

# Finance Agenda

**Date: Thursday, December 7, 2023**

**Meeting:** Committee of the Whole with Closed Session as per OMA and 5ILCS120/2c

**Time: 6:00 PM**

**Location:** District Office  
650 Dr. John Burkey Drive  
Door 2  
Algonquin, IL 60102

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**Mission Statement:** Our learning community will educate and empower all students always.

**Board of Education Members:** President, Mr. Paul Troy; Vice President, Mr. Sean Cratty; Secretary, Mrs. Melissa Maiorino; Mr. Rich Bobby; Mr. Andy Fekete; Mrs. Laura Murray

## Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Bittman)  
Call to Order the Committee of the Whole meeting for Thursday, December 7, 2023 at \_\_ p.m.  
A quorum must be met.  
**Roll Call: Ayes / Absent / Motion \_\_\_\_\_**  
**Members:** Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Wiley, Mr. Thompson
2. **Pledge of Allegiance** (Mr. Bittman)  
The Thespian Troupe from HHS will be leading the pledge.
3. **Student Recognition by the Board of Education** (Mr. Bittman) 4  
The Board will recognize **Tommy Nitz**. Tommy earned 21st place & All State at the State IHSA Cross Country Meet.
4. **Public Comment** (Mr. Bittman)  
As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.
5. **Revision and Adoption of the Agenda (A)** (Mr. Bittman)  
Motion to adopt the agenda as presented or with changes.  
**Voice Call: Ayes / Nays / Motion \_\_\_\_\_**  
**Recommendation:** Seeking approval of the agenda.
6. **Curriculum & Instruction (C&I) Committee** (Mr. Thompson-chair, Mrs. Wiley, Mr. Troy) 5
  1. **Acceleration Act Update (R)** (Dr. MacCrimble)  
Dr. MacCrimble will present an update on the Illinois Acceleration Act 105 ILCS 5/14A-17 and Huntley 158's plan for implementation.  
**Recommendation:** This report is for informational purposes.
7. **Community Engagement** (Mrs. Murray-chair, Mrs. Wiley, Mr. Cratty) 6
  1. **FOIA Postings (A)** (Mrs. Barr)  
Mrs. Barr will present updates to the additional information requested at the last November COW,  
**Recommendation:** Seeking direction from the BOE on the original FOIA posting request.
8. **Finance Committee** (Mr. Quagliano-chair, Mr. Bittman, Mr. Cratty) 9
  1. **Payables (A)** (Mr. Altmayer)  
The Finance Committee is submitting the purchase orders at \$828,989.86; imprest checks at \$144,388.82; accounts payable at \$14,800.67; and disbursements issued at \$9,406,728.91; for review and seeking approval to move forward.  
**Recommendation:** Seeking approval of the Board at their next Regular meeting.
  2. **Monthly Fiscal Updates (R)** (Mr. Altmayer) 167  
Mr. Altmayer will provide the monthly fiscal updates and the Activity Fund Balance Report.  
**Recommendation:** For informational purposes only.

3. **Revenue & Expenditures Report (R)** (Mr. Altmayer) 179  
 Monthly report for review and comment.  
**Recommendation:** For informational purposes only.
4. **Revenue Contract (A)** (Mr. Altmayer) 198  
 Mr. Altmayer will seek approval of the fundraising contracts as presented.  
**Recommendation:** Seeking approval of the Board of Education at their next regular meeting.
5. **Strategic Plan - Operational Efficiency Update (R)** (Mr. Altmayer) 207  
 Mr. Altmayer will provide an update with regard to this strategic planning KPI.  
**Recommendation:** For informational purposes only
9. **Human Resources (HR) Committee** (Mr. Cratty-Chair, Mr. Bittman, Mr. Thompson)
  1. **Perspectives LTD Consulting Agreement (A)** (Dr. Zehr) 213  
 Dr. Zehr will present the Consulting Agreement with Perspectives LTD.  
**Recommendation:** Seeking approval of the Board at their next Regular Meeting.
  2. **Home/Hospital Instruction (HHI) Rate Recommendation (A)** (Dr. Zehr) 224  
 Dr. Zehr will present the HHI Rate Recommendation.  
**Recommendation:** Seeking approval of the Board at their next Regular Meeting.
10. **Building and Grounds (B&G) Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Thompson)
  1. **O&M Updates (R)** (Mr. Renkosik) 226  
 Mr. Renkosik will report on O&M project updates.  
**Recommendation:** For informational purposes only.
    1. **Asphalt Crackfill, Sealcoat, and Traffic Painting Bid #2023-43 (A)** (Mr. Renkosik) 239  
 Mr. Renkosik will review Bid #2023-43  
**Recommendation:** Seeking approval of the Board at the next Regular Meeting.
  2. **Authorized Agent of the District 158 Board of Education for energy procurement contract (A)** (Mr. Renkosik) 240  
 Mr. Renkosik will review Energy Procurement Contract for the BOE.  
**Recommendation:** Seeking approval of the Board at their next Regular Meeting.
11. **Legislation/Policy Committee** (Mr. Bittman-chair, Mr. Quagliano, Mrs. Murray)
  1. **Legislation Updates (R)**  
 Legislative updates will be given.
  2. **Policy Updates (A)** (Ms. Lombard) 241  
 Policy updates will be given.  
 The administration requests the Policy Committee recommend the above policies be moved forward for a first reading by the Board at the next Regular BOE meeting.  
**Recommendation:** Seeking approval of the Board at their next Regular meeting.
12. **Board of Education** (Mr. Bittman)
  1. **Minutes (A)** 514  
 The following meeting minutes have been prepared for review and approval.  
**Recommendation:** Seeking approval of the Board at their next regular meeting.
  2. **Vehicular Control - Intergovernmental Agreements (A)** (Mr. Dean) 518  
 Mr. Dean will present the Intergovernmental Agreement between HCSD and LITH PD and Huntley PD.  
**Recommendation:** Seeking approval of the Board at their next Regular Meeting.
  3. **Triple I Conference (D)** (Mr. Bittman)  
**Discussion:** Board Members share information received at the Triple I Conference.
13. **Board Discussion (D)** (Mr. Bittman)  
 The Board will have a discussion about new business items.  
 Student Achievement
14. **Public Comment** (Mr. Bittman)  
 As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

