions, and order of business.

² Appropriate agenda content includes: establishing board processes, clarifying the district's purpose, delegating authority, defining operating limits, monitoring district progress, and taking legally required board action. See *IASB Foundational Principles of Effective Governance*.

³ To comply with the Open Meetings Act's (OMA's) mandate that minutes contain a "summary of discussion on all matters proposed, deliberated, or decided," a board should include a list of consent items in the agenda. OMA also requires that any final action "be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted." 105 ILCS 120/2(e). Some level of explanation of the consent agenda items must be verbally given before a board votes to approve a consent agenda. The Ill. Supreme Court has held that "the recital must announce the nature of the matter under consideration, with sufficient detail to identify the particular transaction or issue, but need not provide an explanation of its terms or its significance." Bd. of Education of Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill., 77 N.E.3d 625 (Ill. 2017).

⁴ 5 ILCS 120/2.02(c). The Ill. Appellate Court held that OMA prohibits a board from voting on a matter at a regular meeting that is not on the pre-meeting published agenda. *Rice v. Board of Trustees of Adams County*, 326 Ill.App.3d 1120 (4th Dist. 2002).

⁵ An alternative follows:

Any Board member may submit suggested agenda items to the Board President for his or her consideration.

inclusions for the agenda.⁶ The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed. ⁷

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency.⁸ The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

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

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome.⁹ A vote of *abstain* or

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⁶ See policy 2:230, *Public Participation at School Board Meetings and Petitions to the Board*. In districts governed by a board of school directors, an appointed board official must give a person requesting consideration of a matter by the board a formal written response no later than 60 days after receiving the request. The response must establish a meeting before the board or list the reasons for denying the request. 105 ILCS 5/10-6.

Options follow to restrict the addition of new agenda items; the phrases between [] may be used together, separately, or eliminated.

Discussion items may be added to the agenda [at the beginning of a regular meeting] [upon unanimous approval of those Board members present].

⁷ An opinion from the Ill. Public Access Counselor found no violation of the OMA when a board removed an item from the agenda within the 48-hour notice time period. PAO 14-3. Removals inform the public that the board does not plan to proceed on the topic.

⁸ State law does not require this, except that 105 ILCS 5/10-16 requires members to receive a written notice of a special meeting that includes the meeting's purpose.

⁹ In most situations, the failure of a member to vote has the effect of acquiescence or concurrence with the majority of votes cast. *Prosser v. Village of Fox Lake*, 438 N.E.2d 134 (Ill. 1982); *People v. Bertrand*, 978 N.E.2d 681 (1st Dist. 2012). For example, a motion passes with a vote of two *yeas*, one *nay*, and four *abstentions*. A motion fails with a vote of two *yeas*, three *nays*, and two *abstentions*. A motion fails with a vote of three *yeas*, three *nays*, and one *abstain* because there is no majority. Exceptions include when a statute requires the *affirmative vote* of a majority or extra. Statutory exceptions include the following board actions:

1. Dismissing a teacher for any reason other than reduction of staff or elimination of that position requires approval by the majority of all members. 105 ILCS 5/24-12.
2. Directing the sale of district real property or buildings thereon must be approved by at least 2/3 of the board members (105 ILCS 5/5-22), unless the sale is residential property constructed or renovated by students as part of a curricular program, in which case, the board could engage the services of a licensed real estate broker to sell the property for a commission not to exceed 7%, contingent upon the public listing of the property on a multiple listing service for a minimum of 14 calendar days and a sale of the property happens within 120 days.
3. Making or renewing a lease of school property to another school district or municipality or body politic and corporate for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds 10 years, requires approval by at least 2/3 of the board's full membership. 105 ILCS 5/10-22.11.
4. Leasing any building, rooms, grounds, and appurtenances to be used by the district for school or administration purposes for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds ten years, requires approval by at least 2/3 of the board's full membership. 105 ILCS 5/10-22.12.
5. Obtaining personal property by lease or installment contract requires approval by an affirmative vote of at least 2/3 of the board members. *Personal property* includes computer hardware and software and all equipment, fixtures, and improvements to existing district facilities to accommodate computers. 105 ILCS 5/10-22.25a.
6. Adopting a supplemental budget after a successful referendum requires approval by a majority of the full board. 105 ILCS 5/17-3.2.
7. Petitioning the circuit court for an emergency election requires approval by a majority of the members. 10 ILCS 5/2A-1.4.
8. Expending funds in emergency situation in the absence of required bidding requires approval by at least 3/4 of the board. 105 ILCS 5/10-20.21.

present, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated. [10](#)

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present. [11](#)

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. [12](#) The minutes include: [13](#)

- [1.](#) The meeting's date, time, and place;
- ~~1-2.~~ Board members recorded as either present or absent;
- ~~2-3.~~ A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
- ~~3-4.~~ On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
- ~~4-5.~~ If the meeting is adjourned to another date, the time and place of the adjourned meeting;
- ~~5-6.~~ The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act ([OMA](#)) authorizing the closed meeting;
- ~~6-7.~~ A record of all motions, including individuals making and seconding motions;
- ~~7-8.~~ Upon request by a Board member, a record of how he or she voted on a particular motion; [14](#) and
- ~~8-9.~~ The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

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- [9.](#) Exchanging school building sites requires approval by at least a 2/3 majority of the board. 105 ILCS 5/5-23.
- [10.](#) Waiving the administrative cost cap requires approval by an affirmative vote of at least 2/3 of the board. 105 ILCS 5/17-1.5.
- ~~1-11.~~ Authorizing an advisory question of public policy to be placed on the ballot at the next regularly scheduled election requires approval by a majority of the board. 105 ILCS 5/9-1.5.

[10](#) Voting sequence is at the board's discretion. A board may indicate how frequently it changes the voting sequence by adding *after each vote, monthly, or annually* to the end of the sentence. All board members, including officers, may make motions and vote.

[11](#) This paragraph's first sentence contains the requirements in 105 ILCS 5/10-7. The second sentence is optional and may be deleted or amended. Other optional provisions include:

Option 1: Any Board member may include a written explanation of his or her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.

Option 2: Any Board member may request that his or her vote be changed before the President announces the result.

[12](#) 105 ILCS 5/10-7 and 5 ILCS 120/2.06. The minutes are the only record showing that the board took official action, including necessary prerequisites to make such action legally sufficient. A non-member recording secretary or clerk may be given these responsibilities. 105 ILCS 5/10-14.

[13](#) All items listed are required to be recorded in minutes **except** items 7-9; other items may be included at the board's discretion. 5 ILCS 120/2.06 and 120/2a; 105 ILCS 5/10-7. The Ill. Public Access Counselor (PAC) found a board's vague reference to a *personnel matter* insufficient to meet the requirements of #3. PAO 13-07.

[14](#) The intent behind this optional item is to give an individual member a means of recording his or her support or opposition to a motion that was taken by oral vote; it will record that the individual took an alternative position to that of the majority without having the minutes recite unnecessary detail.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later. [15](#)

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. [16](#) The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release. [17](#)

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require. [18](#)

The official minutes are in the custody of the Board Secretary. [19](#) Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; [20](#) they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. [21](#) The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order. [22](#)

The Board's open meeting minutes shall be posted on the District website within ten days after the Board approves them; the minutes will remain posted for at least 60 days. [23](#)

[The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.](#)

[15](#) Required by 5 ILCS 120/2.06(b).

[16](#) Required by 5 ILCS 120/2.06(c). While board notes from closed sessions may be confidential under the Freedom of Information Act (FOIA), they may be discoverable by the opposing party in a lawsuit. [Bobkoski v. Cary School Dist. 26, 141 F.R.D. 88 \(N.D. Ill. 1992\).](#)

[The failure to strictly comply with the semi-annual review does not cause the written minutes or related verbatim record to become public, provided that the board, within 60 days of discovering its failure to strictly comply, reviews the closed session minutes and reports the result of that review in open session. 5 ILCS 120/2.06.](#)

[17](#) 5 ILCS 120/2 allows boards to discuss the confidentiality needs of closed meeting minutes in closed meetings.

[18](#) Required by 105 ILCS 5/10-7.

[19](#) Optional provision: "A copy of the minutes is kept in a secure location appropriate for valuables."

[20](#) Required by 5 ILCS 120/2.06(b).

[21](#) 5 ILCS 120/2.06(e). The listed individuals in the statute are matched to the titles in the IASB Policy Reference Manual. If the board wishes to mirror the statutory language, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: "a records secretary, an administrative official of the public body, or any elected official of the public body."

[See the discussion in paragraph two of f/n 27 below about what *in the presence of* means.](#)

[22](#) Id.

[23](#) Posting on the website is required *only if* the district has a website that is maintained by a full-time staff member; if not, this sentence may be omitted. 5 ILCS 120/2.06(b).

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings.²⁴ If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.²⁵

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.²⁶

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member.²⁷ Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location.²⁸ Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.²⁹

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²⁴ Boards must keep a verbatim record of their closed meetings in the form of an audio or video recording. 5 ILCS 120/2.06. This sample policy uses audio recording only; a board that uses a video recording should amend this policy and exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*.

The interests of continuity, efficiency, and ease of holding someone accountable suggest that the superintendent be made responsible for making and storing the verbatim recordings. If the superintendent is not present, e.g., during discussions concerning the superintendent's contract, the tasks should be given to a board member.

²⁵ Alternatively, use: "is maintained within the District's administrative offices or their official storage location."

²⁶ This paragraph paraphrases 5 ILCS 120/2.06(c). No notification to, or the approval of, a records commission or the State Archivist is needed if a recording is destroyed under the conditions listed.

²⁷ 5 ILCS 120/2.06(e). The listed individuals align with the other titles used in the IASB Policy Reference Manual. If the board wishes to mirror the statute, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: "a records secretary, an administrative official of the public body, or any elected official of the public body."

The intent of the *in the presence of* language is meant to protect both (1) the verbatim recordings/closed session minutes (see f/n 21 above), and (2) the board members requesting access to them. It ensures that a school district official is present at all times when a requesting board member accesses the verbatim recording/closed session minutes. The requirement is meant to prevent misuse and removal of the verbatim recording/closed session minutes from the district offices or official storage location. It is also meant to protect the board member who requests the access from being alone and in a situation where he or she could potentially be accused of tampering with or taking the verbatim recording/closed session minutes.

Consult the board attorney about:

1. The practice of sending an *appointed* board member to be present with a board member who requests access to verbatim recordings/closed session minutes. 5 ILCS 120/2.06(e) states, "any *elected* member of the Board;" appointed is not listed but is mentioned elsewhere in the language of this section of the law;
2. Access to verbatim recordings/closed session minutes by other officials employed by the district, e.g., superintendent or other high-level administrators and even the board attorney; and
3. How this law affects the sharing of closed session minutes with board members prior to a meeting at which the closed session minutes will be approved.

The intent of P.A. 99-515, which amended 5 ILCS 120/2.06(e), was to manage a board member's *individual* request for access to these items in his or her individual capacity (see 2:80, *Board Member Oath and Conduct*), not change prior practices in regard to other officials and board attorneys or the required work of school boards under various laws. While many attorneys do not interpret the new law to restrict access or change procedures for these other high-level school officials and attorneys employed by the district, some attorneys do and it is important to obtain legal advice on this specific issue.

²⁸ Id.

²⁹ Id.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections. [30](#)

Quorum and Participation by Audio or Video Means [31](#)

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

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

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration [32](#)

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster

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[30](#) This paragraph is optional. It provides boards an opportunity to discuss and encourage each member to carefully think about purposes for their requests to listen to verbatim recordings, which historically has been and should continue to be to “access information relevant to the exercise of duties” for the public body. Intra-board conflicts may escalate if the recording is used to confirm or dispute who-said-what. Prior to P.A. 99-515, OMA did (and still does) allow boards to release these types of information. 5 ILCS 120/2.06(e). Further, Ill. Atty. Gen. Op. 32, 1996, opined that board members cannot be denied access to information relevant to the exercise of his or her duties. Board members should evaluate whether their requests under 5 ILCS 120/2.06(e) are “relevant to the exercise of their duties” before making such requests. Confirming or disputing who-said-what diverts resources away from operations of the district in educating its students. Additional considerations in listening to verbatim recordings may include personnel and student records confidentiality issues, which should be discussed with the board attorney.

[31](#) 5 ILCS 120/2.01 and 120/7, amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. In order to allow attendance by video or audio means, a board must adopt a policy conforming to the restrictions in OMA. The statute requires the board member who wishes to attend remotely to notify the “recording secretary or clerk of the public body.” The policy includes the superintendent as a possible person to receive the notice. Everything in this section is required aside from provisions on the length of notification that is given the secretary and the process for accommodating the request. Alternatively, a board may: (1) prohibit members from participating by video or audio means by omitting this section, (2) add other requirements, or (3) alter the 24 hour notification. Note that the statute does not contemplate someone either approving or denying a request, only that the request be accommodated if the notification is provided.

In a non-binding opinion, the PAC found a public body violated OMA when it allowed a board member to join a closed session meeting remotely without first taking action at that particular meeting in open session to approve the remote participation. 2019 PAC 57660. Therefore, even with the adoption of this policy to approve remote participation, best practice is to ensure the public is informed of any board members that are participating remotely for a particular board meeting. Consult the board attorney for advice on whether the board should take action every time it wishes to permit a member to participate remotely or in those instances where a board member objects to such participation.

[32](#) 5 ILCS 120/2.01 and 120/7(e)(1)-(10), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. During the 2020 COVID-19 pandemic, Ill. Gov. Pritzker issued Executive Order (EO) 2020-07 pursuant to 20 ILCS 3305/7 (disaster proclamation due to public health emergency) that temporarily suspended OMA’s physical quorum requirement. The Governor extended this OMA relief through subsequent Executive Orders as the crisis continued. See EOs 2020-18, 2020-33, and 2020-39. During the period covered by EO 2020-39, 5 ILCS 120/120/7(e), amended by P.A. 101-640 was enacted, immediately requiring public bodies to meet a number of conditions before suspending the physical quorum requirement.

declaration related to a public health emergency.³³ The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.³⁴

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes,³⁵ and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.³⁶

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (11th Edition), as a guide when a question arises concerning procedure.³⁷

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Boards must remember that public comment is still required when a quorum is not physically present at the meeting location. See Public Comment section of the Ill. Atty. Gen.'s guidance entitled *Guidance to Public Bodies on the Open Meetings Act and the Freedom of Information Act During the COVID-19 Pandemic* on p. 5 at: www.foia.ilattorneygeneral.net/pdf/OMA_FOIA_Guide.pdf.

³³ The phrase "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, which provides the governor with the power to declare a disaster. 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns because [the governor has declared] a disaster" and while not aligning with IEMA text, means "public health emergency." For ease of understanding and alignment with IEMA, this policy uses "public health emergency."

To avoid confusion, note that the triggers under 5 ILCS 120/7(e), amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad than the School Code's triggers to implement remote and/or blended remote learning days (RLD/BRLDs). OMA states (1) the "governor or the director of IDPH has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/" This means that it is possible for the board to meet remotely if the director of IDPH declares a disaster under OMA, but that may not mean a district must implement RLD/BRLDs because the School Code states that the governor must declare the disaster.

³⁴ 5 ILCS 120/7(e)(2), amended by P.A. 101-640 states "the head of the public body as defined in [the Freedom of Information Act (FOIA), 5 ILCS 140/2(e), FOIA]." FOIA defines *head of the public body* to mean the *president* or "such person's duly authorized designee." 5 ILCS 140/2(e). Policy 2:110, *Qualifications, Term, and Duties of Board Officers*, designates the vice president to perform the duties of the president if that office is vacant or he or she is absent or unable to perform the office's duties.

For practical purposes if a disaster is declared due to a public health concern, this policy designates the superintendent as "[the president or vice president's] duly authorized designee" pursuant to the authority of 5 ILCS 140/2(e) for the board to move forward with the required determination to meet by audio or video with no physical presence of a quorum.

³⁵ While this phrase of the sentence is not required in OMA, many attorneys agree that transparency best practices in this situation include the individual making the determination to: (1) put it in writing referring to the specific disaster declaration applicable to the board's jurisdiction and the public health concern/public health emergency that applies to not having an in-person meeting; and (2) include that written determination (a) on the board's published notice and agenda for the audio or video meeting, and (b) in the meeting minutes.

³⁶ See 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*.

³⁷ Boards are not required to follow any particular rules of order. Rules, however, must be in writing and available for public inspection, in order to have any legal effect. 105 ILCS 5/10-20.5.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting.³⁸ Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

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

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, [120/2.06](#), and ~~120/2.067~~.
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

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

REVISED: ~~01.30.2017; 01.27.2020~~

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[38 The public's right to record meetings must be addressed in board policy. 5 ILCS 120/2.05. However, a provision requiring advance notice to record a meeting is invalid. PAO 12-10.](#)

School Board

Uniform Grievance Procedure 1

~~Students, parents/guardians, employees~~ A student, parent/guardian, employee, or community member should notify any District Complaint Manager if ~~they believe~~ he or she believes that the School Board, its employees, or ~~its~~ its agents have violated ~~their~~ his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy², or have a complaint regarding: any one of the following:³

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¹ State or federal law requires this subject matter be covered by policy and controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion policy 2:265, Title IX Sexual Harassment Grievance Procedure, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

A grievance procedure is required by many civil rights acts and implementing regulations, including those listed. For the sake of consistency and ease of administration, this policy consolidates all board grievance procedures, excluding Title IX sexual harassment complaints (see sample policy 2:265, Title IX Sexual Harassment Grievance Procedure) into one policy, except those contained in collective bargaining agreements. See the cross references for the policies referring to this uniform grievance procedure policy.

² Including the phrase "guaranteed by the State or federal Constitution, State or federal statute, or Board policy" broadens the scope of this policy beyond the items listed. Consult the board attorney regarding whether to retain this phrase and/or to otherwise limit the scope of this policy.

³ The Individuals with Disabilities Education Act (IDEA) (20 U.S.C. §1400 et seq.) is not included in the list of statutes that may serve as the basis of a grievance, and attorneys disagree whether it should be. Many believe that IDEA provides the exclusive remedy; others believe that including IDEA allows parents an opportunity to get their position before the board. Unique and specific complaint resolution mechanisms are expressly provided under IDEA, Article 14 of the School Code, and their respective implementing regulations. These mechanisms follow: (1) IDEA at 20 U.S.C. §1415 (procedural safeguards-mediation and due process); (2) IDEA regulations at 34 C.F.R. §§300.151-300.153 (state complaints), 300.506 (mediation), and 300.507 et seq. (due process); (3) School Code at §§14/8.02a (mediation and due process) and 14/8.02b (expedited due process); and (4) special education regulations at 23 Ill.Admin.Code §§226.560 (Mediation), 226.570 (State Complaint Procedures), and Subpart G (due process). A board that would like to include IDEA should consult the board attorney.