15. **Closed Session / Roll Call (A)** (Mr. Bittman)

Move to enter into Closed Session at \_\_ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of:  
(1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; (2) Collective negotiating matters; (11) Litigation; (14) Discussion of minutes of meetings lawfully closed under this Act.

**Roll Call: Ayes / Nays / Absent / Motion \_\_**

1. **Exit Closed Session / Voice Call (A)** (Mr. Bittman)

16. **Resume in Public Session / Roll Call (A)** (Mr. Bittman)

Resume the Committee of the Whole meeting at \_\_ p.m.

Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Wiley, Mr. Thompson

**Roll Call: Ayes / Absent / Motion \_\_\_\_\_**

17. **Adjournment (A)** (Mr. Bittman)

Motion to adjourn the meeting at \_\_ p.m.

**Voice Call: Ayes / Nays / Motion \_\_**



## Student Recognition by the Board of Education

**Meeting Date:** 12/7/23

**Student Achievement:**

IHSA Cross Country State- Tommy Nitz earned 21<sup>st</sup> place & All State

**Student(s) Recognized:**

Tommy Nitz

**School(s) Represented:**

HHS

**Principal(s):**

Marcus Belin

**Presenter(s):**

Marcus Belin, Glen Wilson, Matt Kaplan



# Huntley Community School District 158

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650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

**Date:** 12/7/2023  
**To:** Curriculum and Instruction Committee  
**From:** Dr. Amy MacCrimble, Assistant Superintendent for Learning and Innovation  
**Cc:** Ms. Jessica Lombard, Interim Superintendent  
**Subject:** **Illinois Accelerated Placement Act**

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## Overview

To support IL 105 ILCS5/14A, the Acceleration Act, Public act 101-06544 now requires school districts to implement a process for automatic enrollment into the next most rigorous level of advanced coursework for students in 9-12th grades, if they meet or exceed state standards in English Language Arts, Math, or Science.

This automatic enrollment includes:

1. Students excelling in **English language arts** will be enrolled in the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
2. Students excelling in **mathematics** will be enrolled in the next most rigorous level of advanced coursework in mathematics.
3. Students excelling in **science** will be enrolled in the next most rigorous level of advanced coursework in science.

“Advanced coursework” may encompass dual credit courses, Advanced Placement courses, International Baccalaureate courses, honors classes, enrichment opportunities, gifted programs, or other district-offered programs.

A more detailed description of the following will be provided:

1. Identification Process
2. Comparison of how this will impact our students
3. Support that will be provide to staff through this transition
4. Family Communication
5. Future Considerations and Implications

The Accelerated Placement Act expands services to ALL students, not only those identified as gifted and talented by local policy, who demonstrate high ability and who may benefit from accelerated placement.

## Recommendation

This report is for informational purposes only.



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**Date:** 12/7/23

**To:** Board of Education

**From:** Denise Barr, APR, Director of Communications and Public Engagement

**Cc:** Jessica Lombard, Interim Superintendent

**Subject:** FOIA

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## **Executive Summary**

The Community Engagement Committee moved to forward the FOIA information presented at the Committee of the Whole meeting on November 2, 2023, for approval at the November Regular Board of Education meeting. [At the November 2nd meeting, board members had questions about the merits of and process for posting fulfilled FOIAs to the website. See below for additional information gleaned in follow-up conversations with several school districts:](#)

- [School districts that post fulfilled FOIAs to their website do so as a courtesy to their community as this is not required.](#)
- [Some districts that post FOIAs to their website post commercial requests only while others post all FOIAs or only some, prioritizing safety, respect and privacy for their students and staff. This is up to the discretion of the board and can be outlined in board policy.](#)
- [Student information that is redacted when fulfilling FOIA requests includes any personally identifiable information, including first and last names, physical and email addresses, birth dates, phone numbers, social security numbers, medical information, etc.](#)
- [Staff are public employees and are not directly protected by FOIA in the sense that some of their information is subject to public disclosure, such as work email addresses and email communication. Exemptions include home addresses, personal phone numbers, social security numbers, and bank account numbers. Details from personnel files, such as disciplinary actions, evaluations, and medical records, may be protected to maintain confidentiality and comply with privacy laws.](#)

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## **Background**



# Huntley Community School District 158

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In June of 2023, several board members requested that the responsive documents of a fulfilled FOIA be posted for the public. Administration reviewed various possibilities, as well as the process that other districts may be utilizing.