1. ~~1.~~ Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.⁴
2. ~~2.~~ Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, Title IX Sexual Harassment Grievance Procedure
3. ~~3.~~ Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.⁵
4. ~~4.~~ Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. ~~5.~~ Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. ~~6.~~ Sexual harassment **as** (prohibited by the State Officials and Employees Ethics Act⁶, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of

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⁴ The Americans with Disabilities Act Amendments Act (ADAAA) (Pub. L. 110-325), made significant changes to the Americans with Disabilities Act's definition of disability by broadening the scope of coverage. The ADAAA also overturned a series of U.S. Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990 in a way that made it difficult to prove that impairments were a disability. The U.S. Equal Employment Opportunity Commission's (EEOC) regulations, 29 C.F.R. Part 1630, are at: www.eeoc.gov/laws/types/disability_regulations.cfm.

Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact their districts.

Title II of the ADA of 1990 also includes website accessibility. Addressing website accessibility is complicated. Many entities addressing website accessibility use *Web Content Accessibility Guidelines* (WCAG) 2.0, a frequently cited accessibility standard that contains guidelines developed by a private group of accessibility experts. WCAG 2.0 is the standard the U.S. Dept. of Justice referenced in its recent Title II rulemaking; however, it is not adopted as the formal legal standard for public accommodation websites. While it is not adopted as the formal legal standard for public accommodation websites, it has been used in many consent decrees and settlement agreements. See www.w3.org/TR/WCAG20/.

⁵ See f/n 4's discussion of website accessibility above. To avoid allegations that a district violated Section 504 of the Rehabilitation Act of 1973 and Title II of the ADA of 1990, many attorneys suggest that school districts' websites meet the WCAG 2.0 guidelines. But see the discussion in f/n 2 of policy 8:70, *Accommodating Individuals with Disabilities*.

⁶ 5 ILCS 430/70-5(a), amended by P.A.s 100-554 and 101-221, requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment that contains certain prescribed elements. See sample policy 5:20, *Workplace Harassment Prohibited*, at f/n 3 and subhead **Complaints of Sexual Harassment Made Against Board Members by Elected Officials** in sample policy 2:105, *Ethics and Gift Ban*, for further detail. Complaints of sexual harassment made against board members by fellow board members or other elected officials of governmental units must undergo an *independent review*, which is not a term defined in the statute. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the

1964, and Title IX of the Education Amendments of 1972); 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)⁷

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board. 105 ILCS 5/10-20. School districts are also required to create, maintain, and implement an age-appropriate sexual harassment policy. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418. See sample policy 7:20, *Harassment of Students Prohibited*, and its f/n 8 for further information.

A new publication law, 50 ILCS 205/3c, added by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was “found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964.” Consult the board attorney about the word *found*. It raises many practical application questions, e.g., when does the word *found* trigger a board’s compliance responsibility pursuant to this law. Such questions include, but are not limited to:

1. Must a school board make a *finding* to trigger this requirement? If the severance agreement is entered into post-termination, a record of board *findings* rarely exists.
2. Are charges for termination *findings*? Often superintendents submit charges for termination, but these are not technically *findings*.
3. Are charges based on a complaint manager’s report and determination(s) *findings* under the law when a board still has the ability to review and reject the complaint manager’s determination(s)?

Next, contrast the above publication law with the Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2), added by P.A. 100-895. GSPA prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if he or she is fired for *misconduct* by the board. GSPA defines *misconduct* to include sexual harassment and/or discrimination. Id. at 415/5.

Consult the board attorney about how to reconcile whether sexual harassment and/or sexual discrimination is misconduct for which a severance would be prohibited under the GSPA, and therefore, not available to be published under 50 ILCS 205/3c, added by P.A. 100-1040. And for further discussion and other applicable transparency laws that apply to this issue, see also f/n 15 in policy 5:20, *Workplace Harassment Prohibited*.

⁷ Consult the board attorney regarding proper filing and storage of these investigation documents, including whether certain student-related investigation documents are *sole possession records*, a Family Policy Compliance Office (FPCO)-created an exemption to the Family Education Rights Privacy Act (FERPA) (20 U.S.C. §1232g). See *Letter to Ruscio*, 115 LRP 18601 (FPCO 12-17-14).

- ~~7. 7. — The misuse~~ Breastfeeding accommodations for students, 105 ILCS 5/10-20.60⁸
8. Bullying, 105 ILCS 5/27-23.7⁹
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;~~—~~¹⁰
- ~~10. 8. —~~ Curriculum, instructional materials, and/or programs;
- ~~11. 9. —~~ Victims’ Economic Security and Safety Act, ~~P.A. 93-591;~~820 ILCS 180/
- ~~12. 10. —~~ Illinois Equal Pay Act of 2003, ~~P.A. 93-0006;~~ or 820 ILCS 112/
- ~~13. 11. —~~ Provision of services to homeless students-
14. Illinois Whistleblower Act, 740 ILCS 174/¹¹

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⁸ 105 ILCS 5/10-20.60, added by P.A. 100-29, requires schools to implement the Ill. sex equity grievance procedures when processing student complaints about breastfeeding accommodations. Complainants must be informed that the board’s decision may be appealed to the Regional Superintendent and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §200.40. **Note:** Certain claims brought under Sec. 10-20.60 may also be covered by the anti-discrimination protections of Title IX; consult the board attorney for further advice. Guidance from U.S. Dept. of Education on Title IX requirements for pregnant and parenting students (June 2013) is available at: www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf.

⁹ All districts must have a policy on bullying. 105 ILCS 5/27-23.7. See sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The inclusion of *bullying* in the list of topics that may serve as the basis of a grievance furthers the obligation to communicate this policy to students and their parents/guardians.

¹⁰ Parents/guardians of educationally disadvantaged children may sue a district for misuse of funds allocated by State law for the benefit of such children. *Noyola v. Bd. of Educ.*, 171 Ill.2d 121 (Ill. 1997) (affirming the appellate court’s conclusion in *Noyola v. Bd. of Educ.*, 284 Ill.App.3d 128 (1st Dist. 1996) that parents/guardians may pursue a claim to enforce the requirements of the School Code but holding that the proper action for enforcement is by means of mandamus not an implied right of action).

¹¹ The Ill. Whistleblower Act (740 ILCS 174/) includes school districts in the definition of employer. It protects employees from employer retaliation for disclosing information to a government or law enforcement agency. Section 15 also contains language prohibiting employers from retaliating against employees who disclose information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation. The Ill. Whistleblower Reward and Protection Act (740 ILCS 174/) includes school districts in its definition of *State*. A strict interpretation of this language appears to allow school boards to collect civil penalties and costs against someone making a false claim. Before disciplining any employee, boards should thoroughly investigate the ramifications of these acts in consultation with their attorney and liability insurance carriers.

15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq. ¹²

16. Employee Credit Privacy Act, 820 ILCS 70/ ¹³

The Complaint Manager will first attempt to resolve complaints ~~informally~~ without resorting to this grievance procedure ~~and, if, if a formal complaint is filed, to under this policy, the Complaint Manager~~

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¹² The Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.) is a federal law. Title I addresses the use of genetic information pertaining to health insurance. Title II protects job applicants, current and former employees, labor union members, and apprentices and trainees from discrimination based on their genetic information. GINA covers employers with 15 or more employees.

GINA broadly defines genetic information to include information about an individual's genetic tests, their family members, and, among other things, the manifestation of a disease or disorder in the individual or the individual's family members. Information about an individual's or family member's age or gender is excluded from genetic information. Its remedies mirror those available under a Title VII of the Civil Rights Act claim: back pay, reinstatement, attorneys' fees and compensatory and punitive damages. Retaliation against an individual who brings a claim under GINA is also prohibited. Federal regulations are available at 29 C.F.R. Part 1635, and background information on these regulations is available at: www.eeoc.gov/policy/docs/qanda_geneticinfo.html. An FAQ titled *FAQs on the Genetic Information Nondiscrimination Act* is available at: www.dol.gov/agencies/ebsa/laws-and-regulations/laws/gina.

The Ill. Genetic Information Protection Act (GIPA) (410 ILCS 513/, amended by P.A. 100-396) also prohibits employers from making employment decisions on the basis of any employee's genetic testing information and from penalizing employees who do not want to disclose their genetic information as part of a workplace wellness program. GIPA includes the federal GINA's definition of genetic information and creates more stringent obligations on Ill. employers. While the federal GINA exempts small employers (those with less than 15 employees), Illinois' GIPA covers all employers, even those with one employee. GIPA also provides penalties for negligent and intentional mishandling of genetic information. Note that Title II of GINA does not preempt GIPA's greater protections to Illinois employees.

Before using any sort of genetic information, consult the board attorney for guidance regarding GINA's and GIPA's specific applications to the district and how these laws integrate with other related federal laws, such as the Family and Medical Leave Act (29 U.S.C. §2612 et seq.) and the ADA, and State laws governing time off for sickness and workers' compensation.

¹³ 820 ILCS 70/. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, when the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. A person who is injured by a violation of this Act may bring a civil action to obtain injunctive relief and/or damages. 820 ILCS 70/25. The court must award costs and reasonable attorneys' fees to a prevailing plaintiff.

~~will~~ address the complaint promptly and equitably. ~~A person~~ A student and/or parent/guardian filing a complaint under this policy may forego ~~or terminate the any~~ informal ~~process at any time and~~ initiate a formal complaint with the Complaint Manager. ~~A persons~~ suggestions and/or attempts to resolve it and may ~~contact the U.S. Department of Education's Office for Civil Rights ("OCR") as an alternative~~ proceed directly to using this Procedure for complaints under Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act, and Title IX of the Education Amendments of 1972. ~~this grievance procedure.~~ The Complaint Manager ~~shall~~ will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (~~the "Respondent"~~) ~~(or the Respondent's accused's parents/guardians), including~~; this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable¹⁴ resolution of a complaint filed ~~hereunder~~ under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. ~~Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.~~ If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

1. Deadlines

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

Filing a Complaint

~~_____~~ A person (hereinafter "Complainant") who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender.¹⁵ The Complaint Manager may request the Complainant to

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¹⁴ The phrase "prompt and equitable resolution" comes from Title IX implementing regulation 34 C.F.R. §106.8(c) which requires schools to "adopt and publish grievance procedures that provide for the prompt and equitable resolution of student and employee complaints" of sex discrimination.

¹⁵ This is a best practice.

provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

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

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf.—¹⁶ The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. ~~If the Complainant and/or Respondent is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s)parents/guardians that they may attend any investigatory meetings in which their child is involved.—The complaint and the identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.—~~

2. Investigation

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

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¹⁶ This policy gives complaint managers the flexibility to appoint another individual to conduct an investigation, which may be appropriate in cases where the neutrality or efficacy of the complaint manager is an issue, and/or where the district wishes to have the expertise and related attorney-client and work product privileges that an in-house or outside attorney may afford an investigation. Such alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals).

~~Within 10 school days of~~The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint ~~of sexual harassment~~ contains allegations involving the Superintendent, or Board member(s), the written report shall be filed directly with the ~~School~~ Board, which will make a decision in accordance with Section 3 paragraph four of the following section of this policy. ~~The Superintendent will keep the Board informed of all complaints.~~

3. Decision and Appeal

~~Within 5~~Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the Respondent accused by ~~U.S. mail, first class, U.S. mail~~ as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard. ¹⁷

~~Within 5~~Within 10 school business days after receiving the Superintendent's decision, the Complainant or the Respondent accused may appeal the decision to the ~~School~~ Board by making a written request to the Complaint Manager. ~~The~~ Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the ~~School~~ Board.

Within ~~10~~30 school business days, the ~~School~~ Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information ~~for the Board.~~ Within five school business days ~~of~~after the Board's decision, the Superintendent shall inform the Complainant and the Respondent accused of the Board's action.

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¹⁷ Preponderance of evidence is a standard used in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." See *Black's Law Dictionary, 11th ed. 2019.*

~~———— All decisions shall be based upon the preponderance of evidence standard.~~

~~———— The Complainant or Respondent may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of the *School Code* and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of the *School Code*.~~

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This ~~grievance procedure policy~~ shall not be construed to create an independent right to a ~~School Board hearing— before the Superintendent or Board~~. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party. 18

Appointing a Nondiscrimination Coordinator and Complaint Managers 19

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment

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18 The Ill. sex equity regulations require districts to have “specific timelines for completion of each step and rendering of a written decision, and shall provide for final appeal of grievance decisions made at the system level to the system's governing board.” 23 Ill.Admin.Code §200.40(c)(1). To avoid arguments over these timelines, this sample policy provides that the failure to strictly follow the timelines does not prejudice any party. The grievance procedure is worthless if complaints are not thoroughly and promptly investigated.

19 Title IX regulations require districts to designate and authorize at least one employee to coordinate efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number. Id.

A district must prominently display its Title IX non-discrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) and contact information for its Title IX coordinator(s) on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. ²⁰

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

The Superintendent shall insert into this policy **and keep current** the names, **office addresses, email** addresses, and telephone numbers of ~~current~~**the Nondiscrimination Coordinator and the** Complaint Managers. ²¹

Name	Asst. Supt. for Learning Services	Chief Financial Officer
Address	2 Friendship Plaza	2 Friendship Plaza
	Addison, IL 60101	Addison, IL 60101
Telephone No.	(630) 530-3985	(630) 530-3973

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While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

²⁰ The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete “~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~” insert a hard return to create a new paragraph, and insert “The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.” Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

Best practice is that throughout the board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

²¹ The board may include the following option to address publication of such contact information:

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

Publicizing the contact information for the Nondiscrimination Coordinator and Complaint Managers through personnel handbooks, student handbooks, and/or on the district's website is a best practice. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

Nondiscrimination Coordinator:

Dr. Jean Barbanente
Name
2 Friendship Plaza, Addison, IL 60101
Address
jbarbanente@dupage88.net
Email
630-530-3985
Telephone

Complaint Managers:

Dr. Jean Barbanente
Name
2 Friendship Plaza, Addison, IL 60101
Address
Jbarbanente@dupage88.net
Email
630-530-3985
Telephone

Edward Hoster
Name
2 Friendship Plaza, Addison, IL 60101
Address
ehoster@dupage88.net
Email
630-530-3973
Telephone

- LEGAL REF.: ~~_____~~ Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
- ~~_____~~ Americans With Disabilities Act, 42 U.S.C. §12101 ~~et seq.~~
- ~~_____~~ Equal Pay Act, 29 U.S.C. §206(d)
- ~~_____~~ ~~Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.~~
- ~~_____~~ ~~Individuals With Disabilities Education Act, 42 U.S.C. §11431 et seq.~~
- ~~_____~~ ~~McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.~~
- ~~_____~~ ~~Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.~~
- ~~_____~~ Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
- Equal Pay Act, 29 U.S.C. §206(d).
- Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
- Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
- McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.

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

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

Equal Pay State Officials and Employees Ethics Act of 2003, 820, 5 ILCS 112/1 et seq-430/70-5(a).

Victims' Economic Security and Safety Act, 826 ILCS 180/1 et seq-775 ILCS 5/1-101 et seq.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

23 Illinois Genetic Information Privacy Act, 410 ILCS 513/.

Illinois Whistleblower Act, 740 ILCS 174/.

Illinois Human Rights Act, 775 ILCS 5/.

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

Equal Pay Act of 2003, 820 ILCS 112/.

Employee Credit Privacy Act, 820 ILCS 70/.

23 Ill.Admin.Code §§1.240 and 200-40.

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REVISED: 11.18.2019

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

School Board

Title IX Sexual Harassment Grievance Procedure 1

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

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:²

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;³ or

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¹ Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 *et seq.*) requires this subject matter be covered by policy and controls this policy's content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion policy 2:260, *Uniform Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

For the sake of consistency and ease of administration, this policy addresses only Title IX sexual harassment grievances, except those contained in collective bargaining agreements. See the cross references for the policies referring to this Title IX sexual harassment grievance procedure policy.

A district must have at least one policy explicitly stating it does not discriminate on the basis of sex in its education programs or activities under Title IX and its implementation regulations (34 C.F.R. Part 106). 34 C.F.R. §106.8(b)(1). Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). Though all complaints of sexual harassment may not constitute sexual harassment under Title IX, Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the District's educational program or activity in the United States – including applicants for employment, students, parents/guardians, any employee, and third parties.

² 34 C.F.R. §106.30. The definition of *sexual harassment* in the policy and in Title IX includes *unwelcome* conduct. *Id.* However, case law does not always distinguish between *welcome* and *unwelcome* conduct. See Mary M. v. North Lawrence Community Sch. Corp., 131 F.3d 1220 (7th Cir. 1997) (8th grade student did not need to show that a school employee's sexual advances were *unwelcome* in order to prove sexual harassment).

³ 34 C.F.R. §106.30. This behavior is commonly called *quid pro quo* sexual harassment. See 85 Fed. Reg. 30036, f/n 94. By using the term *individual*, Title IX regulations do not limit *quid pro quo* sexual harassment to situations where the provision of an aid, benefit or service by an employee is conditioned on a current *student's* participation in unwelcome sexual conduct. By way of example, *quid pro quo* Title IX sexual harassment involving an employee and an individual other than a current student may be implicated when: an employee tells a former student she can only get a letter of recommendation if she participates in unwelcome sexual conduct; an employee selects a volunteer for a coveted field trip chaperone position if he participates in unwelcome sexual conduct; or a supervisory employee subjects a subordinate employee to unwelcome sexual conduct in exchange for a promotion.

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30). ⁴

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

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. ⁵

Education program or activity includes **all District operations and** locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs. ⁶

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator⁷ alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation. ⁸

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. ⁹

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed. ¹⁰

Title IX Sexual Harassment **Prevention and** Response

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

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12,¹¹ and (b) age-appropriate education about

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⁴ See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for these definitions and other definitions of italicized terms in this policy.

⁵ 34 C.F.R. §106.30.

⁶ 34 C.F.R. §106.44(a).

⁷ See f/n 19 in sample policy 2:260, *Uniform Grievance Procedure*.

⁸ 34 C.F.R. §106.30.

⁹ *Id.*

¹⁰ *Id.* See sample administrative procedure 2:265-AP1, *Title IX Sexual Harassment Response*, for further discussion of supportive measures.

¹¹ Required by 105 ILCS 110/3 and 105 ILCS 5/10-23.13 (*Erin's Law*).

the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12.¹² This includes incorporating student social and emotional development into the District’s educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

2. Incorporates education and training for school staff¹³ as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. ¹⁴
3. Notifies applicants for employment,¹⁵ students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District’s website, if any, and in each handbook made available to such persons. ¹⁶
- 4. Offers Supportive Measures to Complainants.**
- 5. Follows the Grievance Process before imposing any disciplinary sanctions on Respondents.**

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, **Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager**, or any employee with whom the person is comfortable speaking.¹⁷ A person who wishes to make a report may choose to report to a person of the same gender.

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

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¹² Required by *Id.* at 110/3.

¹³ For boards that insert optional paragraphs listing trainings in f/n 4 of policy 5:100, *Staff Development Program*, insert “pursuant to policy 5:100, *Staff Development Program*, and” after the word staff.

¹⁴ 105 ILCS 110/3. Detailed training requirements exist for Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. 34 C.F.R. §106.45(b)(1)(iii). Title IX rules “[leave districts] discretion to determine the kind of training to other employees that will best enable the [district], and its Title IX Coordinator, to meet Title IX obligations.” 85 Fed. Reg. 30114. Many attorneys agree the best practice is to train all district staff about the definition of sexual harassment, the scope of the district’s education program or activity, all relevant district policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX coordinator. See sample procedure 2:265-AP1, *Title IX Sexual Harassment Response*.

¹⁵ Most school districts are not covered by Subpart C of Title IX, which “applies only to institutions of vocational education, professional education, graduate higher education, and public institutions of undergraduate higher education.” 34 C.F.R. §106.15(d). If your district is covered by Subpart C, amend this to state “applicants for admission or employment.”

¹⁶ 34 C.F.R. §106.8. See paragraph 2 of f/n 19 in sample policy 2:260, *Uniform Grievance Procedure*. See also sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

¹⁷ Using “or any employee with whom the Complainant is comfortable speaking” ensures Title IX compliance because Title IX deems “any employee” of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment to have *actual knowledge*. Therefore, a report to any employee triggers a district’s duty to respond. 34 C.F.R. §106.30. This policy contains an item upon which collective bargaining may be required. Any policy that impacts wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator. ¹⁸

Title IX Coordinator:

Dr. Jean Barbanente
Name
2 Friendship Plaza
Address
JBarbanente@dupage88.net
Email
630-530-3985
Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.¹⁹

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it.²⁰ For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; ²¹ 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

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

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¹⁸ Title IX regulations require districts to designate and authorize at least one employee to coordinate its efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number. *Id.* A district's nondiscrimination coordinator often also serves as its Title IX coordinator. See sample policy 2:260, *Uniform Grievance Procedure*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

¹⁹ Required by 34 C.F.R. §106.44(a) and (b) regardless of whether a formal Title IX sexual harassment complaint is filed.

²⁰ See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for a discussion of Title IX sexual harassment and non-Title IX sexual harassment. Consult the board attorney for further guidance.

²¹ See sample administrative procedure 5:120-AP2, *Employee Conduct Standards*.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation. ²²

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45.²³ The District's grievance process shall, at a minimum: ²⁴

1. Treat *Complainants* and *Respondents* equitably by providing **Supportive Measures remedies** to a *Complainant* ~~where the Respondent is determined to be responsible for sexual harassment~~, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially. ²⁵

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²² This policy gives Title IX coordinators the flexibility to appoint another qualified individual to conduct an investigation. This may be appropriate when the neutrality or efficacy of the Title IX coordinator is an issue, and/or where the district wishes to have the expertise that an in-house or outside attorney may afford to an investigation. Alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals) and the board attorney. If a complaint involves the superintendent or other district-level administrator, alternative appointments are often made in consultation with the board and the board attorney.

²³ 34 C.F.R. §106.45(b). See sample administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

²⁴ 34 C.F.R. §106.45(b)(1) lists the basic requirements for a grievance process. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney if the board wants the district to use a live hearing in its grievance process.**

If using a live hearing during the grievance process, amend #5 by inserting the following underscored text: "Require that any individual designated by the District as a decision-maker receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant."

²⁵ Aside from the general training requirements of 34 C.F.R. §106.45(b)(1)(iii), the DOE gives districts flexibility to determine certain training practices or techniques to best meet training requirements based upon their unique local conditions and resources within their educational community. 85 Fed. Reg. 30120. See also 85 Fed. Reg. 30084 (declining to specify that training of Title IX personnel must include implicit bias training, so long as training provides instruction on how to serve impartially and avoid prejudgment of the facts at issue, conflicts of interest, and bias, and that training materials avoid sex stereotypes).

4. Require that any individual designated by the District as an investigator **receive ing** training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.²⁶
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.²⁷

Enforcement

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

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²⁶ 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of evidence it will use to determine responsibility of the respondent. The standard of evidence selected must be applied “consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee.” 85 Fed. Reg. 30373. This sample policy uses the *preponderance of the evidence* standard, not the *clear and convincing evidence* standard. *Preponderance of evidence* is a standard used in civil cases. It means “the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force.” See *Black’s Law Dictionary, 11th ed. 2019*. *Preponderance of the evidence* is the standard used in sample policy 2:260, *Uniform Grievance Procedure*. *Clear and convincing* is a higher standard, requiring more than *preponderance of the evidence* but less than proof beyond a reasonable doubt. It means “evidence indicating that the thing to be proved is highly probable or reasonably certain.” See *Black’s Law Dictionary, 11th ed. 2019*. **Consult the board attorney regarding the appropriate standard for the district, as well as implications if a different standard is used in this policy than in 2:260, *Uniform Grievance Procedure***. For boards that choose the *clear and convincing evidence* standard, delete “~~preponderance of~~” and insert “*clear and convincing*.” Ensure the same standard of evidence is used in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

²⁷ Examples of legally-recognized privileges include attorney-client privilege, doctor-patient privilege, and spousal privilege. See 85 Fed. Reg. 30277.

student behavior policies.²⁸ Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law. ²⁹

Retaliation Prohibited ³⁰

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*. ³¹

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct, and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

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²⁸ See sample policies 7:190, *Student Behavior*, and 7:230, *Misconduct by Students with Disabilities*. See also sample policies 7:200, *Suspension Procedures*, and 7:210, *Expulsion Procedures*, for due process requirements when student suspension or expulsion is recommended following a determination of responsibility for Title IX sexual harassment.

²⁹ Examples of rights the district or parties may exercise ancillary to this Title IX sexual harassment grievance procedure include, but are not limited to: disciplinary processes for suspensions and expulsions of students under 105 ILCS 5/10-22.6; tenured teacher dismissal proceedings under 105 ILCS 5/24-12; any other pre-termination process required by an applicable collective bargaining agreement, employment policy or procedure, or employment contract; and student appeal of a sex equity grievance decision under 23 Ill. Admin. Code §200.40 (see sample policy 7:10, *Equal Educational Opportunities*).

³⁰ 34 C.F.R. §106.71.

³¹ Retaliation complaints must be processed under policy 2:260, *Uniform Grievance Procedure*, because they are covered under the district's grievance procedure for resolving non-sexual harassment Title IX complaints. See 34 C.F.R. §106.8(c). Title IX sexual harassment regulations state that "[c]omplaints alleging retaliation may be filed according to the grievance procedures for sex discrimination required to be adopted under §106.8(c)." 34 C.F.R. §106.71.

Operational Services

Pandemic Preparedness; Management; and Recovery 1

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic. ²

A pandemic is a global outbreak of disease. ~~Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably.~~ ³

To prepare the School District community for a pandemic, the Superintendent or designee shall:⁴ (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to

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¹ Certain subheads of this policy are required; specifically **Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)** (see f/n 12, below), and depending upon the specific terms of government orders and/or guidance issued during a pandemic, if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, **Payment of Employee Salaries During Emergency School Closures** (see f/n 11, below). Other subheads and text in this policy are optional. Its purpose is to establish board direction about pandemic preparedness, management, and recovery issues and inform the community about the board's role during a pandemic.

Boards are authorized to adopt a policy on pandemic preparedness even though State and federal law provide little guidance. On 3-11-20, the World Health Organization (WHO) characterized the COVID-19 outbreak as a pandemic. See www.who.int/dg/speeches/detail/who-director-general-s-opening-remarks-at-the-media-briefing-on-covid-19---11-march-2020. Before the COVID-19 pandemic, most research and guidance around pandemics was specific to influenza, but the same principles for influenza pandemics were applied to the management of the COVID-19 pandemic. State law grants boards broad authority to formulate, adopt, and modify school board policies, at the board's sole discretion, subject only to mandatory collective bargaining agreements and State and federal law. 105 ILCS 5/10-20.5 and 115 ILCS 5/1 et seq. See 2:20, *Powers and Duties of the School Board; Indemnification*, and also 2:240, *Board Policy Development*.

Information similar to this policy's content may also be a part of a district's safety plans, which the superintendent uses to implement the board's direction in this policy.

See f/n 3, below for a definition of a pandemic. According to the Centers for Disease Control and Prevention (CDC) guidance, schools serve as an "amplification point" of flu epidemics. **School Superintendent's Insider**, April 2007. School officials should be preparing for the flu pandemic as a U.S. Health and Human Services Pandemic Influenza Plan estimates that about 30 percent of the general population would become ill in a pandemic. The agency estimates among school-aged children the figure would be higher, about 40 percent. Sources: **NSBA and School Board News**, 3-14-2006.

² Multiple stakeholders at many levels and in many groups have important roles in effective pandemic preparedness, management, and recovery efforts. Stakeholders include federal departments and agencies, public health organizations, State and local health departments and laboratories, private health care organizations, influenza vaccine and antiviral manufacturers, and vaccine distributors and vaccinators. **Illinois Pandemic Influenza Preparedness and Response Plan**, Version 5.0, May 2014, *Concept of Operations 2.0*, page 36, at: www.idph.state.il.us/pandemic_flu/planning.htm.

³ This paragraph embodies the CDC's pandemic definition. See www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html. The **Illinois Pandemic Influenza Preparedness and Response Plan**, Version 5.0, May 2014, also defines pandemic at page 9; however, that definition is specific to influenza. The new COVID-19 coronavirus is not an influenza virus yet was characterized as a pandemic by the World Health Organization. At the time of publication during the 2020 COVID-19 pandemic, it was not clear whether this Illinois resource's definition will be amended..

Prior to the COVID-19 pandemic, literature discussed that during an influenza pandemic, a new influenza virus will cause thousands or even millions of people to contract the disease and, in turn, spread the illness to others because people have not been previously exposed to the new virus. See **School Guidance During an Influenza Pandemic**, December 2006; Ill. State Board of Education (ISBE) opening letter to School Officials dated November 2006 from Dr. Randy J. Dunn and Dr. Eric Whitaker, at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_letter.pdf.

⁴ 105 ILCS 5/10-16.7. The school board directs, through policy, the superintendent in his or her charge of the district's administration.

identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

Emergency School Closing ⁵

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education. ⁶

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⁵ In times of emergency, the functions of different levels of State and federal government often become cloudy, and determining what governmental entity has powers to take a particular action can be confusing. The concept of federalism, or the coexistence of federal and state governments with their own local powers, was utilized during the response to the 2020 COVID-19 pandemic. Federalism is premised on the Constitutional limits of federal power. See U.S. Const. Art. I, Sec. 8 (limiting powers of Congress providing only those powers enumerated). Generally, during the 2020 COVID-19 pandemic, Illinois and other states were left with these remaining powers of government to respond to the crisis. In general, President Trump's administration set broad national policy, particularly with respect to international travel and the approval of treatments, and suggested guidance that States could follow regarding mitigation measures. The states' governors and local leaders made other state-specific or locality-specific decisions based upon the local conditions in each community. Depending upon the federal administration in power at the time of a pandemic, the federal government may seek to play a greater or lesser role in the management of a pandemic.

Local health departments, emergency medical agencies, and the Regional Office of Education may direct a school to close during a pandemic. See **School Guidance During an Influenza Pandemic**, December 2006; ISBE opening letter to school officials dated November 2006 from Dr. Randy J. Dunn and Dr. Eric Whitaker. This letter is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_letter.pdf.

The Ill. Dept. of Public Health (IDPH) is also authorized to order a place to be closed and made off-limits to the public to prevent the probable spread of a dangerously contagious or infectious disease. 20 ILCS 2305/2(b).

The Governor also has emergency powers upon his or her declaration of a disaster, which includes among other things public health emergencies. 20 ILCS 3305/4 and 3305/7. Upon such proclamation, the Governor has, and may exercise for a period not to exceed 30 days, several emergency powers. *Id.*

Since the 2006 **School Guidance During an Influenza Pandemic** letter was written, several Illinois schools faced an H1N1 outbreak in 2009, and all Illinois schools faced the 2020 COVID-19 pandemic.

During the 2009 H1N1 outbreak, ISBE directed schools with a statement titled *Closing School in Response to H1N1* that outlined "the decision to close school must be made locally by the school district and in conjunction and support with the relevant local public health department. The impact of a pandemic may vary from region to region. Therefore, it is crucial that district administrators rely on the advice and recommendations of their local public health department." During the 2020 COVID-19 pandemic, the Governor and ISBE issued many directives and/or guidance, including reliance upon the advice and recommendations of local public health departments. See www.isbe.net/Documents/ISBE-Guidance-to-School-Coronavirus.pdf. And see other 2020 COVID-19 guidance documents as follows:

Ill. Gov. Pritzker, ISBE, Ill. Association of School Admin., Ill. Principals' Assoc., Ill. Ed. Assoc., and Ill. Fed. of Teachers Joint Statement:

www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf.

IDPH-ISBE joint schools guidance:

www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance

IDPH-ISBE joint workplace health and safety guidance:

www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance

Restore Illinois Plan:

www2.illinois.gov/dceo/Pages/RestoreILP3.aspx.

During the 2020 COVID-19 pandemic, several protests occurred and many lawsuits were filed challenging Ill. Gov. Pritzker's extensions of disaster declaration emergency power under IEMA, 20 ILCS 3305/7. See the 2020 COVID-19 Executive Orders (EO) at: coronavirus.illinois.gov/s/resources-for-executive-orders. Controversies existed across party and regional lines with all branches of government looking to balance the need to protect human life against the desire to preserve personal liberty. Gov. Pritzker's EOs faced unsettled challenges in both the courts of law and public opinion as a five-phased plan to re-open Illinois was also being introduced a/k/a *Restore Illinois Plan* (coronavirus.illinois.gov/s/restore-illinois-introduction).

⁶ Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."

During an emergency school closing, the Board President and the Superintendent⁷ may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic. ⁸

Board Meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video ⁹

A disaster declaration related to a public health emergency¹⁰ may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures ¹¹

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote*

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⁷ For a board that prefers its policy committee to engage in this work, delete ~~Board President and the Superintendent~~ and insert: Board Policy Committee. See policies 2:150, *Committees* and 2:240, *Board Policy Development*. This sample policy uses the board president and superintendent as the default text because during a pandemic, it may be difficult for a board policy committee to meet pursuant emergency executive orders that are issued, etc.

⁸ For an example of some issues that these entailed during the 2020 COVID-19 pandemic, see paragraph six of f/n 12, below.

⁹ 5 ILCS 120/2.01 and 120/7(e), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12.

¹⁰ While 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns," the text "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, the governing statute of disaster declarations. For ease of understanding and alignment with IEMA, this policy uses "public health emergency." For more discussion, see f/n 33 in sample policy 2:220, *School Board Meeting Procedure*.

¹¹ Required if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, depending upon the specific terms of government orders and/or guidance issued during a pandemic. 2 C.F.R. Part 200 (see www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf, extended until 9-30-20 by www.whitehouse.gov/wp-content/uploads/2020/06/M-20-26.pdf) and 30 ILCS 708/. See sample procedure 4:180-AP3, *Grant Flexibility; Payment of Employee Salaries During a Pandemic*, and its footnotes.

During the 2020 COVID-19 pandemic, Gov. Pritzker and ISBE issued directives and/or guidance regarding payment of school district employees that may impact a board's decision regarding continued payment of employees during an extended closure. ISBE and the Governor suspended in-person learning and issued a Joint Statement (JS) with other school administrator and union groups, which purported to mandate that all school district employees on the district's payroll be paid as if districts were functioning normally and they were performing their normal work. See www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf. The JS cited no specific authority for the payment mandate. Additionally, changes to wages, hours, terms and conditions of employment, even when made during an extraordinary circumstance such as a pandemic, remain subject to collective bargaining obligations.

Learning Days or Blended Remote Learning Days, the Superintendent shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan¹² (Plan) that: 13

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¹² 105 ILCS 5/10-30(3), added by P.A. 101-643, requires the “[board] to adopt and the superintendent to approve” these plans upon the following statutory triggers: (1) the governor declaring a disaster pursuant to 20 ILCS 3305/, and (2) the state superintendent of education declaring a requirement for a school district, multiple school districts, a region, or the entire State. See sample administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)* for the specifics of implementing Remote Learning Days (RLDs) and/or Blended Remote Learning Days (BLRDs).

Implementing a plan under this subhead contains items on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This subhead of the policy concerns an area in which the law is unsettled. See 105 ILCS 5/10-30(7), added by P.A. 101-643 (stating that it does not increase or diminish any collective bargaining rights under existing law, and that aspects of the plan that impact the wages or other terms or conditions of employment will need to be bargained with the exclusive bargaining representative(s)).

To avoid confusion, note that the triggers under the Open Meetings Act (OMA), 5 ILCS 120/7, amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad: (1) the “governor or the director of IDPH has issued a disaster declaration as defined in 20 ILCS 3305/, and (2) all or part of the jurisdiction of the [school board] is covered by the disaster area. This means that it is possible for the board to meet remotely under OMA if the director of IDPH declares a disaster, but the School Code requires the governor to be the one to declare the disaster under 20 ILCS 3305/ in order for the state superintendent of education to declare that a district implement RLD/BRLDs. RLD/BRLDs and *e-learning days/e-learning programs* are different. RLD/BRLDs are for use when the governor declares a disaster under 20 ILCS 3305/ and the state superintendent has declared a requirement for the district to use them to provide remote instruction to pre-kindergarten through grade 12 that count as pupil attendance days under 105 ILCS 5/10-19.05(j-5), amended by P.A. 101-643. 105 ILCS 5/10-30(1), added by P.A. 101-643. BRLDs allow districts to utilize “hybrid models of in-person and remote instruction. E-learning days are part of an e-learning program that require a board to, among other things, hold a public hearing and obtain approval by the Regional Office of Education (or Intermediate Service Center) to allow the district to provide instruction to students electronically while they are not physically present due to inclement weather and other unexpected events. 105 ILCS 5/10-20.56(b), amended by P.As. 101-12 and 101-643. School districts with e-learning programs may adapt them for use during RLDs and BLRDs (105 ILCS 5/10-20.56(a), amended by P.As. 101-12 and 101-643, and 5/10-30(2), added by P.A. 101-643.

If the board has adopted an e-learning program pursuant to 105 ILCS 5/10-20.56, added by P.A. 101-12, add the following text to number two after 105 ILCS 5/10-30:

2. by adapting into a Plan the District’s e-learning program implemented pursuant to 105 ILCS 5/10-20.56

See policies 6:20, *School Year Calendar and Day*, 6:300, *Graduation Requirements*, 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*, and Executive Order 2020-31 (addressing the statutory minimum state graduation requirements (not local requirements that exceed the State-identified minimums)) and allowing local school boards to amend policies to reduce any local graduation requirements adopted in excess of the minimum requirements specified in School Code that school districts were unable to complete during the 2019-20 school year due to the suspension of in-person instruction and/or the *Stay-at-Home* orders issued in response to the 2020 COVID-19 pandemic). Executive Order 2020-31 provided the following proclamations:

Section 8. The following provisions of the Illinois School Code, 105 ILCS 5/1-1 *et seq.*, requiring certain assessments and courses for twelfth grade students, are suspended:

- a. 105 ILCS 5/2-3.64a-5(c) (requirement to take State assessments),
- b. 105 ILCS 5/27-3 (requirement to pass a satisfactory examination on patriotism and the principles of representative government),
- c. 105 ILCS 5/27-6(a) (requirement to engage in a course of physical education for a minimum of 3 days per 5-day week), and
- d. 105 ILCS 5/27-12.1(a) (requirement to be taught consumer education).