## **Overview**

The Freedom of Information Act (FOIA) is a law that provides the public the right to request access to records from federal agencies. The Illinois Freedom of Information Act (FOIA) is a law that provides the public the right to request access to records from state and local agencies, including school districts. FOIA is a critical tool to promote transparency, accountability, and public trust in public entities.

In recent years, state and local government entities have experienced an increase in public records requests. According to a report by the U.S. Department of Justice, the federal government reported an 11 percent increase in FOIA requests from fiscal year 2021 to fiscal year 2022. Many school districts, including Huntley 158, are also seeing an increase in FOIA requests, primarily from parents.

## **Huntley 158 FOIA Requests**

- 2023-24: 30 requests (as of 10/26/23)
- 2022-23: 80 requests
- 2021-22: 75 requests

Huntley 158 strives for transparency through clear, consistent, and timely communication among all stakeholders. During the 2022-23 school year, in pursuit of continued efforts to promote transparency and maintain operational efficiency, the board of education began discussing the idea of posting fulfilled FOIA requests to the district website. Displaying FOIAs publicly on the website can accomplish the following objectives:

- Increase transparency by making requests and documents available to the public
- Decrease likelihood of duplicate FOIAs and repeat requests, thereby ensuring operational efficiency

Posting completed FOIA requests publicly is a practice many school districts have adopted in recent years and implemented in different ways. Some school districts provide access to completed FOIAs via links to completed requests (including responsive documents) or via attachments in board agendas. Others contract with a



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third party platform to provide a more robust experience that includes the opportunity to view, track and search FOIA requests. Costs for these services can range from \$5,000 to \$10,000 annually.

The desire for transparency must be balanced with fiscal responsibility. School districts have the added challenge of ensuring the protection of student records and privacy when reviewing and fulfilling FOIA requests.

## **ADMINISTRATIVE RECOMMENDATION**

Should the board of education decide to implement this practice, they should weigh the pros and cons of posting completed FOIAs on the district website and consider the following recommendations:

- Post FOIA request/response and responsive documents on the district website via a link to a public Google folder accessed through monthly regular board agendas. No cost is incurred by the district.
- **Exclude video recordings** per [Board Policy 7.340](#).
- **Exclude FOIAs that may identify individual students or exacerbate a situation that could cause undue harm** per [Board Policy 7.340](#).
- Proposed FOIA folder viewing access: **2 years**
- Proposed date of implementation: **January 2024**
- Board should annually review the FOIA website posting practice to ensure fidelity and merit.
- Should we see a steady increase in the number of FOIAs over the next several months, the administration will evaluate the cost/benefits of using a third party platform to fulfill FOIA requests to further enhance transparency, accessibility, and operational efficiency. If it is deemed necessary, the administration will bring forward an action item at a future board meeting.
- [Create a board policy outlining FOIA public posting procedures.](#)

## **Recommendation for action**

Administration is seeking direction from the Board as to whether or not to implement the practice of posting fulfilled FOIAs to the website.



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To: Board of Education and Administration  
From: Mark Altmayer, Chief Financial Officer  
Date: December 7, 2023  
Subject: **Purchase Order Summary**  
Committee of the Whole Meeting, December 7, 2023  
Finance Committee

The following is an executive summary of the attached report titled “Purchase Orders” which is a listing of purchase orders issued from November 2, 2023 to November 30, 2023 for which administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by \$100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval.

Education Fund	\$	646,944.84
Operations & Maintenance Fund		77,215.90
Debt Service Fund		0.00
Transporation Fund		105,829.12
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>829,989.86</u>

At this time there is no Supplemental Purchase Order Summary for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled “Purchase Orders” which will contain a listing of purchase orders issued for which Administration will request Board Approval to issue payment once invoices have been received.

### RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Purchase Order Report at the December 21, 2023 Regular Board of Education meeting.



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 1 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
<b>4 Imprint Inc</b>					
20241401	40-2554-410-00-79	Fleet Supplies	11/09/2023	2,600.33	40-2554-410-00-79
			<b>Total</b>	<b>\$2,600.33</b>	
<b>Accurate Translation Bureau</b>					
20241405	10-1200-310-92-79-600-14	IDEA General Purchased Service	11/09/2023	201.63	10-1200-310-92-79-600-14
20241583	10-1200-310-92-79-600-14	IDEA General Purchased Service	11/30/2023	125.36	10-1200-310-92-79-600-14
20241583			11/30/2023	0.00	
20241584	10-1200-310-92-79-600-14	IDEA General Purchased Service	11/30/2023	0.00	10-1200-310-92-79-600-14
20241584	10-1200-310-92-79-600-14	IDEA General Purchased Service	11/30/2023	951.92	10-1200-310-92-79-600-14
			<b>Total</b>	<b>\$1,278.91</b>	
<b>Advocate Occc Health</b>					
20241481	10-2642-390-00-74-500-14	Purchased Service Human Res	11/20/2023	78.00	10-2642-390-00-74-500-14
			<b>Total</b>	<b>\$78.00</b>	
<b>AHW LLC - Hampshire</b>					
20241321	20-2543-410-00-79	Grounds Supplies	11/02/2023	139.18	20-2543-410-00-79
20241585	20-2543-410-00-79	Grounds Supplies	11/30/2023	554.80	20-2543-410-00-79
20241585			11/30/2023	0.00	
20241321			11/02/2023	0.00	
			<b>Total</b>	<b>\$693.98</b>	
<b>Albom &amp; Associates LLC</b>					
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	517.92	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	180.00	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	60.00	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	465.92	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	26.40	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	276.72	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	140.48	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	697.76	10-2213-310-00-79-600-14