Section 9. The provision of the Illinois School Code, 105 ILCS 5/10-22.43a, requiring the successful completion of a foreign language proficiency examination for students whose foreign language credit is met through an approved ethnic school program, is suspended.

Section 10. The provision of the Illinois School Code, 105 ILCS 5/27-6.5, requiring physical assessments, is suspended.

Section 11. The provision of the Illinois School Code, 105 ILCS 5/27-22(e), requiring the successful completion of certain courses as a prerequisite to receiving a high school diploma, is suspended for twelfth grade students who are unable to complete such coursework as a result of the suspension of in-person instruction due to COVID-19.

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic; **14**
2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.
 5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.
 20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).
 20 ILCS 3305/, Ill. Emergency Management Agency Act.
 115 ILCS 5/, Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Section 12. The provision of the Illinois School Code, 105 ILCS 5/27-21, requiring eight grade students to demonstrate evidence of having a comprehensive knowledge of the history of the United States as a prerequisite to eight grade graduation, is suspended.

Section 13. Twelfth grade students shall not be denied credit for apprenticeships or vocational or technical education courses allowed to be substituted for graduation requirements under the Illinois School Code, 105 ILCS 5/27-22.05, due to the student's inability to complete those course substitutions as a result of the suspension of in-person instruction due to COVID-19.

Section 14. The Illinois State Board of Education shall file emergency rules as needed to effectuate the intent of this Executive Order, including to suspend any regulatory provision related to: (1) student graduation requirements; or (2) student teaching, supervised field experience, or internship requirements for professional educator licenses or endorsements.

13 105 ILCS 5/10-30(3), added by P.A. 101-643 states “the district shall adopt a remote and blended remote learning day plan approved by the district superintendent.” For ease of administration, to avoid confusion during implementation, and to align with the IASB Foundational Principles of Effective Governance (www.iasb.com/principles_popup.cfm), this policy assigns the duty to *adopt* the remote and blended remote learning day plan (plan) by “the district” to the board. In alignment with this policy, administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, requires the superintendent to *approve* the plan and present it to the board for *adoption* prior to district-wide implementation and posting on the district’s website.

14 105 ILCS 5/10-30(8), added by P.A. 101-643 does not excuse districts from completing all statutory and regulatory curricular mandates and offerings.

Operational Services

Payment Procedures 1

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the School Board in advance of the Board's first regular monthly meeting ~~or, if necessary, a special meeting.~~ These bills are reviewed by the Board, after which they may be approved for payment by Board order.² Approval of all bills shall be given by a roll call vote, and the votes shall be recorded in the minutes.³ The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board. ⁴

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills.⁵ These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law. ~~(Amended: January 2011)~~⁶

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.
23 Ill.Admin.Code §100.70.

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts),
4:80 (Accounting and Audits)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content.

² 105 ILCS 5/8-16 and 5/10-20.19.

³ 105 ILCS 5/10-7.

⁴ Except for the payment of social security taxes and recurring bills, 105 ILCS 5/8-16 permits the treasurer to "pay out funds of the school district only upon an order of the board signed by the president and clerk or secretary or by a majority of the board." 105 ILCS 5/10-20.19 grants the treasurer authority to pay bills after receipt of "a certified copy of those portions of the board minutes, properly signed by the secretary and president, or a majority of the board." As minutes are not approved until the following meeting, a literal reading of this statute would result in late payments. The policy uses a pragmatic solution: the treasurer may pay bills upon receiving a board order or minutes, even if the minutes are unapproved, provided the order or minutes are signed by the president and secretary, or a majority of the board.

The Local Government Prompt Payment Act (50 ILCS 505/) governs the timelines for a board's approval and payment of bills and potential penalties for late payment. Unless otherwise agreed to between the board and a vendor/contractor, bills must be approved or disapproved within 30 days after receipt of the bill or 30 days after the date on which the goods or services are received, whichever is later, and payment is due within 30 days after the date of approval. 50 ILCS 505/3, 505/4, and 505/6.

⁵ 105 ILCS 5/8-16 and 5/10-20.19.

⁶ 105 ILCS 5/10-20.19(2); 23 Ill.Admin.Code §100.70.

Operational Services

Student Activity and Fiduciary Funds -1

The School Board, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes.² The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds.³

Student Activity Funds

The Superintendent or designee shall be responsible for supervising student activity funds ~~and/or convenience accounts in~~ accordance with Board policy, 4:80, Accounting and Audits; State law ~~and~~ ; and the Ill. State Board of Education (ISBE) rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code.⁴ The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules adopted for school activity funds, including the authority to make loans between activity funds.⁵

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. See 105 ILCS 5/10-20.19 and 23 Ill.Admin.Code §§100.80, 100.85. Due to their decentralized nature, student activity funds have historically been an area ripe for fraud, waste, and abuse. This policy supports a board member's fulfillment of his or her fiduciary duty and oath to protect the assets of the district by directing the proper maintenance and control of student activity and fiduciary funds. 105 ILCS 5/10-16.5; see policy 2:80, *Board Member Oath and Conduct*. Adoption of this policy also aligns with mandatory board member training on fiduciary and financial oversight responsibilities. 105 ILCS 5/10-16a(b).

ISBE's rules in Part 125 (Student Activity Funds and Convenience Accounts) were in effect only through 6-30-08 after which they were replaced by Part 100. The rules in Part 100 do not provide for *convenience accounts*. The rules in Part 100 were subsequently amended to recognize *fiduciary funds* separately from *student activity funds* in response to *Governmental Accounting Standards Board Statement No. 84*, available at: www.gasb.org. Policy, 7:325, *Student Fundraising Activities*, contains the elements required by State law for a policy on student fundraising activities.

² Student activity funds are established to account for money used to support the activities of student organizations and clubs, e.g., homeroom, yearbook, class year, choral or band group, class projects, student clubs, student council, and student-sponsored bookstore. 23 Ill.Admin.Code §100.20. Student activity funds are under the school board's control, giving it a fiduciary responsibility to safeguard them along with district assets. In contrast to *fiduciary funds* (see f/n 7, below), the board, superintendent, or other district employees have direct involvement in how *student activity funds* are spent or attained. And, unlike fiduciary funds, student activity funds must be reported as part of a district's Educational Fund for its annual financial reporting and budget, in accordance with *Governmental Accounting Standards Board Statement No. 84*. 23 Ill.Admin.Code §§100.80(e), 100.85.

³ See f/n 7, below.

⁴ 105 ILCS 5/8-2. A board's insurance carrier can assist the board with obtaining bonds for these individuals.

⁵ See 23 Ill.Admin.Code §100.80(c) for the treasurer's duties. ISBE's rule permits the activity fund treasurer to make loans between funds "if and as authorized by the board's policy." 23 Ill.Admin.Code §100.80. A board that does not want to allow loans between activity funds should choose one of these alternatives:

Alternative 1: The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, except that the treasurer is not authorized to make loans between activity funds.

Unless otherwise instructed by the Illinois State Board of Education for the maintenance of, a student activity funds and/or convenience accounts. Each non student group that has a convenience fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall designate a manager for it to be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose. ⁶

Fiduciary Funds ⁷

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code.⁸ The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds. ⁹

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.
~~23 Ill.Admin.Code §125.10~~§§100.20, 100.80, and 100.85.

CROSS REF.:— 4:80 (Accounting and Audits), 7:325 (Student ~~Fund Raising~~Fundraising Activities)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Alternative 2: The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, except that the treasurer must have the Board's approval before making a loan between activity funds.

⁶ The authority for this paragraph's first sentence is 23 Ill.Admin.Code §100.80(c)(7); the second sentence is up to the local board's discretion. The following option may be inserted after the first sentence: "However, money remaining in any Senior Class fund after graduation will automatically transfer to the next year's class."

⁷ Fiduciary funds are funds "received from an independent, outside source in which the school board is acting in an administrative capacity." 23 Ill.Admin.Code §100.20, e.g., outside, independent scholarship funds in which the district has no authority to decide how the funds are attained or awarded. Id. Unlike student activity funds, where "[t]he school board, superintendent, or district employees have direct involvement with the decisions of how the funds are spent or attained," a district has no control over how fiduciary funds are spent or raised. 23 Ill.Admin.Code §§100.20, 100.80, and 100.85. See 23 Ill.Admin.Code §100.85 for the specific characteristics and permitted activities of a fiduciary fund. Boards must take a number of specific actions for fiduciary funds that are delegated to the superintendent or designee in this policy and align with IASB's *Foundational Principles of Effective Governance*, at www.iasb.com/principles_popup.cfm. 23 Ill.Admin.Code §100.85(b). Boards should consult their local auditors for guidance on whether a particular fund should be classified as a student activity fund or fiduciary fund.

⁸ See f/n 4, above.

⁹ See 23 Ill.Admin.Code §100.85(d) for the treasurer's duties.

12. Information/Discussion Items

A. Credit Card Summary

200

CREDIT CARD PAYMENT SUMMARY

The attached usage report details the credit card transactions for the month of December. Total activity for the month is \$2,726.59.

This information is provided as outlined in Board Policy – 4:55

FOIA REQUEST

On January 19, 2021, DuPage High School District 88 received a request via email from Mr. Ethan Gill, Deltek, Inc for the following information through the Freedom of Information Act (FOIA):

Please provide the information relating to the solicitation below

If available, please include any awarded contract documents and bid tabulation/results.

Project Name: To Furnish and Deliver Face Masks to DuPage High School District 88

Bid Number:

Due Date: 7/21/2020

Contract Number:

Awarded Vendor Name:

Awarded Vendor Address:

Awarded Vendor Phone:

Award Amount:

Award Date:

Start Date:

End Date:

Contract Terms:

Contract Document:

FOIA request was sent to Mr. Ethan Gill at EthanGill@deltek.com on January 19, 2021.

BOARD POLICY 1ST READING- JANUARY 25, 2021

POLICIES AND DESCRIPTORS

The DuPage High School District 88 Policy Committee met on November 19, 2020. We reviewed the policy recommendations from PRESS (Policy Reference Education Subscription Service) which reflect recent legislative and legal changes. The recommendations range from a simple revision to footnotes to additions and/or deletions of language (words, sentences, paragraphs, and or complete policies). The district also receives recommended changes to administrative procedures or exhibits (which are documents that support the enforcement and implementation of Board Policies and Guide Practice).

In each of the Board Policies that follow, recommended revisions are noted in underline and/or strikeout text and are indicated with a different font color (red, blue, purple, orange, or grey). The suggested changes bring District 88 Board of Education's existing policies into compliance with the revised code and new legislation.

V. Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

The policy, Cross References, and footnotes are updated in response to Title IX regulations and to explicitly reference the Title IX Coordinator. Other continuous improvement updates are also made to the policy, Legal References, and footnotes.

5:20 Workplace Harassment Prohibited

The policy, Cross References, and footnotes are updated for the reasons discussed in 2:260, Uniform Grievance Procedure, above. Continuous improvement updates are also made to the Legal References.

5:35 Compliance with the Fair Labor Standards Act

The policy is updated with minor style changes to align policy titles in the PRM. The footnotes are updated.

5:60 Expenses

The policy, Legal References, and footnotes are updated for the reasons discussed in 2:125, Board Member Compensation; Expenses, above.

5:150 Personnel Records

The Legal References are updated.

5:220 Substitute Teachers

The policy and footnotes are updated in response to 40 ILCS 5/16-118, amended by P.A. 101-645, extending until June 30, 2021, the limit of 120 paid days or 600 paid hours that a TRS annuitant can work as substitute teacher in a school year. Other minor style updates are also made to the footnotes.

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

The policy and footnotes are updated in response to 2020 Election Day designated by 10 ILCS 5/2B-10, added by P.A. 101-642 and 105 ILCS 5/24-2(e), amended by P.A. 101- 642 designating 11-3-2020 as a legal school holiday for purposes of 105 ILCS 5/24.

VI. Instruction

6:280 Grading and Promotion

The policy contains a minor change in the reference to state assessments. The footnotes are updated in response to 105 ILCS 5/2-3.64a-5(e), amended by P.A. 101-643 (State assessments not required when waived by U.S. Dept. of Education).

6:300 Graduation Requirements

The policy is updated for continuous improvement.

6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

The policy, Legal References, and footnotes are updated in response to 23 Ill.Admin. Code Part 255 (course substitutions for registered apprenticeship programs).

6:340 Student Testing and Assessment Program

The policy and footnotes are updated. The policy is updated to incorporate continuous improvement changes suggested by the PRESS Advisory Board.

General Personnel

Equal Employment Opportunity and Minority Recruitment-1

The School District shall provide equal employment opportunities² to all persons regardless of their race; color; creed; religion;³ national origin; sex;⁴ sexual orientation;⁵ age;⁶ ancestry; marital status;⁷

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ Federal and State law (see the policy's Legal References) require that all districts have a policy on equal employment opportunities and control this policy's content. **This is a complex, confusing, and highly litigated area of the law; consult the board attorney for advice on the application of these laws to specific fact situations.**

² Equal employment opportunities apply to virtually all terms and conditions of employment, e.g., discharge, hire, promotion, pay, demotion, and benefits (see the policy's Legal References). The Ill. Constitution protects the following categories from discrimination in employment: race, color, creed, national ancestry, sex, and handicap. Art. I, §§17, 18, and 19. The Ill. Human Rights Act (IHRA) protects the following categories from discrimination in employment, whether actual or perceived: race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, order of protection status, sexual orientation, pregnancy, unfavorable discharge from military service, and citizenship status. 775 ILCS 5/1-102 and 5/1-103, amended by P.A. 101-221. Beginning 7-1-20, the IHRA requires employers to annually disclose to the Ill. Dept. of Human Rights (IDHR) certain information about adverse judgments and administrative rulings where there was a finding of sexual harassment or unlawful discrimination under any federal, State, or local law, as well as data regarding settlement agreements, if requested by an IDHR investigator. 775 ILCS 5/2-108, added by P.A. 101-221, scheduled to be repealed on 1-1-30.

The Equal Employment Opportunities Act (EEOA, a/k/a Title VII of the Civil Rights Act of 1964) prohibits discrimination because of an individual's race, color, religion, sex, or national origin. 42 U.S.C. §2000e et seq., amended by The Lilly Ledbetter Fair Pay Act of 2009 (LLFPA), Pub.L. 111-2.

Under the Workplace Transparency Act (WTA) (820 ILCS 96/, added by P.A. 101-221), employers may not, as a condition of employment or continued employment, prevent prospective or current employees from making truthful statements or disclosures about alleged unlawful employment practices, including discrimination. Id. at 96/1-25.

The LLFPA clarifies that a discriminatory compensation decision or other practice occurs each time an employee is paid or receives a last benefits check pursuant to the discriminatory compensation decision as opposed to only from the time when the discriminatory compensation decision or other practice occurred. The Act has no legislative history available to define what the phrase *or other practice* might mean beyond a discriminatory compensation decision.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

The Ill. Equal Pay Act of 2003 (EPA) offers additional protection by prohibiting the payment of wages to one sex less than the opposite sex or to an African-American less than a non-African-American for the same or substantially similar work. 820 ILCS 112/, amended by P.A.s 100-1140 and 101-177. The Ill. Dept. of Labor (IDOL) enforces the EPA. The EPA also prohibits employers from requesting or requiring applicants to disclose wage or salary history as a condition of being considered for employment or as a condition of employment. Id. at 112/10(b-5), added by P.A. 101-177. If an applicant voluntarily offers such information without prompting, an employer still cannot use that information in making an offer or determining future pay. See sample administrative procedure 5:30-AP1, *Interview Questions*, for sample permissible inquiries on this topic. Employers may seek wage or salary history from an applicant's current or former employer if that information is a matter of public record under the Freedom of Information Act; however, districts that wish to undertake such searches should exercise caution; the fact a district seeks out publicly available wage information could still be used against it in a pay discrimination claim. Id. at 112/10(b-10), added by P.A. 101-177. Consult the board attorney for further guidance.

While not exhaustive, other laws protecting these and additional classifications are named in subsequent footnotes.

³ 775 ILCS 5/2-102 of the IHRA, amended by P.A. 100-100, contains a *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. Id.

In addition to the IHRA and the federal EEOA (discussed in f/n 2), see 775 ILCS 35/, Religious Freedom Restoration Act.

⁴ Discrimination on the basis of sex under the EEOA includes discrimination on the basis of sexual orientation or transgender status. *Bostock v. Clayton County*, 140 S.Ct. 1731 (2020); *Hively v. Ivy Tech*, 853 F.3d 339 (7th Cir. 2017). In addition to the IHRA and the federal EEOA (discussed in f/n 2), see Title IX of the Education Amendments of 1972 (Title IX). 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106. See sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The federal Equal Pay Act prohibits an employer from paying persons of one sex less than the wage paid to persons of the opposite sex for equal work. 29 U.S.C. §206(d). See f/n 2 above for more information on State equal pay protections, including on the basis of sex. The LLFPA defines *date of underpayment* as each time wages are underpaid. Employees have one year from the time they become aware of the underpayment to file a complaint with the IDOL. 820 ILCS 112/15(b).

⁵ *Sexual orientation* means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity; it does not include a physical or sexual attraction to a minor by an adult. 775 ILCS 5/1-103(O-1).

⁶ Age Discrimination in Employment Act (ADEA) (29 U.S.C. §621 et seq.), amended by LLFPA (see f/n 2). 29 C.F.R. Part 1625, amended the U.S. Equal Employment Opportunity Commission (EEOC) regulations under ADEA to reflect the U.S. Supreme Court's decision in *General Dynamic Systems, Inc. v. Cline*, 540 U.S. 581 (2004), holding the ADEA to permit employers to favor older workers because of age. Thus, favoring an older person over a younger person is not unlawful discrimination, even when the younger person is at least 40 years old.

arrest record;⁸ military status; order of protection status;⁹ unfavorable military discharge;¹⁰ citizenship status provided the individual is authorized to work in the United States;¹¹ use of lawful products while not at work;¹² being a victim of domestic violence, sexual violence, or gender

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⁷ 105 ILCS 5/10-22.4 and 775 ILCS 5/1-103(Q), amended by P.A. 101-221. The term *marital status* means an individual's legal status of being married, single, separated, divorced, or widowed. 775 ILCS 5/1-103(J). This statutory definition does not encompass the identity of one's spouse. Thus, school districts may adopt no-spouse policies. *Boaden v. Dept. of Law Enforcement*, 171 Ill.2d 230 (Ill. 1996).

⁸ Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions. 775 ILCS 5/2-103. The Job Opportunities for Qualified Applicants Act prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to *job-disqualifying* convictions. 820 ILCS 75/15. See also the EEOC's guidance, *Consideration of Arrest and Conviction Records in Employment Decisions*, at: www.eeoc.gov/laws/guidance/arrest_conviction.cfm.

⁹ 775 ILCS 5/1-103(Q), amended by P.A. 101-221. The term *order of protection status* means a person protected under an order of protection issued pursuant to the Ill. Domestic Violence Act of 1986 or an order of protection issued by a court of another state. 775 ILCS 5/1-103(K-5).

¹⁰ *Military status* means a person's status on active duty or in status as a veteran in the U.S. Armed Forces, veteran of any reserve component of U.S. Armed Forces, or current member or veteran of the Ill. Army National Guard or Ill. Air National Guard. 775 ILCS 5/1-103(J-1). *Unfavorable military discharge* does not include those characterized as RE-4 or *dishonorable*. 775 ILCS 5/1-103(P). The Uniformed Services Employment and Reemployment Rights Act of 1994 prohibits employers from discriminating or retaliating against any person for reasons related to past, present, or future service in a *uniformed service*. 38 U.S.C. §4301 et seq.

¹¹ 775 ILCS 5/1-102(C). According to the Immigration Reform and Control Act of 1986, all employers must verify that employees are either U.S. citizens or authorized to work in the U.S. 8 U.S.C. §1324(a) et seq.

¹² The Right to Privacy in the Workplace Act prohibits discrimination based on use of lawful products, e.g., alcohol, cannabis, and tobacco, off premises during non-working hours. 820 ILCS 55/5, amended by P.A. 101-27.

violence;¹³ genetic information;¹⁴ physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation;¹⁵ pregnancy, childbirth, or related medical conditions;¹⁶ credit history, unless a satisfactory credit history is an established

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¹³ 820 ILCS 180/30, amended by P.A. 101-221, Victims' Economic Security and Safety Act. *Gender violence* means: (1) one or more acts of violence or aggression that are a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. 820 ILCS 180/10(12.5), added by P.A. 101-221. An employer is prohibited from discriminating against any individual, e.g. an applicant for employment, because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act allows an employer to seek a *workplace protection restraining order* when there is a credible threat of violence at the workplace. 820 ILCS 275/. Section 21 requires the employer seeking a *workplace protection restraining order* to notify the employee who is a victim of unlawful violence. 820 ILCS 275/21.

¹⁴ Illinois' Genetic Information Privacy Act (GIPA) (410 ILCS 513/25) and Title II of Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.). Both laws protect job applicants and current and former employees from discrimination based on their genetic information. Note that GIPA provides greater protections to Illinois employees than Title II of GINA. GIPA, amended by P.A. 100-396, prohibits employers from penalizing employees who do not disclose genetic information or do not choose to participate in a program requiring disclosure of the employee's genetic information. See f/n 12 in sample policy 2:260, *Uniform Grievance Procedure*, for the definition of genetic information and a detailed description of both statutes, including of Title I of GINA affecting the use of genetic information in health insurance. In 2011, the EEOC published an informative guidance letter, *ADA & GINA: Incentives for Workplace Wellness Program* at: www.eeoc.gov/eeoc/foia/letters/2011/ada_gina_incentives.html. But the EEOC vacated certain 2016 ADA and GINA wellness program regulations following an adverse court ruling. 83 Fed. Reg. 65296. Those rules provided guidance to employers on the extent to which they could use incentives (such as discounted health plan costs) to encourage employees to participate in wellness programs that asked for employee and family health information. Consult the board attorney for guidance regarding specific application of ADA and GINA and how they integrate with other related laws, e.g., the Family Medical Leave Act, the Americans with Disabilities Act, and other State laws governing time off for sickness and workers' compensation.

¹⁵ Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 et seq.), amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) (Pub. L. 110-325) and modified by the LLFPA; Rehabilitation Act of 1973 (29 U.S.C. §701 et seq.).

¹⁶ 775 ILCS 5/2-102(I). Employers must provide reasonable accommodations to employees with conditions related to pregnancy, childbirth, or related conditions. 775 ILCS 5/2-102(J). Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations. 775 ILCS 5/2-102(K). The IDOL is required to prepare such a notice, retrievable from its website, which employers may use.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Federal law also prohibits employers from discriminating against employees and applicants on the basis of pregnancy, childbirth, or related medical conditions. 42 U.S.C. §2000e(k). State law also prohibits the State, which includes school districts, from interfering with or discriminating against an individual’s fundamental right to continue a pregnancy or to have an abortion. 775 ILCS 55/, added by P.A. 101-13. Pregnant workers with pregnancy-related impairments may have disabilities for which they may be entitled to reasonable accommodation under the ADA. Guidance from the EEOC (7-14-14) is available at: www.eeoc.gov/laws/guidance/pregnancy_ga.cfm.

bona fide occupational requirement of a particular position;¹⁷ or other legally protected categories.
18 19 20 21 No one will be penalized solely for his or her status as a registered qualifying patient or a

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¹⁷ 820 ILCS 70/, Employee Credit Privacy Act. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

¹⁸ Insert the following optional sentence (775 ILCS 5/1-103(a) and 29 U.S.C. §631):

Age, as used in this policy, means the age of a person who is at least 40 years old.

¹⁹ Insert the following optional provision (29 U.S.C. §705(10)(A)-(B), (20)(C)(v), (20)(D) and 42 U.S.C. §12114):

Handicap and disability, as used in this policy, excludes persons:

1. Currently using illegal drugs;
2. Having a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, are unable to perform the duties of the job; or
3. Whose current alcohol use prevents them from performing the job's duties or constitutes a direct threat to the property or safety of others.

Persons who have successfully completed or are participating in a drug rehabilitation program are considered disabled.

²⁰ Districts may not make residency in the district a condition of employment for teachers or educational support personnel. 105 ILCS 5/24-4.1, 5/10-23.5. This ban on residency requirements for teachers applies only to instructional personnel, and not, for example, to assistant principals. *Owen v. Kankakee Sch. Dist.*, 261 Ill.App.3d 298 (3rd Dist. 1994). Districts also may not ask an applicant, or the applicant's previous employer, whether the applicant ever received, or filed a claim for, benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act. 820 ILCS 55/10(a). Districts are also prohibited from requiring, requesting, or coercing an employee or potential employee to provide a user name and password or any password or other related account information to gain or demand access to his or her personal online account. 820 ILCS 55/10(b). While the law does not prohibit employers from viewing public information, consult the board attorney before engaging in this practice.

²¹ School districts must accommodate mothers who choose to continue breastfeeding after returning to work. See 740 ILCS 137/, Right to Breastfeed Act; 820 ILCS 260/, amended by P.A. 100-1003, Nursing Mothers in the Workplace Act (NMWA); and 29 U.S.C. §207(r), Fair Labor Standards Act. At least one court has ruled an implied private right of action may exist under the NMWA. *Spriesch v. City of Chicago*, 2017 WL 4864913 (N.D.Ill. 2017). See sample language for a personnel handbook in 5:10-AP, *Workplace Accommodations for Nursing Mothers*.

registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/. ²²

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. ²³

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²² 410 ILCS 130/40, amended by P.A. 101-363, scheduled to be repealed on 7-1-20; 77 Ill.Admin.Code Part 946. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. Their use of cannabis, e.g. permissible locations, is governed by the Compassionate Use of Medical Cannabis Program Act. 410 ILCS 130/, amended by P.A.s 100-660 and 101-363. There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis except as provided under *Ashley's Law* (105 ILCS 5/22-33, added by P.A. 100-660), including in a school bus or on the grounds of any preschool, or primary or secondary school. 410 ILCS 130/30(a)(2)(3), amended by P.A. 100-660. See sample policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, at f/n 9 for further discussion.

²³ 775 ILCS 5/6-101. Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the IHRA. Id. Most discrimination laws prohibit retaliation against employees who oppose practices made unlawful by those laws, including, for example, the EEOA, Title IX, ADA, ADEA, Victims' Economic Security and Safety Act, the EPA, and the Ill. Whistleblower Act (IWA).

The IWA specifically prohibits employers from retaliating against employees for: (1) disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation (740 ILCS 174/15(b)); (2) disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation (740 ILCS 174/15(a)); (3) refusing to participate in an activity that would result in a violation of a State or federal law, rule, or regulation, including, but not limited to, violations of the Freedom of Information Act (740 ILCS 174/20); and (4) disclosing or attempting to disclose public corruption or wrongdoing (740 ILCS 174/20.1). The definition of retaliation is expanded to include *other retaliation and threatening retaliation*. 740 ILCS 174/20.1, 20.2.

The Ill. False Claims Act defines *State* to include school districts. 740 ILCS 175/2(a). Thus, boards may seek a penalty from a person for making a false claim for money or property. 740 ILCS 175/4. For information regarding the IWA and the tort of retaliatory discharge. See *Thomas v. Guardsmark*, 487 F.3d 531 (7th Cir. 2007)(discussing the elements of retaliatory discharge and IWA); *Sherman v. Kraft General Foods, Inc.*, 272 Ill.App.3d 833 (4th Dist. 1995)(finding employee who reported asbestos hazard had a cause of action for retaliatory discharge).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. ²⁴

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. ²⁵

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²⁴ The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator," insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

²⁵ Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. Id. See f/n 19 in sample policy 2:260, *Uniform Grievance Procedure*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Nondiscrimination Coordinator: 26

Dr. Jean Barbanente, Asst. Supt.

Name

2 Friendship Plaza Addison, IL 60101

Address

jbarnanente@dupage88.org

Email

630-530-3985

Telephone

Complaint Managers:

Dr. Jean Barbanente, Asst. Supt.

Mr. Edward Hoster, CFO

2 Friendship Plaza

2 Friendship Plaza

Addison, IL 60101

Addison, IL 60101

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ehoster@dupage88.net

(630) 530-3985

(630) 530-3973

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks. 27

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26 Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

27 In addition to notifying employees of the Uniform Grievance Procedure, a district must notify them of the person(s) designated to coordinate the district's compliance with Title IX and the Rehabilitation Act of 1973. 34 C.F.R. §§106.8(a), 104.8(a). The Nondiscrimination Coordinator may be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as a Complaint Manager for policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information, to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and school board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

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

42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

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

410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

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

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

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

820 ILCS 180/30, Victims' Economic Security and Safety Act.

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300₇ (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

REVISED: ~~06.25.2012; 03.09.2015; 01.30.2017; 03.19.2018; 01.13.2020~~

General Personnel

Workplace Harassment Prohibited ¹

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion², national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall

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An employer is liable under Title VII of the Civil Rights Act of 1964 (Title VII) for an employee's harassment of a co-worker if the employer was negligent with respect to the offensive behavior by, for example, failing to take remedial action when it knew or should have known about the harassment. 42 U.S.C. §2000e et seq. An employer is liable under the IHRA for harassment by its nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A), amended by P.A. 101-221. However, when the perpetrator is the victim's supervisor, the employer will be vicariously liable for the supervisor's actions. Lack of knowledge of a supervisor's misconduct is no defense. Burlington Industries v. Ellerth, 524 U.S. 742 (1998); Faragher v. City of Boca Raton, 524 U.S. 775 (1998). A supervisor is someone who has the authority to demote, discharge, or take other negative job action against the victim. Vance v. Ball State University, 133 S.Ct. 2434 (2013). Note that the IHRA, (775 ILCS 5/2-102(D)) imposes strict liability on the employer when an employee has been sexually harassed by supervisory personnel regardless of whether the harasser has any authority over the complainant. Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009). Additionally, under the IHRA, an employer is liable for the harassment of nonemployees by nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A-10) and (D-5), added by P.A. 101-221. Nonemployees are those who are directly performing services for an employer pursuant to a contract, such as contractors or consultants. Id.

Not all harassing conduct is unlawful discrimination, even if it is disruptive and hurtful. If a board wants to include language in this policy prohibiting employees from engaging in intimidating or offensive conduct that is not a civil rights violation, it should consult the board attorney.

² Section 2-102 of the IHRA, amended by P.A. 100-100, contains a religious discrimination subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. Id.

they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board ~~policy 7:20, Harassment of Students~~ policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited³

The ~~School~~ District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited

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³ The IHRA (775 ILCS 5/2-102(D)) provides that sexual harassment is a civil rights violation:

For any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer's employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

See sample policy 2:265, Title IX Sexual Harassment Grievance Procedure, for the definition of Title IX sexual harassment (20 U.S.C. §1681 et seq.), and see f/n 3 of it for examples of employee sexual harassment that may violate Title IX. Title IX's reach is broad because an alleged complainant or alleged respondent may be anyone in the district's educational program or activity. This includes applicants for employment, students, parents/guardians, any employee, and third parties. Districts are liable for Title IX sexual harassment when any district employee has actual knowledge of sexual harassment or allegations of sexual harassment against anyone in the district (except when the only employee with knowledge is the perpetrator of the alleged sexual harassment). 34 C.F.R. §106.30.

The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/70-5(a), amended by P.A.s 100-554 and 101-221) requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as policies. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20.

by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law. ⁴

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.⁵ Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

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The policy must include, at a minimum: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights (IDHR); (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit. 5 ILCS 430/70-5(a), amended by P.A.s 100-554 and 101-221. Sample policy 2:105, *Ethics and Gift Ban*, covers item (5) of this list.

⁴ 775 ILCS 5/2-109, added by P.A. 101-221. See sample policy 5:100, *Staff Development Program*, at f/n 4. Districts may use a free, online model program to be offered by the Ill. Dept. of Human Rights (IDHR), develop their own program, or utilize a combination of the two, as long as it includes the following, at a minimum: (1) an explanation of sexual harassment consistent with the IHRA, (2) examples of conduct that constitutes unlawful harassment, (3) a summary of relevant federal and State law concerning sexual harassment and remedies available to victims of sexual harassment, and (4) a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment. Id. at 5/2-109(B), added by P.A. 101-221. For IDHR's online model program, see its *Model Sexual Harassment Prevention Training Program* page at: <https://www2.illinois.gov/dhr/Training/Pages/State-of-Illinois-Sexual-Harassment-Prevention-Training-Model.aspx>. Employers that fail to comply with this training requirement may face financial penalties. Id. Training on other types of workplace harassment is not required by law; however it is best practice.

⁵ This definition is from State and federal law. 775 ILCS 5/2-101(E) and 29 C.F.R. §1604.11. *Working environment* is not limited to a physical location to which an employee is assigned. 775 ILCS 5/2-101(E), amended by P.A. 101-221. The harassing conduct must be severe or pervasive so as to alter the conditions of the employee's work environment by creating a hostile or abusive situation. *Williams v. Waste Management*, 361 F.3d 1021 (7th Cir. 2004). The surrounding circumstances, expectations, and relationships will distinguish between teasing or rough-housing and conduct that a reasonable person would find severely hostile or abusive. In addition, while same-sex gender harassment claims are actionable, the victim must show that s/he suffered disadvantageous employment conditions to which members of the other sex were not exposed. *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998).

Making a Report or Complaint

Employees and *nonemployees*⁶ (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors² and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

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

Whom to Contact with a Report or Complaint⁷

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.⁸

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁶ 775 ILCS 5/2-102(A-10) and (D-5), added by P.A. 101-221. See also f/n 1, above, for discussion regarding nonemployees.

⁷ While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

⁸ 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires that a school board policy prohibiting sexual harassment include details for reporting an allegation of sexual harassment, including options for making a confidential report to a supervisor and an ethics officer. 5 ILCS 430/20-23 defines ethics officers as being designated by State agencies under the jurisdiction of the Executive Ethics Commission. School districts are not State agencies (5 ILCS 430/1-5) and do not have ethics officers; thus, this sample policy substitutes Complaint Manager for ethics officer. Note also that the IDHR has established a Sexual Harassment Hotline Call Center and website to help the public find resources and assistance for the filing of sexual harassment complaints. The hotline can be reached Monday through Friday with the exception of State holidays, between the hours of 8:30 a.m. and 5:00 p.m., at 1-877-236-7703. See www2.illinois.gov/sites/sexualharassment/Pages/default.aspx. All communications received by the IDHR are exempt from disclosure under the Freedom of Information Act (FOIA).

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District’s Title IX Coordinator.⁹

Nondiscrimination Coordinator:

Dr. Jean Barbanente
Name
2 Friendship Plaza Addison, IL
Address
jbarbanente@dupage88.net
Email
630-530-3985
Telephone

Complaint Managers:

Dr. Jean Barbanente	Mr. Edward Hoster
_____ Name	_____ Name
2 Friendship Plaza Addison, IL	2 Friendship Plaza Addison, IL
_____ Address	_____ Address
jbarbanente@dupage88.net	ehoster@dupage88.net
_____ Email	_____ Email
630-530-3985	630-530-3973
_____ _____	_____ _____

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁹ Title IX regulations require districts to identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district’s compliance efforts. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete “The Nondiscrimination Coordinator also serves as the District’s Title IX Coordinator,” and supplement the previous sentence to state “The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.” Then, list the Title IX and Nondiscrimination Coordinators’ names and contact information separately in this policy.

Investigation Process

~~Supervisors, Building Principals, or administrators who receive~~Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager.~~A supervisor or administrator~~¹⁰ Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.~~The District shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.~~

~~For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee~~¹¹ shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

~~For any other alleged workplace harassment that does not require action under policy 2:265, Title IX Sexual Harassment Grievance Procedure, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, Uniform Grievance Procedure, and/or 5:120, Employee Ethics; Conduct, and Conflict of Interest,~~¹² should be initiated, regardless of whether a written report or complaint is filed.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁰ If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager."

¹¹ "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see next paragraph in policy text). If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete "Nondiscrimination" and insert "Title IX" in its place.

¹² See administrative procedure 5:120-AP2, *Employee Conduct Standards*.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel ¹³

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

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

Enforcement ¹⁴

A violation of this policy by an employee may result in discipline, up to and including discharge.¹⁵ A violation of this policy by a third party will be addressed in accordance with the authority of the Board

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¹³ Required for districts located within a county served by an accredited Children’s Advocacy Center (CAC). Delete this subhead if your school district is within a county not served by an accredited CAC. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For further discussion see f/n 14 in sample policy 5:90, *Abused and Neglected Child Reporting*.

¹⁴ See *Berry v. Delta Airlines*, 260 F.3d 803, 811 (7th Cir. 2001) (“If an employer takes reasonable steps to discover and rectify the harassment of its employees ... it has discharged its legal duty.”)

In addition to violating other civil rights laws, a school district violates the *public accommodations* article in the IHRA if it fails to take corrective action to stop severe or pervasive harassment. 775 ILCS 5/5-102 and 5/5-102.2.