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## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 2 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	390.00	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	28.60	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	22.00	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	28.60	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	582.40	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	17.60	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	582.40	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	22.00	10-2213-310-00-79-600-14
20241482	10-2213-310-00-79-600-14	Special Svcs Pur Svc	11/20/2023	698.88	10-2213-310-00-79-600-14
<b>Total</b>				<b>\$4,737.68</b>	
<b>American Apparel &amp; Promotions</b>					
20241406	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	11/09/2023	530.00	10-1120-490-02-72-220-13
<b>Total</b>				<b>\$530.00</b>	11
<b>Amita GlenOaks School</b>					
20241483	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/20/2023	5,185.11	10-4220-670-00-79-600-14
20241484	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/20/2023	5,847.03	10-4220-670-00-79-600-14
20241484	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/20/2023	5,847.03	10-4220-670-00-79-600-14
<b>Total</b>				<b>\$16,879.17</b>	
<b>AMS Store and Shred</b>					
20241586	10-2321-390-00-74-500-14	Purchased Service Supt	11/30/2023	1,308.00	10-2321-390-00-74-500-14
<b>Total</b>				<b>\$1,308.00</b>	
<b>Ancora Publishing</b>					
20241447	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/15/2023	10.00	10-2210-410-92-79-600-14
20241447	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/15/2023	49.00	10-2210-410-92-79-600-14
20241447	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/15/2023	70.00	10-2210-410-92-79-600-14
<b>Total</b>				<b>\$129.00</b>	
<b>Anderson, Francesca</b>					
20241485	10-2310-318-00-74-500-14	Legal Board	11/20/2023	900.00	10-2310-318-00-74-500-14



# Huntley Community School District 158

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From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 3 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
				<b>Total</b>	\$900.00
<b>Annies Frozen Yogurt Inc</b>					
20241531	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/20/2023	48.00	10-2560-415-00-72-220-13
				<b>Total</b>	\$48.00
<b>ArbiterSports LLC</b>					
20241587	10-1500-319-00-72-220-13	Sports Officials Marlowe	11/30/2023	808.00	10-1500-319-00-72-220-13
20241587	10-1500-319-00-74-210-13	Sports Officials Heineman	11/30/2023	808.00	10-1500-319-00-74-210-13
20241587	10-1500-319-00-71-300-13	Sports Officials HS	11/30/2023	1,616.00	10-1500-319-00-71-300-13
				<b>Total</b>	\$3,232.00
<b>Arbor Scientific</b>					
20241444	10-1130-410-13-71-300-13	Science Supplies HS	11/15/2023	132.60	10-1130-410-13-71-300-13
20241444	10-1130-410-13-71-300-13	Science Supplies HS	11/15/2023	13.95	10-1130-410-13-71-300-13
				<b>Total</b>	\$146.55
<b>Associated Electrical Contractors</b>					
20241397			11/08/2023	0.00	
20241397	10-2560-540-00-74-210-13	Cafe Equipment Heineman	11/08/2023	1,470.00	10-2560-540-00-74-210-13
				<b>Total</b>	\$1,470.00
<b>Auto Tech Centers Inc</b>					
20241588	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	11/30/2023	76.40	20-2545-323-00-79-600-14
20241535			11/21/2023	0.00	
20241589	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	11/30/2023	491.72	10-1700-323-21-71-300-13
20241535	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	11/21/2023	84.47	20-2545-323-00-79-600-14
20241588	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	11/30/2023	84.90	20-2545-323-00-79-600-14
20241588	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	11/30/2023	309.95	20-2545-323-00-79-600-14
				<b>Total</b>	\$1,047.44
<b>BAB Labs</b>					