¹⁵ 5 ILCS 430/70-5(a), amended by P.A. 100-554 (consequences of a violation of the prohibition on sexual harassment). When discharge is the penalty, examine 50 ILCS 205/3c, added by P.A. 100-1040. It requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the IHRA or Title VII. Id. Additionally, under the Workplace Transparency Act (WTA), employers may not require confidentiality clauses in settlement or termination agreements involving alleged unlawful employment practices under federal or State civil rights laws, except under specific conditions. 820 ILCS 96/1-30, added by P.A. 101-221.

in the context of the relationship of the third party to the District, i.e.g., vendor, parent, invitee, etc. Any employee/person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge. ¹⁶

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/). ¹⁷

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

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Prior to the passage of 50 ILCS 205/3c, added by P.A. 100-1040, and the WTA, members of the public could already access copies of severance agreements between school districts and their former employees under FOIA. The Ill. Atty. Gen. Public Access Counselor (PAC) directed a public body to release a settlement agreement that arose out of claims of sexual harassment. PAO 14-4. The PAC noted that the public body could not withhold the entire settlement agreement under 5 ILCS 140/7(1)(c), which exempts personal information that would constitute a clearly unwarranted invasion of privacy. Instead, it could redact personal information from the agreement, such as the complainants' names in order to protect their privacy. Id. However, data regarding settlement agreements involving allegations of sexual harassment or other unlawful discrimination that an employer must report to IDHR under 775 ILCS 5/2-108 is categorically exempt from FOIA. 5 ILCS 140/7.5(oo), added by P.A. 101-221. See f/n 6 in sample policy 2:260, *Uniform Grievance Procedure*, for more discussion about reconciling 50 ILCS 205/3c, added by P.A. 100-1040, with another new law, the Government Severance Pay Act (GSPA) (5 ILCS 415/10(a)(1), added by P.A. 100-895), which prohibits school district employees with contract provisions for severance pay to receive any severance pay if they are fired for *misconduct* by the board.

¹⁶ 5 ILCS 430/70-5(a), amended by P.A. 100-554 (consequences for knowingly making a false report of sexual harassment).

¹⁷ Id. (prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/)).

Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009) (holding the anti-retaliation provision in EEOA protects an employee who spoke out about harassment, not only on his or her own initiative, but also in answering questions during an employer's internal investigation).

Recourse to State and Federal Fair Employment Practice Agencies ¹⁸

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

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks. ¹⁹

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁸ 5 ILCS 430/70-5(a), amended by P.A. 100-554, (how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the IDHR). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts. 5 ILCS 430/1. School districts must also annually disclose to IDHR certain data about *adverse judgment or administrative rulings made against them where there was a finding of sexual harassment or unlawful discrimination under federal, State, or local laws.* 775 ILCS 5/2-108, added by P.A. 101-221.

¹⁹ A district must notify employees of the grievance procedure and the person(s) designated to coordinate the district's compliance with Title IX. 34 C.F.R. §106.8. The nondiscrimination coordinator can be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as the complaint manager in policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

Informing nonemployees is not required by law. However, given the potential for employer liability under the IHRA for harassment of nonemployees, best practice is to publicize this policy to those individuals as well.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by: 29 C.F.R. §1604.11.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

REVISED: ~~01.27.2020~~, 8:30 (Visitors to and Conduct on School Property)

General Personnel

Compliance with the Fair Labor Standards Act 1

Job Classifications

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.”² “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. –All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime.- For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours.³ “Overtime” is time worked in excess of 40 hours in a single workweek.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 State or federal law controls this policy’s content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

The Ill. Minimum Wage Law, 820 ILCS 105/4a, covers all school employees, although many are exempt from overtime requirements. The federal Fair Labor Standards Act (FLSA) (29 U.S.C. §201 et seq.) also covers school employees. The law offering the greatest benefits to employees will control specific issues. However, under both State and federal law, non-exempt employees who work over 40 hours in a single workweek are entitled to overtime pay of a rate not less than one and one-half times the employees’ regular rate of pay. 29 U.S.C. §207; 820 ILCS 105/4a.

School districts in several states are experiencing widespread action by non-exempt employees to recoup unpaid overtime wages. Many of these actions have been successful because the school district did not strictly comply with overtime requirements or recordkeeper’s requirements. See 29 C.F.R. Part 785 (Hours Worked) and 29 C.F.R. Part 516. (Records to Be Kept by Employers). The U.S. Dept. of Labor (DOL) frequently finds employees misclassified as independent contractors or exempt employees. School officials are strongly encouraged to seek assistance from their attorney when making decisions involving wage and hour issues.

2 “Exempt” employees are exempt from overtime requirements. An exempt employee, according to Illinois law, is “any employee employed in a bona fide executive, administrative or professional capacity, . . . , as defined by or covered by the Federal Fair Labor Standards Act of 1938 and the rules adopted under that Act, as both exist on March 30, 2003, but compensated at the amount of salary specified [in the current rules].” 820 ILCS 105/4a. By referring to the definitions in the former federal rules, the Illinois legislature rejected the DOL’s effort to expand the number of employees who are exempt from overtime requirements. To qualify for exemption in Illinois, employees generally must meet certain tests regarding their job duties and be paid on a “salary basis” at not less than \$684 per week. 29 C.F.R. Part 541. To check compliance, districts should review their list of exempt employees with their attorneys.

3 Setting the workweek at 40 hours avoids having to pay an employee additional “straight time” compensation for the extra hours up to 40.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval.⁴ All supervisors of non-exempt employees shall:

(1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. ~~Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.~~ ⁵

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. ~~Certificated~~⁶ Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel—Suspension*. Non-~~certificated~~licensed employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel—Employment Termination and Suspensions*.

Administrative Implementation ⁷

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

LEGAL REF.: 820 ILCS 105/4a.
Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553,
778, and 785.

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

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⁴ This policy requires a supervisor's express approval as a best practice. However, employers will also be liable for work time when the employer knows or has reason to know work is continuing on or offsite. See 29 C.F.R. §785.11 and 5:35-AP3, *Compensable Work Time for Non-Exempt Employees Under the FLSA*. Employees must be compensated for all time worked, even if it is unauthorized overtime. However, employees who intentionally work unauthorized overtime may be subject to disciplinary action.

⁵ Optional. The FLSA regulates the use of *comp-time*. 29 C.F.R. §§553.22-553.28. Before offering *comp-time*, a board must have a compensatory time-off policy or the topic must be covered in an applicable collective bargaining agreement. See 5:310, *Compensatory Time-Off* and 5:310-E, *Agreement to Receive Compensatory Time-Off*.

⁶ Docking an exempt employee's salary (e.g., for a disciplinary suspension) may result in the loss of the exemption unless the deduction was specifically authorized. Teachers, however, are not covered by this restriction.

⁷ The FLSA is administered by the Wage and Hour Division of the DOL. Its website contains compliance guidance, posters, and e-tools (www.dol.gov/WHD/flsa/index.htm).

General Personnel

Expenses 1

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution.² Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee,³ (2) anyone's personal expenses,⁴ or (3) entertainment expenses.⁵ Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.⁶ The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence.⁷ Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following: ⁸

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¹ State law controls this policy's content. 105 ILCS 5/10-9, 5/10-10, and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); 820 ILCS 115/9.5, added by P.A. 100-1094 (regulation of employee expenditures under the Ill. Wage Payment and Collection Act)(WPCA); the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10 (regulation of travel expenses); and the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130 (regulation of travel expenses under grants). See f/n 13 of policy 2:125, *Board Member Compensation; Expenses*.

105 ILCS 5/10-22.32 states that "[t]he school board may advance to teachers and other certified employees the anticipated actual and necessary expenses incurred in attending meetings that are related to that employee's duties and will contribute to the professional development of that employee." This policy expands beyond those two categories (105 ILCS 5/10-20) of employees, and the limited purpose of attending meetings, to reimburse all employees for approved expenses necessary for the employee to perform his or her duties.

The WPCA, 820 ILCS 115/9.5, added by P.A. 100-1094, defines *necessary expenditures* as all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If a local collective bargaining agreement contains a provision on expenses, consult the board attorney about how this policy may impact it.

² 50 ILCS 150/10. See f/ns 4 through 8 in policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*.

³ 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses to be advanced or reimbursed to any person other than a board member or employee of the district.

⁴ Optional. *Personal expenses* are not defined in 50 ILCS 150/25 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

⁵ 50 ILCS 150/25.

⁶ Id.

⁷ Optional. 820 ILCS 115/9.5, added by P.A. 100-1094. The purpose of this sentence is to provide information to employees and the community about WPCA exclusions from reimbursable expenses.

⁸ 50 ILCS 150/20. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32); the ECA requires submission of itemized, signed, standardized forms. Both 5:60-E1, *Employee Expense Reimbursement Form*, and 5:60-E2, *Employee Estimated Expense Approval Form* incorporate *voucher* into the ECA's requirement to use standardized forms. See f/n 12 below, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants. 9
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended. 10
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended. 11

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, 12 provided they fall below the maximum allowed in the Board's expense regulations. 13

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent or designee: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. 14 Any portion of an expense advancement not used must be returned to the District. 15 Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

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Additionally, while the WPCA (820 ILCS 115/9.5(a)) allows employees to submit a signed statement regarding any receipts when supporting documentation is nonexistent, missing, or lost, 820 ILCS 115/9.5(b) outlines that employers are not liable for expenditure amounts that exceed the specifications or guidelines the employer has established for necessary expenditures. The ECA requires districts to establish such specifications and guidelines. 50 ILCS 150/10 and 20 (regulation of travel expenses).

9 50 ILCS 150/20(2) and (3). This sentence mirrors the statute. The term *offices* is not defined. Consult the board attorney about whether inserting *job titles* would be sufficient for this requirement.

10 Id. at (4).

11 Id.

12 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This statute addresses expense advancements for certain activities; its language pre-dates the ECA and is narrower than the ECA. This policy seeks to reconcile the differences by separating advancements into a separate subhead. See f/n 8 above, and see also f/n 20 of policy 2:125, *Board Member Compensation: Expenses*, for more discussion.

13 50 ILCS 150/10 and 20. This phrase recognizes that while advancements are allowed in these situations, they should remain below the MARA set by the board.

14 50 ILCS 150/20.

15 This paragraph's provisions are required by 105 ILCS 5/10-22.32.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses¹⁶ by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s) 17

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.¹⁸

Registration 19

When possible, registration fees will be paid by the District in advance.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁶ Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense pre-approvals. 50 ILCS 150/20 states: "an estimate if expenses have not been incurred ..." or "a receipt ... if the expenses have already been incurred," suggesting no pre-approval is necessary. However, pre-approval is a best practice, and an employee who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements*, reflects the district's specific pre-approval requirements. For an example of a standardized estimated expense form that could be used as a form of pre-approval, see 5:60-E2, *Employee Estimated Expense Approval Form*. The form provides three methods for employees to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

¹⁷ 50 ILCS 150/ does not define *maximum allowable reimbursement amount* (MARA). Consult the board attorney to assist with a conversation about how much authority the board wishes to delegate to the superintendent for purposes of setting the MARA. Topics for these conversations are listed in f/n 8 of policy 2:125, *Board Member Compensation: Expenses*.

¹⁸ 50 ILCS 150/10 and 15. See f/n 13 in policy 2:125, *Board Member Compensation: Expenses* for more discussion.

¹⁹ Amend the language in subheads **Registration**, **Travel**, **Meals**, **Lodging**, and **Miscellaneous Expenses** to align with the MARA defined in the board's expense regulation resolution. See 2:125-E3, *Resolution to Regulate Expense Reimbursements*, for a sample resolution.

See f/n 4 and 8 in policy 2:125, *Board Member Compensation: Expenses*, for further discussion about the board's power to set the expense regulations by policy (105 ILCS 5/10-20) and clarify considerations and unanswered questions surrounding its statutorily-imposed duty to set a MARA (50 ILCS 150/10).

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. All out of state and/or airplane travel must be preapproved by the District Administration. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed.²⁰ Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area.²¹ Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed. Not to exceed the annual per diem maximum amount for meal reimbursement.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

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²⁰ Optional. This language reflects the standard for expenses permitted for federal awards. 41 C.F.R. §301-12.2. If the board does not reimburse baggage fees, delete this sentence and ~~and baggage receipts~~ from the next sentence.

²¹ Alternatively, a board could set a daily limit on meal costs, such as:

Employees will be reimbursed for meal costs and tips up to \$ per day consistent with the maximum reimbursement amount(s) set by the Board.

But see also f/n 8 of policy 2:125, *Board Member Compensation; Expenses*, and ensure this amount is consistent with the MARA set by the board resolution.

Additional Requirements for Travel Expenses Charged to Federal and State Grants 22

All grant-related travel expenses must be pre-approved by the Superintendent or designee. 23

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award. 24
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy. 25
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status*²⁶ for more than 12 hours.²⁷ However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours. 28
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip. 29

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22 30 ILCS 708/130. Boards are required to follow this subhead when they use grant money to reimburse employee travel expenses charged to federal pass-through grants and State grants covered by GATA. This policy is designed to be used in conjunction with 5:60-AP, *Federal and State Grant Travel Expense Procedures* to achieve compliance.

GATA adopts the uniform federal guidance for State grants, including for travel costs. 2 C.F.R. §200.474. Additionally, under GATA, boards may charge travel expenses to grants based on their own policy, provided the policy does not exceed federal travel regulations. 30 ILCS 708/130; 41 C.F.R. Chapters 300-304 (federal travel regulations). With regard to lodging, meals, and incidentals specifically, boards not only must keep costs at or below the federal standards, but they also cannot allow costs to exceed those normally allowed by the Governor's Travel Control Board (GTCB). 30 ILCS 708/130. The federal travel regulations and the rules of the GTCB are comprehensive. This policy addresses the most common areas of travel expenses and applies the strictest standard between the State and federal travel rules. To the extent this policy does not cover certain specific types of travel expenses, GATA provides that the GTCB Rules must be followed, provided they do not exceed federal travel regulations. The federal rules are laid out in detail in a Q&A format at: www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftp. The GTCB Rules are at: www.ilga.gov/commission/jcar/admincode/080/08002800sections.html. Regardless of the federal and State rules, travel expenses must still comply with the MARA set by the Board, unless approved by the board in accordance with this policy.

In GATA and throughout the IASB Policy Reference Manual, the terms *award* and *grant* are used interchangeably. The federal regulations define and use the term *federal award* (2 C.F.R. §200.38), but awards are more commonly referred to as grants.

23 Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 5:60-E2, *Employee Estimated Expense Approval Form*, can be used as a form for pre-approval.

24 2 C.F.R. §§200.474, 200.474(b)(1).

25 2 C.F.R. §200.474(b)(2).

26 *Travel status* is not specifically defined in the federal travel regulations or in the GTCB rules, however, the Governor's Travel Council Regulation Rules, which apply to State employees and members of State boards, provide that an employee is on *travel status* while away on official business. Travel status begins when an employee leaves his or her work location or, if reporting directly to a destination, from the employee's residence or other location. It ends when an employee returns to his or her work location or, if reporting directly from the original destination, to the employee's residence or other location at the completion of the authorized travel. 80 Ill.Admin.Code §3000.140.

27 41 C.F.R. §301-11.1.

28 41 C.F.R. §301-10.300-10.310 are the federal regulations that address mileage reimbursement and related expenses.

29 2 C.F.R. §200.474(a).

6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required. 30
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less.³¹ These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable.³² In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate.³³ If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less. 34
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved.³⁵ The Board does not reimburse employees for collision damage waiver or theft insurance. 36
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

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³⁰ 2 C.F.R. §200.474(e).

³¹ To determine the lesser applicable amount, compare the State rates, available at: www2.illinois.gov/cms/employees/travel/pages/travelreimbursement.aspx, with the federal per diem rates, available at: www.gsa.gov/travel/plan-book/per-diem-rates.

³² 80 Ill.Admin.Code §2800.400; 41 C.F.R. §301-11.30.

³³ 41 C.F.R. §301-11.30. 300% is the maximum reimbursement amount permitted under federal travel expense regulations and may be adjusted down by the board. The board may not reimburse over the MARA even if the expense is under the 300% threshold, unless it meets the requirements of the ECA. See *f/n 17, above*. See 5:60-AP, *Federal and State Award Travel Expense Procedures*, for details on lodging requirements, including excessive lodging requests.

³⁴ 80 Ill.Admin.Code §2800.500.

³⁵ See 41 C.F.R. §301-10.450 for a list of authorized exceptions.

³⁶ 41 C.F.R. §301-10.451. Federal regulations prohibit reimbursement for collision damage waiver and theft insurance in part because the government has negotiated full insurance coverage into its agreements with rental companies. Similarly, the State has negotiated the cost of damage collision waivers into its preferred vendor agreement. Districts may wish to pursue similar arrangements for additional coverage. Employees will often have coverage for rental car damage through their own personal auto policies. The federal regulations permit employees on official business to be reimbursed for their out-of-pocket deductibles. *Id.*

LEGAL REF.: ~~105 ILCS 5/10-22.32~~ 2 C.F.R. §200.474.
30 ILCS 708/130, Grant Accountability and Transparency Act.
50 ILCS 150/, Local Government Travel Expense Control Act, ~~50 ILCS 150/.~~
105 ILCS 5/10-22.32.
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

REVISED: ~~01.30.2017~~

General Personnel

Personnel Records 1

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the applicable collective bargaining agreement."

2 An employee has the right to view his or her personnel file contents, with a few exceptions. Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/. Thus, personnel files should contain only factual and accurate job-related information. In addition, the PRRA identifies records that may not be kept: a record of an employee's associations, political activities, publications, communications, or non-employment activities (820 ILCS 40/9, amended by P.A. 101-531) and records identifying an employee as the subject of an investigation by the Ill. Dept. of Children and Family Services (DCFS) if the investigation resulted in an unfounded report as specified in the Abused and Neglected Child Reporting Act (820 ILCS 40/13). See f/n 5.

3 Unless a specific exemption is available, personnel file information is available to anyone making a FOIA request. 5 ILCS 140/. Specific exemptions protect the following:

1. Private information meaning "unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person." 5 ILCS 140/7(1)(b); 5 ILCS 140/2(c)-5.
2. Personal information "the disclosure of which would constitute a clearly unwarranted invasion of personal privacy." 5 ILCS 140/7(1)(c).

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance.⁴ The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.⁵

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

3. Information prohibited from being disclosed under the Illinois Educational Labor Relations Act (IELRA). 5 ILCS 140/7.5(oo), added by P.A. 101-620 (final citation pending); 115 ILCS 5/3(d). The prohibitions in the IELRA overlap with some categories of private information identified in FOIA and include: (a) the employee's home address (including ZIP code and county); (b) the employee's date of birth; (c) the employee's home and personal phone number; (d) the employee's personal email address; (e) any information personally identifying employee membership or membership status in a labor organization or other voluntary association affiliated with a labor organization or a labor federation; and (f) e-mails or other communications between a labor organization and its members. Unless a specific exception in the IELRA applies, if a district receives a third party request for any of these six categories of information about an employee, the district must provide the union with a copy of the written request (or written summary of an oral request), as well as a copy of the district's response within five business days of sending the response. If the employee is not in a bargaining unit, then these notices must be given directly to the employee. 115 ILCS 5/3(d). **Note:** It is best practice to maintain union-related documents, such as grievances, separately from an employee's personnel file.

4. Information prohibited from being disclosed by the PRRA. 5 ILCS 140/7.5(q). The PRRA prohibits the disclosure of a performance evaluation under FOIA. 820 ILCS 40/11. The treatment of a request for a disciplinary report, letter of reprimand, or other disciplinary action depends on the age and nature of the responsive record. If the responsive record is more than four years old and is not related to an incident or attempted incident of sexual abuse or severe physical abuse, the request must be denied unless the disclosure is permitted by the Act. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by P.A. 101-531. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse or severe physical abuse, the request cannot be denied. 820 ILCS 40/8, amended by P.A. 101-531. If the responsive record is four years old or less (regardless of its nature), the district should provide the record and must notify the employee in written form or through email, if available. 820 ILCS 40/7 and 40/8, amended by P.A. 101-531.

The School Code prohibits the disclosure of school teacher, principal, and superintendent performance evaluations except as otherwise provided in the certified employee evaluation laws. 105 ILCS 5/24A-7.1.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub.L. 104-191) created national standards to protect individuals' medical records and other personal health information. If a district is a *covered entity* (i.e., offers a self-insured group health plan or flexible spending account), it must establish clear procedures to protect the employee's health information. 45 C.F.R. §164.502. Such districts should consult their attorneys and insurance provider for assistance.

⁴ The Employment Record Disclosure Act (745 ILCS 46/10) provides conditional immunity to employers responding to a reference request; it states: "Any employer or authorized employee or agent acting on behalf of an employer who, upon inquiry by a prospective employer, provides truthful written or verbal information, or information that it believes in good faith is truthful, about a current or former employee's job performance is presumed to be acting in good faith and is immune from civil liability for the disclosure and the consequences of the disclosure." This immunity statute does not, however, create an exemption to the requirements in the PRRA. The PRRA requires an employer to give an employee written notice before divulging a "disciplinary report, letter of reprimand, or other disciplinary action to a third party." 820 ILCS 40/7. An employment application may contain a waiver of this notice. *Id.*

⁵ 325 ILCS 5/4(d), amended by P.A. 101-564, requires a superintendent, upon being asked for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. For more information, see 5:150-AP, *Personnel Records*.

LEGAL REF.: ~~_____~~ 325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/1, Personal Record Review Act.
23 Ill.Admin.Code §1.660.

REVISED: ~~_____~~ 06.25.2012; 01.27.2020

CROSS REF.: 2:250 (Access to ~~District's~~District Public Records), 7:340 (Student Records)

Professional Personnel

Substitute Teachers ¹

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

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board.² There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows: ³

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. Policy 5:30, *Hiring Process and Criteria*, contains the requirements for pre-employment investigations, e.g., a fingerprint based criminal history records check. See also 5:30-AP2, *Investigations*. Each board may require new substitute teacher employees to furnish evidence of physical fitness to perform duties assigned and must require new substitute teacher employees to furnish evidence of freedom from communicable disease. 105 ILCS 5/24-5(b-5), added by P.A. 100-855. Evidence may consist of a physical examination, which must be performed within 90 days before the time it is presented to the board, and the substitute teacher bears the cost of the physical examination. Id. A new or existing substitute teacher may also be subject to additional health examinations as required by the Ill. Dept. of Public Health or by order of a local public health official. Id.

² 23 Ill.Admin.Code §1.790(a)(2), requires that any individual who serves as a substitute teacher for driver's education be endorsed for driver's education pursuant to 23 Ill.Admin.Code §25.100(k).

³ Substitute teaching licenses are governed by 105 ILCS 5/21B-20(3), amended by P.A. 100-596; 23 Ill.Admin.Code §§1.790 and 25.520.

2. A teacher holding a Professional Educator License⁴ or Educator License with Stipulations⁵ may teach for any one licensed teacher under contract with the District only for a period not to exceed ~~119~~120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days. ⁶

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2021, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists. ⁷

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits. ⁸

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁴ Professional educator licenses are governed by 105 ILCS 5/21B-20(1) and 23 Ill.Admin.Code Part 25.

⁵ Educator licenses with stipulations are governed by 105 ILCS 5/21B-20(2), amended by P.A. 100-596, and 23 Ill.Admin.Code Part 25. 105 ILCS 5/21B-20(2)(E), amended by P.A. 100-13, permits an individual who holds a valid career and technical educator endorsement on an Educator License with Stipulations but who does not hold a bachelor's degree to substitute teach in career and technical education classrooms. Similarly, 105 ILCS 5/21B-20(2)(F), amended by P.A. 100-13, permits an individual who holds a provisional or part-time provisional career and technical educator endorsement on an Educator License with Stipulations but who does not hold a bachelor's degree to substitute teach in career and technical education classrooms.

⁶ 105 ILCS 5/21B-20(4), added by P.A. 100-596. Districts may not hire a short-term substitute teacher for teacher absences lasting six or more days. Id.

⁷ 40 ILCS 5/16-118, amended by P.A.s 100-596 and 101-645 (specifying permissible paid days and hours for TRS annuitants), and 16-150.1, amended by P.A. 101-49 (TRS annuitants may return to teaching in a subject shortage area until 6-30-21). Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

⁸ If a board provides substitute teachers other benefits, it may consider listing them here.

Short-Term Substitute Teachers⁹

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program.¹⁰ Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.¹¹

Emergency Situations¹²

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁹ 105 ILCS 5/21B-20(4), added by P.A. 100-596, governs Short-Term Substitute Teaching Licenses, which may be issued from 7-1-18 until 6-30-23. Short-Term Substitute Teaching Licenses are not eligible for endorsements. Id. Applicants for a Short-Term Substitute Teaching License must hold an associate's degree or have completed at least 60 credit hours from a regionally accredited institution of higher education. Individuals who have had their Professional Educator License or Educator License with Stipulations suspended or revoked are not eligible to be short-term substitutes. Id. Short-term substitutes may not be hired for teacher absences lasting six or more days. Id. 105 ILCS 5/21B-20(4) repeals on 7-1-23.

¹⁰ 105 ILCS 5/10-20.68, added by P.A. 100-596, requires boards to conduct this training. This requirement provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for a short-term substitute teacher training program that provides individuals who hold a Short-Term Substitute Teaching License with information on curriculum, classroom management techniques, school safety, and district and building operations. See also 5:220-AP, *Substitute Teachers*, and f/n 3 in 5:220-AP. These expectations will be most effective when they reflect local conditions and circumstances. Training and curriculum for a short-term substitute teacher training program may be subjects of mandatory collective bargaining, therefore consulting with the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new programs for staff without first offering to negotiate them with the applicable exclusive bargaining representative.

School boards may choose to also offer this training program to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License. This provision repeals on 7-1-23.

¹¹ See f/n 6.

¹² 105 ILCS 5/21B-20(3). An *emergency situation* is defined as one where an unforeseen vacancy has occurred and (i) a teacher is unable to fulfill his or her contractual duties, or (ii) the district's teacher capacity needs exceed previous indications and the district is actively engaged in advertising to hire a fully licensed teacher for the vacant position.

Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."

LEGAL REF.: 105 ILCS 5/~~10-20.68, 5/21B-20(2)~~, 5/21B-20(3), and 5/21B-20(~~34~~).
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

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

~~ADOPTED:~~

~~REVISED: 06.25.2012; 06.09.2014; 03.09.15; 03.19.2018~~

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves ¹

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. The introductory paragraph recognizes that an applicable collective bargaining agreement or individual employment contract will supersede a conflicting provision of the policy. Alternatively, if the policy's subject matter is superseded by a bargaining agreement, the board policy may state, "Please refer to the applicable collective bargaining agreement."

Districts must coordinate leaves provided by State law and the local bargaining agreement with the leave granted by the Family and Medical Leave Act (FMLA) (29 U.S.C. §2612), amended by Sec. 565 of the National Defense Authorization Act for Fiscal Year 2010 (Pub. L. 111-84). The FMLA grants eligible employees 12 weeks unpaid leave each year for: (1) the birth and first-year care of a child; (2) the adoption or foster placement of a child; (3) the serious health condition of an employee's spouse, parent, or child; (4) the employee's own serious health condition; (5) the existence of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) *covered active duty* in the Armed Forces; and (6) to care for the employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness. The definition of *covered servicemember* includes a veteran "who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness" if the veteran was a member of the Armed Forces "at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy." 29 U.S.C. §2611. Districts are permitted to count paid leave (granted by State law or board policy) taken for an FMLA purpose against an employee's FMLA entitlement. 29 C.F.R. §825.207. See policy 5:185, *Family and Medical Leave*.

A plethora of State laws grant leaves to employees of the State and municipalities, but are not applicable to school districts, including the Employee Blood Donation Leave Act (820 ILCS 149/), Local Government Disaster Service Volunteer Act (50 ILCS 122/), Organ Donor Leave Act (5 ILCS 327/), and Civil Air Patrol Leave Act (820 ILCS 148/).

Sick and Bereavement Leave²

Educational support personnel are granted sick and bereavement leave days as defined in each group's collective bargaining agreement.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) ~~an~~ licensed advanced practice registered nurse ~~who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered nurse to perform health examinations~~, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.³

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

² This section contains the minimum benefits provided by 105 ILCS 5/24-6. Each specified number of days in this section is the statutory minimum. The School Code does not address whether an employee's 10 paid sick leave days are available upon employment, accrued over months, or after working for a certain period of time, e.g., one year. Also be aware that the Employee Sick Leave Act (820 ILCS 191/) allows employees to use employer-provided sick leave to care for an ill or injured family member or to attend a medical appointment with a family member. The law defines family members as a child, stepchild, spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent. Id. at 191/10(b). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury. Before adopting this policy or applying its provisions, the district should examine any applicable bargaining agreements. Strict accounting of unused sick days is important to avoid:

1. Employees accumulating sick time on a full-time basis when they are truly working part-time hours;
2. Inconsistent treatment; and
- 1-3. Inaccurate reporting to IMRF (credit is given for full day unused sick days upon retirement). 40 ILCS 5/7-139(a)(8).

³ 105 ILCS 5/24-6, amended by P.A. 100-513.

Vacation ⁴

Twelve-month employees shall be granted vacation days as defined in the educational support personnel collective bargaining agreements.

Holidays ⁵

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	<u>2020 Election Day</u>
<u>Memorial Day</u>	Thanksgiving Day
<u>Independence Day</u>	<u>Christmas Day</u>

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁴ State law does not require districts to give employees vacations.

⁵ Holidays are listed in 105 ILCS 5/24-2(a), (e), amended by P.A. 101-642, and 10 ILCS 5/2B-10, added by P.A. 101-642. For information on the waiver process allowed by 105 ILCS 5/24-2(b), see 2:20-E, *Waiver and Modification Request Resource Guide*. Holidays not specified in the School or Election Codes may be added to the policy; however, boards adding additional holidays should monitor and review to ensure the list remains current.

A State-mandated school holiday on Good Friday is unconstitutional according to Metz v. Leininger, 57 F.3d 618 (7th Cir. 1995). Closing school on religious holidays may be permissible for those districts able to demonstrate that remaining open would be a waste of educational resources because of widespread absenteeism. Also, districts may be able to close school on Good Friday by adopting a spring holiday rationale or ensuring that it falls within spring break. School districts should discuss their options, including the collective bargaining implications, with their board attorney.

For more information about 2020 Election Day, see the discussion in f/n 4 in 5:200, *Terms and Conditions of Employment and Dismissal*.

Personal Leave⁶

Educational support personnel are granted personal leave days as defined in each group's collective bargaining agreement.

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

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.⁷

Other Leaves

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

1. Leaves for Service in the Military and General Assembly.⁸
2. School Visitation Leave.⁹
3. Leaves for Victims of Domestic ~~or~~ Violence, Sexual Violence~~—~~, or Gender Violence.¹⁰
4. Child Bereavement Leave.¹¹

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁶ State law does not address personal leave. It is not uncommon for boards to grant educational support personnel the same number of personal leave days as are granted to professional staff.

⁷ Required by 105 ILCS 5/24-6.3. A similar leave exists for an elected trustee for the Ill. Teachers' Retirement System. See 5:250, *Leaves of Absence*.

⁸ Military leave is governed by the School Code (105 ILCS 5/10-20.7b, 5/24-13, and 13.1); the Service Member Employment and Reemployment Rights Act (330 ILCS 61/, added by P.A. 100-1101, streamlining several job-related protection laws into one statute, mandating leave for *active service* and requiring the public employer to make up the difference between military pay and regular compensation); and the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. §4301 et seq.).

Granting General Assembly leave to ESPs is optional.

⁹ 820 ILCS 147/, amended by P.A. 101-486. See policy 5:250, *Leaves of Absence*, and 5:250-AP, *School Visitation Leave*.

¹⁰ Required by Victims' Economic Security and Safety Act (820 ILCS 180/, amended by P.A. 101-221) and 56 Ill.Admin.Code Part 280. Important information about this leave is discussed in f/ns 20, 21, and 22 of 5:250, *Leaves of Absence*.

¹¹ 820 ILCS 154/. Important information about this leave is discussed in f/n 5 of 5:250, *Leaves of Absence*.

5. Leave to serve as an election judge. ¹²

LEGAL REF.: ~~20 ILCS 1805/30.1 et seq.~~

~~105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.~~

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

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

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

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

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

REVISED: ~~6-25-2012; 3-9-2015; 1-30-2017; 3-19-2018; 11-18-2019~~

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹² 10 ILCS 5/13-2.5.

Instruction

Grading and Promotion 1

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians.² The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the ~~Illinois Partnership for Assessment~~ standardized tests required by the Ill. State Board of *Readiness for College and Careers* (PARCC Education (ISBE) and/or other assessments.³ A student shall not be promoted based upon age or any other social reason not related to academic performance.⁴ The administration shall determine remedial assistance for a student who is not promoted. ⁵

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher.⁶ Reasons for changing a student's final grade include:

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

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law requires districts to have a school board policy containing the reasons for which a grade may be changed and prohibiting social promotion. 105 ILCS 5/10-20.9a. State law controls this policy's content.

If a district uses weighted grades for classes by degree of difficulty, it must be reflected in the affected students' class ranking and permanent records. 105 ILCS 5/27-27.

² Absent a court order to the contrary, upon the request of either parent of a student whose parents are divorced, copies of report cards, along with other notices and records, must be furnished to both parents by the district. 105 ILCS 5/10-21.8.

³ 105 ILCS 5/10-20.9a. Each board may determine its own promotion criteria and augment the statute's criteria.

105 ILCS 5/2-3.64 contained the State assessment program until it was repealed by P.A. 98-972.

105 ILCS 5/2-3.64a-5(b) requires ISBE to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. ISBE selects standardized tests for the State assessment and accountability measure. In House Joint Resolution 54 (2015), members of the Ill. House and Senate encouraged school districts to not use results of the *Partnership for Assessment of Readiness for College and Careers* (PARCC) test for the 2014-2015 through the 2017-2018 school years "as a determining factor for making decisions about a student's educational opportunities, the evaluation of educators, and the allocation of resources based on educational achievement on this assessment." Starting in 2019, PARCC was no longer used by ISBE.

105 ILCS 5/2-3.64a-5(c), amended by P.A. 100-7, requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours.

105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, no longer requires that the scores attained by a student on an assessment that includes a college and career readiness determination be entered on the student's transcript; however, the scores must still be placed in the student's permanent record. See also 23 Ill.Admin.Code §375.10.

⁴ 105 ILCS 5/10-20.9a(b).

⁵ Id.

⁶ The specific reasons and procedure for changing a grade are at the local board's discretion; however, State law provides that no grade may be changed without notification to the teacher concerning the nature and reason for the change. 105 ILCS 5/10-20.9a(a). The person making the change must assume all responsibility and must initial the change. Id.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

REVISED: ~~03.09.2015; 03.19.2018~~

Instruction

Graduation Requirements ¹

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.-²
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22. ³
3. Completing all minimum requirements for graduation as specified ~~by Illinois~~ State ~~Board of Education rule, 23 Ill.Admin.Code §1.440.~~law. ⁴
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance. ⁵
5. Participating in State assessments that are required for graduation by ~~the School Code, 105 ILCS 5/2-3.64a-5(c).~~State law. ⁶

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. Graduation requirements are often published in student handbooks. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

In accordance with 105 ILCS 5/2-3.159, amended by P.A. 101-503, 23 Ill.Admin.Code §1.442, and 23 Ill.Admin.Code Part 680, a school district may establish a program to recognize high school graduates who attained a high level of proficiency in one or more languages in addition to English by designating on a student's diploma and transcript a State Seal of Biliteracy. See policy 6:320, *High School Credit for Proficiency*.

² Optional. 23 Ill.Admin.Code §1.440(f). A school board should ensure that all district graduation requirements that are in addition to the State requirements are aligned with the district educational objectives. See policy 6:10, *Educational Philosophy and Objectives*.

³ The escalating graduation requirements in 105 ILCS 5/27-22 had timed-out and were deleted by P.A. 100-443, such that only the final list of required courses in Section 27-22(e), amended by P.A. 101-464, is applicable. 105 ILCS 5/27-22(e)(3) allows the substitution of an advanced placement computer science course for a year of mathematics, and it further states that a mathematics course that includes geometry content may be offered as an integrated, applied, interdisciplinary, or career and technical education course that prepares a student for a career readiness path. 105 ILCS 5/27-22(e)(5) requires students entering the 9th grade in the 2016-2017 school year and each year thereafter to complete one semester of civics. For specific requirements, see 6:300-E2, *State Law Graduation Requirements*, and 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*. The Ill. State Board of Education (ISBE) may adopt rules modifying graduation requirements for students in grades 9-12 if the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7. 105 ILCS 5/27-22(i), added by P.A. 101-643.

⁴ 105 ILCS 5/27-22(e); 23 Ill.Admin.Code §1.440.

⁵ Required by 105 ILCS 5/27-3, amended by P.A. 101-643.

⁶ 105 ILCS 5/2-3.64a-5(c), amended by P.A.s 100-7, 100-1046, and 101-643, states that "[s]tudents who do not take the State's final accountability assessment or its approved alternate assessment may not receive a regular high school diploma unless the student is exempted." Assessments are not required if ISBE receives a waiver from the administration of assessments from the U.S. Dept. of Education. *Id.*

105 ILCS 5/2-3.64a-5(c), amended by P.A.s 100-7, 100-1046, and 101-643; 23 Ill.Admin.Code §1.30. Section 2-3.64a-5(c) requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours.

~~1.6. Beginning with the 2020-2021 school year, filing~~Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements. ⁷

The Superintendent or designee is responsible for: ⁸

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

Early Graduation ²

The Superintendent or designee shall implement procedures for students to graduate early, provided ~~they~~they finish seven semesters of high school and meet all graduation requirements.

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¹⁰⁵ ILCS 5/2-3.64a-5(e), amended by P.A.s 100-222 and 100-1046, no longer requires that the scores attained by a student on an assessment that includes a college and career readiness determination be entered on the student's transcript. The student's final accountability assessment scores, however, must be placed in the student's permanent record. See also 23 Ill.Admin.Code §375.10.