12



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 4 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241354	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/06/2023	18.00	10-1200-410-92-79-600-14
20241354	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/06/2023	28.00	10-1200-410-92-79-600-14
20241354	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/06/2023	76.00	10-1200-410-92-79-600-14
20241354	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/06/2023	52.00	10-1200-410-92-79-600-14
<b>Total</b>				<b>\$174.00</b>	
<b>Ballard &amp; Tighe Publishers</b>					
20241399	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	11/08/2023	1,540.00	10-1800-410-82-79-605-14
20241399	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	11/08/2023	154.00	10-1800-410-82-79-605-14
<b>Total</b>				<b>\$1,694.00</b>	
<b>Barnes &amp; Noble</b>					
20241336			11/03/2023	0.00	
20241336			11/03/2023	0.00	
20241336			11/03/2023	0.00	
20241398	10-1100-421-00-74-500-14	Materials 6-12	11/08/2023	834.67	10-1100-421-00-74-500-14
20241336			11/03/2023	0.00	
<b>Total</b>				<b>\$834.67</b>	
<b>Behavioral Perspective Inc</b>					
20241486	10-2310-318-00-74-500-14	Legal Board	11/20/2023	1,800.00	10-2310-318-00-74-500-14
<b>Total</b>				<b>\$1,800.00</b>	
<b>Benchmark Education Company</b>					
20241342	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	2,805.00	10-1100-310-75-79-600-14
20241342	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	(1,000.00)	10-1100-310-75-79-600-14
20241340	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	514.40	10-1100-310-75-79-600-14
20241340	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	1,674.00	10-1100-310-75-79-600-14
20241342	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	682.10	10-1100-310-75-79-600-14
20241340	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	2,040.00	10-1100-310-75-79-600-14
20241342	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	2,970.00	10-1100-310-75-79-600-14
20241342	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	2,046.00	10-1100-310-75-79-600-14
20241341	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	429.10	10-1100-310-75-79-600-14



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 5 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241341	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	(500.00)	10-1100-310-75-79-600-14
20241341	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	1,116.00	10-1100-310-75-79-600-14
20241340	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	2,430.00	10-1100-310-75-79-600-14
20241341	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	1,890.00	10-1100-310-75-79-600-14
20241341	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	1,785.00	10-1100-310-75-79-600-14
20241340	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/03/2023	(1,000.00)	10-1100-310-75-79-600-14
<b>Total</b>				<b>\$17,881.60</b>	
<b>Bernard Food Industries</b>					
20241387	10-2560-415-00-74-210-13	Cafe Food Heineman	11/07/2023	1,258.00	10-2560-415-00-74-210-13
20241387	10-2560-415-00-71-100-13	Cafe Food Leggee	11/07/2023	1,005.00	10-2560-415-00-71-100-13
20241387	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/07/2023	1,011.00	10-2560-415-00-72-220-13
20241387	10-2560-415-00-72-120-13	Cafe Food Martin	11/07/2023	1,011.00	10-2560-415-00-72-120-13
20241387	10-2560-415-00-72-110-13	Cafe Food Chesak	11/07/2023	382.00	10-2560-415-00-72-110-13
20241387	10-2560-415-00-74-150-13	Cafe Food Conley	11/07/2023	494.00	10-2560-415-00-74-150-13
20241387	10-2560-415-00-74-140-13	Cafe Food Mackeben	11/07/2023	382.00	10-2560-415-00-74-140-13
<b>Total</b>				<b>\$5,543.00</b>	
<b>Bilingual Educational Specialists Inc</b>					
20241488	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	11/20/2023	850.00	10-2150-310-92-79-600-14
20241488	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	11/20/2023	850.00	10-2150-310-92-79-600-14
20241487	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	11/20/2023	850.00	10-2150-310-92-79-600-14
<b>Total</b>				<b>\$2,550.00</b>	
<b>Blick Art Materials</b>					
20241574	10-1110-410-02-71-100-13	Art Supplies Leggee	11/29/2023	5.60	10-1110-410-02-71-100-13
20241574	10-1110-410-02-71-100-13	Art Supplies Leggee	11/29/2023	27.51	10-1110-410-02-71-100-13
20241574	10-1110-410-02-71-100-13	Art Supplies Leggee	11/29/2023	7.20	10-1110-410-02-71-100-13
20241574	10-1110-410-02-71-100-13	Art Supplies Leggee	11/29/2023	27.51	10-1110-410-02-71-100-13
20241574	10-1110-410-02-71-100-13	Art Supplies Leggee	11/29/2023	27.51	10-1110-410-02-71-100-13
20241574	10-1110-410-02-71-100-13	Art Supplies Leggee	11/29/2023	27.51	10-1110-410-02-71-100-13
20241574	10-1110-410-02-71-100-13	Art Supplies Leggee	11/29/2023	11.20	10-1110-410-02-71-100-13
<b>Total</b>				<b>\$134.04</b>	



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 6 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
<b>BMO Mastercard</b>					
20241425	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	11/07/2023	189.99	10-2410-410-00-71-100-14
20241433	10-2560-410-00-74-210-13	Cafe Supplies Heineman	11/07/2023	44.95	10-2560-410-00-74-210-13
20241435	10-2660-410-00-79-600-14	Supplies Tech	11/07/2023	23.35	10-2660-410-00-79-600-14
20241433	10-2560-410-00-72-120-13	Cafe Supplies Martin	11/07/2023	12.18	10-2560-410-00-72-120-13
20241433	10-2560-410-00-71-300-13	Cafe Supplies HS	11/07/2023	72.23	10-2560-410-00-71-300-13
20241434	20-2542-410-00-79	Supplies B & G	11/07/2023	(872.35)	20-2542-410-00-79
20241434	20-2542-410-00-79	Supplies B & G	11/07/2023	72.36	20-2542-410-00-79
20241434	20-2542-410-00-79	Supplies B & G	11/07/2023	165.99	20-2542-410-00-79
20241434	20-2542-410-00-79	Supplies B & G	11/07/2023	282.96	20-2542-410-00-79
20241435	10-2660-410-00-79-600-14	Supplies Tech	11/07/2023	19.99	10-2660-410-00-79-600-14
20241433	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	11/07/2023	57.99	10-2560-410-00-72-220-13
20241435	10-2660-410-00-79-600-14	Supplies Tech	11/07/2023	14.18	10-2660-410-00-79-600-14
20241436	10-1500-332-00-71-300-13	Athletic Trips HS	11/07/2023	134.52	10-1500-332-00-71-300-13
20241437	10-2642-350-00-74-500-14	Advertising Human Res	11/07/2023	83.18	10-2642-350-00-74-500-14
20241437	10-2642-410-00-74-500-14	Supplies Human Res	11/07/2023	8.99	10-2642-410-00-74-500-14
20241436	10-158	Activity Funds	11/07/2023	4,725.99	10-120
20241436	10-1500-332-00-71-300-13	Athletic Trips HS	11/07/2023	147.85	10-1500-332-00-71-300-13
20241436	10-1500-332-00-71-300-13	Athletic Trips HS	11/07/2023	310.14	10-1500-332-00-71-300-13
20241436	10-158	Activity Funds	11/07/2023	23.74	10-120
20241435	10-2660-410-00-79-600-14	Supplies Tech	11/07/2023	379.99	10-2660-410-00-79-600-14
20241436	10-1500-332-00-71-300-13	Athletic Trips HS	11/07/2023	134.52	10-1500-332-00-71-300-13
20241435	10-2660-410-00-79-600-14	Supplies Tech	11/07/2023	7.99	10-2660-410-00-79-600-14
20241436	10-1500-332-00-71-300-13	Athletic Trips HS	11/07/2023	134.52	10-1500-332-00-71-300-13
20241436	10-1500-332-00-71-300-13	Athletic Trips HS	11/07/2023	134.52	10-1500-332-00-71-300-13
20241436	10-1500-332-00-71-300-13	Athletic Trips HS	11/07/2023	134.52	10-1500-332-00-71-300-13
20241436	10-1500-332-00-71-300-13	Athletic Trips HS	11/07/2023	134.52	10-1500-332-00-71-300-13
20241436	10-1500-332-00-71-300-13	Athletic Trips HS	11/07/2023	134.52	10-1500-332-00-71-300-13
20241436	10-1500-332-00-71-300-13	Athletic Trips HS	11/07/2023	134.52	10-1500-332-00-71-300-13
20241436	10-1500-332-00-71-300-13	Athletic Trips HS	11/07/2023	134.52	10-1500-332-00-71-300-13
20241436	10-158	Activity Funds	11/07/2023	(13.89)	10-120
20241436	10-1500-332-00-71-300-13	Athletic Trips HS	11/07/2023	142.69	10-1500-332-00-71-300-13
20241419	10-1200-410-66-71-300-13	STEP Supplies	11/07/2023	51.78	10-1200-410-66-71-300-13
20241426	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/07/2023	172.41	10-1120-410-00-72-220-13