⁷ 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-180. See 6:300-E3, *Form for Exemption from Financial Aid Application Completion*. ISBE provides a waiver form, the FAFSA Nonparticipation Form, for a parent/guardian or eligible student to opt of this graduation requirement at www.isbe.net/Documents/FAFSA-Non-Participation-Form.pdf. The *Alternative Application for Ill. Financial Aid* referenced in that form is intended for use by qualifying undocumented and transgender students, and is available at <https://studentportal.isac.org/alternativeapp>.

⁸ Items #1 and #2 are required by 23 Ill.Admin.Code §1.440(d) and (e), respectively. Item #3 must be addressed because the law leaves many implementation issues unanswered. A comprehensive Student Handbook can provide notice of the district's graduation requirements, conduct rules, and other important information. Item #4 includes discussion of the adjustments required by the Educational Opportunity for Military Children Act, 105 ILCS 70/35(d).

⁹ This is optional. State law and rules are silent regarding early graduation. As an alternative, a board may delete the phrase "finish 7 semesters of high school and."

Certificate of Completion **10**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma **11**

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, and 5/27-22.10.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill.Admin.Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

~~REVISED: 03.09.2015; 03.19.2018; 01.27.2020~~

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

10 Required by 105 ILCS 5/14-16.

11 Optional. 105 ILCS 5/22-27, amended by P.A. 101-131, does not designate a time requirement for when the service member killed in action or veteran "resided within an area currently within the district." Thus, a reasonable interpretation may be adopted locally. The sample policy designates "at the time he or she left high school" as the pertinent time for residence. See 6:300-E1, *Application for a Diploma for a Service Member Killed in Action or for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict*.

Instruction

High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students ¹

Credit for Non-District Experiences ²

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses ³
4. College or high school courses offering dual credit at both the college and high school level ⁴

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law requires that several of the programs in this policy be covered in policy. State law controls this policy's content. Note that 23 Ill.Admin.Code §1.420(b) requires "[e]very school district [to] have an organized plan for recording pupil progress and/or awarding credit, including credit for courses completed by correspondence, on line, or from other external sources, that can be disseminated to other schools within the State." Section 1.460 requires "[e]ach local board of education with a high school [to] adopt a policy which defines the board's position with reference to the awarding of high school credit on the basis of local examinations to pupils who have achieved the necessary proficiencies through independent study, either with or without private tutoring, or for work taken in or from another institution." 23 Ill.Admin.Code §1.460.

Sample policy 6:185, *Remote Educational Program*, provides for educational programs delivered by the district in a location outside of the school.

Sample policy 6:315, *High School Credit for Students in Grade 7 or 8*, allows students enrolled in grade 7 or 8 to enroll in a course required for high school graduation. 105 ILCS 5/27-22.10(a); 23 Ill.Admin.Code §1.440(c)(3).

² Each board may choose for which, if any, of the listed non-district experiences the district will grant high school credit. If a district does not grant credit for any of the listed activities, substitute the following alternative for all text in the entire section: "The District does not grant graduation credit for learning experiences that an enrolled student does not complete through the District."

³ 105 ILCS 5/27-22.1 provides that no fewer than 60 hours of classroom instruction in summer school is required for one semester of high school course credit. Districts may accept courses completed in a community college (CC) toward graduation. 23 Ill.Admin.Code §1.440(f). Superintendents, pursuant to 105 ILCS 5/10-21.4, must annually report to ISBE the number of students enrolled in accredited courses at any CC along with the name(s) and number(s) of the course(s) each student is taking.

⁴ The Dual Credit Quality Act (110 ILCS 27/) defines dual credit as a college course taken by a high school student for credit at both the college and high school level. 110 ILCS 27/5 and 105 ILCS 5/10-20.62(a), amended by P.A. 100-792. An instructor who teaches a dual credit course does not need the certification required by Article 21 of the School Code but must meet the standards set forth in 110 ILCS 27/20(1), (2), or (3), amended by P.A. 100-1049. Dual credit programs require: (a) a specific partnership agreement between the district and a CC, as long as the district is in the CC's jurisdiction (110 ILCS 27/16, added by P.A. 100-1049), or (b) cooperation between the school district and the institution providing the dual credit courses (see the Higher Education Student Assistance Act at 110 ILCS 947/10 for a definition of *institution*). If the district and CC cannot agree within 180 days of a district's initial request to enter into a partnership agreement, the two parties must use the model partnership agreement located at 110 ILCS 27/19, added by P.A. 100-1049.

5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education ⁵
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program ⁶
7. Credit earned in a Vocational Academy ⁷

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

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Out-of-state dual credit contracts are prohibited until a district first offers the CC in the district in which the district is located the opportunity to provide a dual credit course. 110 ILCS 27/17, added by P.A. 100-1049. In addition, a district seeking to enter into an agreement with an out-of-state institution must provide notice to the Ill. State Board of Higher Education (BHE) of its intent to which the BHE will have 30 days to provide the district with a list of in-state institutions that can provide the district an equivalent dual credit opportunity. Id. Agreements between a district and an out-of-state institution that were in effect before 1-1-19 will not be affected. Id. A high school evaluation of a dual credit program must also incorporate the analysis of data from the Ill. State Board of Education's (ISBE) statewide longitudinal data system (see the P-20 Longitudinal Education Data System Act, 105 ILCS 13/, for more information).

105 ILCS 5/10-20.62, added by P.A. 100-133 and renumbered by P.A. 100-792, requires school boards to require the district's high schools, if any, to inform all 11th and 12th grade students of dual enrollment and dual credit opportunities at public CCs for qualified students. Qualified students may enroll in an unlimited amount of dual credit courses and earn an unlimited amount of academic credits from them if the course(s) are taught by an Ill. instructor, as provided by 110 ILCS 27/. Id. at (b), amended by P.A. 100-792. In addition, all dual credit coursework completed by a high school student must be transferred to all public institutions in Illinois on the same basis as coursework completed by a public CC student who previously earned a high school diploma in the manner set forth under the Ill. Articulation Initiative Act. Id. at 27/19, added by P.A. 100-1049.

See *Increasing Postsecondary Opportunities and Success for Students and Youth with Disabilities* at: [www.sites.ed.gov/idea/idea-files/qa-increasing-postsecondary-opportunities-success-for-students-youth-with-disabilities-sept-17-2019/#Letter for information on providing transition services to high school students who have individualized education programs \(IEPs\), are receiving services under the IDEA, and take courses offered by a community college or other postsecondary education institution program prior to high school graduation.](http://www.sites.ed.gov/idea/idea-files/qa-increasing-postsecondary-opportunities-success-for-students-youth-with-disabilities-sept-17-2019/#Letter%20for%20information%20on%20providing%20transition%20services%20to%20high%20school%20students%20who%20have%20individualized%20education%20programs%20(IEPs),%20are%20receiving%20services%20under%20the%20IDEA,%20and%20take%20courses%20offered%20by%20a%20community%20college%20or%20other%20postsecondary%20education%20institution%20program%20prior%20to%20high%20school%20graduation)

⁵ 105 ILCS 5/2-3.44 and 5/10-22.43a. An ethnic school is a part-time, private school that teaches the foreign language of a particular ethnic group as well as the culture, geography, history, and other aspects of a particular ethnic group. 105 ILCS 5/2-3.44; 23 Ill.Admin.Code §1.465(b). For requirements, see 23 Ill.Admin.Code §1.465.

⁶ The State Superintendent and Board of Higher Education were encouraged by 105 ILCS 5/2-3.115 to establish a program of academic credit for Tech Prep work based learning for secondary school students with an interest in pursuing such career training, which could be instituted by school districts. See also 23 Ill.Admin.Code §1.445.

⁷ Vocational Academies Act, 105 ILCS 433/. The Act's purpose is to "integrate workplace competencies and career and technical education with core academic subjects." School districts are permitted to partner with CCs, local employers, and community-based organizations to establish a vocational academy that functions as a two-year school within a school for grades 10 through 12. Grant funds may be available from ISBE when the vocational academy meets statutory requirements.

Substitutions for Required Courses

Vocational or technical education; ~~registered apprenticeship program.~~⁸ [DJI] A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses ~~or a registered apprenticeship program if:~~⁹

1. The Building Principal approves the substitution(s) and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District.

Registered Apprenticeship Program.¹⁰ The Superintendent or designee will ensure that the District complies with State law requirements for registered apprenticeship programs.¹¹ The opportunities and requirements for registered apprenticeship programs contained in this policy will be posted on the

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁸ Allowing for this substitution is optional, but, if offered, must be included in board policy. 105 ILCS 5/27-22.05, amended by P.A. 100-992.

⁹ The related requirement is met if the course contains at least 50% of the content of the required course. Id. 23 Ill.Admin.Code §1.445 requires that the vocational or technical education course be completely described in the policy along with its relationship to the required course. The sample policy satisfies these requirements by referring to the courses as described in curricular material.

ISBE requires that the parent/guardian of a student under the age of 18 request the course substitution "on forms that the school district makes available" and that the request must be maintained in the student's temporary record. 23 Ill.Admin.Code §1.445. See 6:310-E, *Class Substitution Request*. There is no parallel recordkeeping requirement in the rules for registered apprenticeships; however, it is best practice to maintain all types of substitution requests as evidence of compliance with the form requirement.

¹⁰ Allowing for this substitution is optional, but, if offered, must be included in board policy. 105 ILCS 5/2-3.175, added by P.A. 100-992, renumbered by P.A. 101-81; 23 Ill.Admin.Code §255.200. A registered apprenticeship program is an industry-based occupational training program of study with standards reviewed and approved by the U.S. Dept. of Labor that meets characteristics set forth in State law and ISBE rules. The introductory sentence and listed items 1, 3, 4, and 6 are required to be in the policy if a board decides to allow students to participate in registered apprenticeship programs. See 23 Ill.Admin.Code §255.200(b). Item #2 is not required to be stated in policy, but is required to be included in a district's website notification (if any) to parents/guardians about registered apprenticeship opportunities. See f/n 13, below.

If a board adopts a policy to allow for student participation in registered apprenticeship programs, the policy must be posted on the district's website (if any) for students, parents, and members of the business and industry community to access. 23 Ill.Admin.Code §255.200(c)(1). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, and f/ns 12 and 13 below for other related website posting requirements.

¹¹ 105 ILCS 5/2-3.175, added by P.A. 100-992, renumbered by P.A. 101-81; 23 Ill.Admin.Code Part 255. In addition to the requirements listed in the policy, districts allowing for student participation in registered apprenticeship programs must also: (1) submit data on participating students through ISBE's Student Information System, (2) identify and attempt to eliminate any barriers to student participation, and (3) include the program in the Career Pathway Endorsement if the district awards endorsements under the Postsecondary and Workforce Readiness Act (110 ILCS 148/). 23 Ill.Admin.Code §255.200(d)-(f).

District's website, and parents/guardians and students will also be notified of such opportunities in the appropriate school handbook(s). ¹²

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program if:

1. The registered apprenticeship program meets all criteria contained in State law;
2. The registered apprenticeship program is listed by the District, or the student identifies a registered (but not listed) apprenticeship program with a business or organization if one is not offered in the District;
3. The student enrolled in a registered apprenticeship program has the opportunity to earn post-secondary credit toward a certificate or degrees, as applicable;
4. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District and on its website; ¹³
5. The Building Principal approves the substitution(s); and
6. All non-academic requirements mandated by the School Code for high school graduation that would otherwise prohibit or prevent the student from participating in the registered apprenticeship program are waived.

Advanced placement computer science.¹⁴ The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons

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¹² 23 Ill.Admin.Code §255.200(c). The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook. The notification to students and parents on the district's website must include: (1) a statement that a student may participate in any registered apprenticeship program listed by the district; and (2) a statement that a student may find a registered, but not listed, apprenticeship program with a business or organization, if a registered apprenticeship program is not offered in the district. 23 Ill.Admin.Code §255.200(c)(2). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. For districts that do not maintain a website, use the following alternative sentence:

Parents/guardians and students will be notified of opportunities for registered apprenticeship programs in the appropriate school handbook(s).

¹³ 23 Ill.Admin.Code §255.200(b)(4). See 6:310-E, *Class Substitution Request*, and 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. If the district does not maintain a website, delete ~~and on its website~~.

¹⁴ Optional, but allowed by 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, and 5/27-22(f-5).

stated below.¹⁵ The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate. ¹⁶

1. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade);¹⁷ or
2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade). ¹⁸

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

1. He or she (a) is in grades 9-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

Re-Entering Students ¹⁹

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁵ Optional, but allowed by 105 ILCS 5/27-6(b), amended by P.A. 100-465; 23 Ill.Admin.Code §1.425(e). A board that wants to allow any of these P.E. exemptions must include the ones it selects in a policy that excuses students on an individual basis.

¹⁶ 23 Ill.Admin.Code §1.425(e).

¹⁷ 23 Ill.Admin.Code §1.425(e)(3)(B).

¹⁸ 23 Ill.Admin.Code §1.425(e)(3)(C).

¹⁹ Required by 23 Ill.Admin.Code §1.470(a). While the sample policy does not provide for it, a school board may permit adults 21 years of age or older to re-enter high school. 23 Ill.Admin.Code §1.470(b). Items #4 & #5 are optional, but must be included in a policy if credit will be granted for them. 105 ILCS 5/27-6, 27-22.05.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/2-3.175, 5/10-22.43a, 5/27-6,
5/27-22.3, and 5/27-22.05.
110 ILCS 27/, Dual Credit Quality Act.
23 Ill.Admin.Code §§1.425(e), 1.440(f), ~~and 1.470(c-)~~, and Part 255.

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements),
6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School
Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and
From Non-District Schools), 7:260 (Exemption from Physical Education)

~~REVISED: 03.09.2015; 01.30.2017; 03.19.2018; 01.13.2020~~

Instruction

Student Testing and Assessment Program 1

The District student assessment program provides information for determining individual student achievement and instructional needs;² curriculum and instruction effectiveness;² and school performance measured against District student learning objectives and statewide norms.

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

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State and federal law control this policy’s content. 105 ILCS 5/2-3.64a-5(b) requires ISBE to “establish the academic standards that are to be applicable to students who are subject to State assessments.” It contains the schedule for assessing students by calendar year and grade. The Ill. State Board of Education (ISBE) selected the *Partnership for Assessment of Readiness for College and Careers* (PARCC) as the State assessment and accountability measure for grades 3-8 through the 2017-2018 school year. Beginning with the 2018-2019 school year, ISBE began transitioning from PARCC to the *Ill. Assessment for Readiness* (IAR), which continues to use “an anchor set of PARCC items.” See letter from State Superintendent Tony Smith, 2-8-19, along with other ISBE resource material at www.isbe.net/IAR. In House Joint Resolution 54 (2015), members of the Ill. House and Senate encouraged school districts to not use results of the PARCC test for the 2014-2015 school year through the 2017-2018 school year “as a determining factor for making decisions about a student’s educational opportunities, the evaluation of educators, and the allocation of resources based on educational achievement on this assessment.”

105 ILCS 5/2-3.64a-5(c), amended by P.A.s 100-7 and 101-643, requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours.

105 ILCS 5/2-3.64a-5(d) contains the requirements for assessing students receiving special education services and students determined to be English learners.

105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, no longer requires that the scores attained by a student on an assessment that includes a college and career readiness determination be entered on the student’s transcript. The scores, however, must be placed in the student’s permanent record. See 23 Ill.Admin.Code §375.10.

² Required by 105 ILCS 5/2-3.64a-5(c), amended by P.A. 101-643.

³ 105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, requires districts to provide State assessment results/scores to students’ parents/guardians. The second part of this provision is optional and may be deleted, i.e., “~~and an evaluation of the student’s progress.~~”

⁴ 105 ILCS 5/2-3.107; 23 Ill.Admin.Code §1.30(b).

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District’s annual report card.⁵ All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents ~~and~~/guardians of students.⁶ Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.⁷

LEGAL REF.: ——— ~~20 U.S.C. §1232g, Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.~~

105 ILCS 10/, Illinois School Student Records Act, 105 ILCS 10/.
105 ILCS 5/2-3. ~~63a-563~~, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

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

REVISED: ——— ~~03.09.2015; 01.30.2017; 03.19.2018~~

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ Required by 105 ILCS 5/10-17a, amended by P.A.s 100-227, 100-807, and 100-1121. School districts must annually, no more than 30 days after receipt from the State Superintendent release their district’s and schools’ report cards assessing the performance of its schools and students. Districts must: (1) present the report cards at a regular Board meeting, (2) post them on the District’s website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians. 105 ILCS 5/10-17a(5). The school report card must describe, among other items, student characteristics, curriculum information, student outcomes and progress, and school environment. The environment report must include indicators from the *school climate survey* approved under 105 ILCS 5/2-3.153 (requires ISBE, in addition to its default school climate survey, to identify two or three alternative school survey instruments from which districts may select).

⁶ 105 ILCS 5/22-82 requires every school district to report to ISBE for each of its schools, by the 30th day of each school year, all reliable assessments the district administers that are scored by entities outside of the district. The district must make the report on an ISBE-provided form.

Each school must also make this information publicly available to the parents and guardians of its students through the district’s Internet website or distribute the information in paper form. Id. at (b). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Although not required by law, if a board wants to direct that this information be shared more broadly with the public for greater transparency, add “and to the community” after “parents/guardians of students.”

⁷ 105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, governs recording assessment results in school student records. See also the Ill. School Student Records Act, 105 ILCS 10/; 23 Ill.Admin.Code §375.10.

13. **School Recognition - Principals**

14. **Board Member Report(s) / Future Agenda Items**

15. **Public Comments:** Related to the discussion and/or actions of the board on the above agenda items, for and welcome comments and suggestions from the public.

16. **Announcements:**

Regular Business Board Meeting: Monday, February 8, 2021, District Boardroom located at District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.

Educational Focus Board Meeting: February 22, 2021, District Boardroom located at District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.

A. Closed Session Meeting

- 1) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
- 2) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1).
- 3) Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8)
- 4) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).

17. **Reconvene Into Open Meeting**

18. **Roll Call**

19. **Action Necessitated by Closed Session**

20. **Adjournment**

District 88 Strategic Plan

Addison Trail High School, Willowbrook High School and DuPage High School District 88 will:

Goal 1: Develop plans to improve student performance, close the achievement gap and actively monitor the acquisition of college, career and cultural readiness skills.

Goal 2: Focus on learning programs aligned to local, state and national standards, incorporating critical thinking, applied learning, interdisciplinary curriculum, authentic career-connected programs and digital learning initiatives.

Goal 3: Provide time and resources for ongoing professional growth and development programs that focus on learning standards, diverse learners, assessment and data practices, instructional strategies, social-emotional learning and culturally responsive teaching.

Goal 4: Create inclusive school-community partnerships that develop life skills, foster social-emotional development, promote overall personal well-being and embrace learning and activity before, during and after school hours.