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 7 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241419	10-1200-410-66-71-300-13	STEP Supplies	11/07/2023	119.84	10-1200-410-66-71-300-13
20241419	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/07/2023	73.98	10-2130-410-92-79-605-14
20241419	10-1200-410-66-71-300-13	STEP Supplies	11/07/2023	554.75	10-1200-410-66-71-300-13
20241419	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/07/2023	94.95	10-2130-410-92-79-605-14
20241419	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/07/2023	(645.00)	10-2210-314-92-79-605-14
20241419	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/07/2023	657.25	10-2210-314-92-79-605-14
20241419	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/07/2023	12.25	10-2210-314-92-79-605-14
20241419	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/07/2023	31.75	10-2130-410-92-79-605-14
20241419	10-1200-410-66-71-300-13	STEP Supplies	11/07/2023	25.92	10-1200-410-66-71-300-13
20241420	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	11/07/2023	213.89	10-2410-410-00-74-210-14
20241419	10-1200-410-00-79-600-14	Supplies Sp Ed	11/07/2023	909.87	10-1200-410-00-79-600-14
20241419	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	11/07/2023	278.77	10-2150-410-92-79-605-14
20241419	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	11/07/2023	17.47	10-2150-410-92-79-605-14
20241419	10-1200-410-00-79-600-14	Supplies Sp Ed	11/07/2023	106.10	10-1200-410-00-79-600-14
20241419	10-1200-410-00-79-600-14	Supplies Sp Ed	11/07/2023	5.14	10-1200-410-00-79-600-14
20241419	10-1200-410-66-71-300-13	STEP Supplies	11/07/2023	142.50	10-1200-410-66-71-300-13
20241419	10-1200-410-66-71-300-13	STEP Supplies	11/07/2023	79.95	10-1200-410-66-71-300-13
20241419	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/07/2023	175.04	10-1200-410-92-79-600-14
20241419	10-1200-310-92-79-600-14	IDEA General Purchased Service	11/07/2023	100.00	10-1200-310-92-79-600-14
20241420	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	11/07/2023	200.00	10-2213-415-00-74-210-13
20241422	10-1110-410-00-72-110-13	Inst Supplies Chesak	11/07/2023	147.98	10-1110-410-00-72-110-13
20241422	10-1110-410-00-72-110-13	Inst Supplies Chesak	11/07/2023	15.99	10-1110-410-00-72-110-13
20241421	10-1110-410-02-72-120-13	Art Supplies Martin	11/07/2023	43.00	10-1110-410-02-72-120-13
20241421	10-1110-410-35-72-120-13	Band Supplies Martin	11/07/2023	121.94	10-1110-410-35-72-120-13
20241421	10-2410-410-00-72-120-14	Copier Paper & Toner Martin	11/07/2023	125.96	10-2410-410-00-72-120-14
20241421	10-1110-410-00-72-120-13	Inst Supplies Martin	11/07/2023	89.93	10-1110-410-00-72-120-13
20241421	10-1110-410-36-72-120-13	Orchestra Supplies Martin	11/07/2023	26.99	10-1110-410-36-72-120-13
20241421	10-2410-410-00-72-120-13	Office Supplies Martin	11/07/2023	6.99	10-2410-410-00-72-120-13
20241419	10-1200-410-66-71-300-13	STEP Supplies	11/07/2023	239.68	10-1200-410-66-71-300-13
20241421	10-1110-410-02-72-120-13	Art Supplies Martin	11/07/2023	109.00	10-1110-410-02-72-120-13
20241419	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/07/2023	142.86	10-1200-410-92-79-600-14
20241420	10-1120-410-00-74-210-13	Inst Supplies Heineman	11/07/2023	29.34	10-1120-410-00-74-210-13
20241420	10-1120-410-00-74-210-13	Inst Supplies Heineman	11/07/2023	34.65	10-1120-410-00-74-210-13
20241420	10-1120-410-00-74-210-13	Inst Supplies Heineman	11/07/2023	19.90	10-1120-410-00-74-210-13



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 8 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241420	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	11/07/2023	8.99	10-1120-410-12-74-210-13
20241420	10-1120-410-00-74-210-13	Inst Supplies Heineman	11/07/2023	395.35	10-1120-410-00-74-210-13
20241420	10-1120-410-00-74-210-13	Inst Supplies Heineman	11/07/2023	369.83	10-1120-410-00-74-210-13
20241420	10-2410-410-00-74-210-13	Office Supplies Heineman	11/07/2023	61.88	10-2410-410-00-74-210-13
20241420	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	11/07/2023	131.78	10-2410-410-00-74-210-14
20241421	10-1110-410-02-72-120-13	Art Supplies Martin	11/07/2023	174.12	10-1110-410-02-72-120-13
20241417	10-1100-423-00-74-500-14	New Adoption 6-12	11/07/2023	37.76	10-1100-423-00-74-500-14
20241417	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	11/07/2023	97.80	10-2213-415-00-74-500-14
20241417	10-1100-410-71-79-600-14	ARP CP Instruc Supplies	11/07/2023	40.00	10-1100-410-71-79-600-14
20241417	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	11/07/2023	396.00	10-2212-332-00-74-500-14
20241417	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	11/07/2023	682.95	10-2212-310-00-79-505-14
20241417	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	11/07/2023	79.59	10-2210-490-00-74-500-14
20241417	10-1100-410-71-79-600-14	ARP CP Instruc Supplies	11/07/2023	43.07	10-1100-410-71-79-600-14
20241417	10-1100-423-00-74-500-14	New Adoption 6-12	11/07/2023	26.99	10-1100-423-00-74-500-14
20241417	10-1100-423-00-74-500-14	New Adoption 6-12	11/07/2023	96.04	10-1100-423-00-74-500-14
20241419	10-1200-410-66-71-300-13	STEP Supplies	11/07/2023	89.75	10-1200-410-66-71-300-13
20241417	10-1100-423-00-74-500-14	New Adoption 6-12	11/07/2023	32.66	10-1100-423-00-74-500-14
20241417	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/07/2023	185.00	10-2210-332-82-79-605-14
20241417	10-1100-423-00-74-500-14	New Adoption 6-12	11/07/2023	136.99	10-1100-423-00-74-500-14
20241416	10-158	Activity Funds	11/07/2023	298.65	10-120
20241416	10-158	Activity Funds	11/07/2023	275.00	10-120
20241416	10-158	Activity Funds	11/07/2023	6.00	10-120
20241416	10-158	Activity Funds	11/07/2023	95.99	10-120
20241415	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/07/2023	14.55	10-2213-415-00-71-300-13
20241414	10-158	Activity Funds	11/07/2023	380.00	10-120
20241458	10-1200-410-66-71-300-13	STEP Supplies	11/15/2023	85.98	10-1200-410-66-71-300-13
20241417	10-1100-423-00-74-500-14	New Adoption 6-12	11/07/2023	18.52	10-1100-423-00-74-500-14
20241417	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/07/2023	500.00	10-2210-332-82-79-605-14
20241422	10-1110-410-00-72-110-13	Inst Supplies Chesak	11/07/2023	225.00	10-1110-410-00-72-110-13
20241419	10-1200-410-66-71-300-13	STEP Supplies	11/07/2023	132.74	10-1200-410-66-71-300-13
20241419	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/07/2023	123.02	10-2130-410-92-79-605-14
20241419	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/07/2023	9.74	10-2130-410-92-79-605-14
20241419	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/07/2023	159.38	10-2130-410-92-79-605-14
20241419	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/07/2023	172.30	10-1200-410-92-79-600-14



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 9 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241419	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	11/07/2023	56.80	10-2150-410-92-79-605-14
20241419	10-2110-410-92-79-605-14	IDEA Social Work Supplies	11/07/2023	139.07	10-2110-410-92-79-605-14
20241417	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	11/07/2023	45.89	10-1800-410-84-79-605-14
20241417	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/07/2023	185.00	10-2210-332-82-79-605-14
20241417	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	11/07/2023	4.00	10-2210-310-84-79-605-14
20241417	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/07/2023	185.00	10-2210-332-82-79-605-14
20241417	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/07/2023	185.00	10-2210-332-82-79-605-14
20241417	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/07/2023	185.00	10-2210-332-82-79-605-14
20241417	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/07/2023	185.00	10-2210-332-82-79-605-14
20241417	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/07/2023	185.00	10-2210-332-82-79-605-14
20241417	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/07/2023	185.00	10-2210-332-82-79-605-14
20241417	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/07/2023	185.00	10-2210-332-82-79-605-14
20241417	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/07/2023	185.00	10-2210-332-82-79-605-14
20241417	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/07/2023	185.00	10-2210-332-82-79-605-14
20241419	10-1200-410-66-71-300-13	STEP Supplies	11/07/2023	117.32	10-1200-410-66-71-300-13
20241419	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/07/2023	217.00	10-2210-314-92-79-605-14
20241426	10-2220-490-00-72-220-13	Media Center Tech Marlowe	11/07/2023	23.88	10-2220-490-00-72-220-13
20241428	10-158	Activity Funds	11/07/2023	21.88	10-120
20241427	10-158	Activity Funds	11/07/2023	45.48	10-120
20241427	10-158	Activity Funds	11/07/2023	100.00	10-120
20241427	10-158	Activity Funds	11/07/2023	200.28	10-120
20241426	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/07/2023	181.86	10-1120-410-00-72-220-13
20241426	10-1120-410-09-72-220-13	Home Ec Marlowe	11/07/2023	40.06	10-1120-410-09-72-220-13
20241426	10-1120-399-00-72-220-13	Student Field Trips	11/07/2023	625.00	10-1120-399-00-72-220-13
20241426	10-1120-399-00-72-220-13	Student Field Trips	11/07/2023	625.00	10-1120-399-00-72-220-13
20241425	10-158	Activity Funds	11/07/2023	30.75	10-120
20241426	10-1120-360-00-72-220-13	Printing Marlowe	11/07/2023	207.00	10-1120-360-00-72-220-13
20241430	10-1110-410-00-74-140-13	Inst Supplies Mackeben	11/07/2023	50.56	10-1110-410-00-74-140-13
20241426	10-2410-410-00-72-220-13	Office Supplies Marlowe	11/07/2023	115.72	10-2410-410-00-72-220-13
20241426	10-2410-410-00-72-220-13	Office Supplies Marlowe	11/07/2023	89.79	10-2410-410-00-72-220-13
20241426	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/07/2023	29.98	10-1120-410-00-72-220-13
20241426	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/07/2023	20.97	10-1120-410-00-72-220-13
20241426	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/07/2023	49.67	10-1120-410-00-72-220-13
20241426	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/07/2023	129.80	10-1120-410-00-72-220-13
20241426	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/07/2023	174.42	10-1120-410-00-72-220-13



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 10 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241422	10-1110-410-12-74-110-13	Music Supplies	11/07/2023	11.98	10-1110-410-12-74-110-13
20241426	10-1120-399-00-72-220-13	Student Field Trips	11/07/2023	625.00	10-1120-399-00-72-220-13
20241431	10-1200-410-66-71-300-13	STEP Supplies	11/07/2023	225.35	10-1200-410-66-71-300-13
20241432	10-1125-410-97-79-600-14	All Children Supplies	11/07/2023	378.35	10-1125-410-97-79-600-14
20241432	10-1125-390-00-79-600-14	Preschool Purchased Services	11/07/2023	7.95	10-1125-390-00-79-600-14
20241432	10-158	Activity Funds	11/07/2023	38.46	10-120
20241432	10-1225-410-95-79-600-14	ECE Instr Supplies	11/07/2023	148.79	10-1225-410-95-79-600-14
20241432	10-1125-410-97-79-600-14	All Children Supplies	11/07/2023	57.84	10-1125-410-97-79-600-14
20241432	10-1125-410-97-79-600-14	All Children Supplies	11/07/2023	149.11	10-1125-410-97-79-600-14
20241432	10-1125-490-00-79-600-14	Supplies Preschool	11/07/2023	54.25	10-1125-490-00-79-600-14
20241432	10-2300-410-97-79-600-14	All Children Gen Admin Sup	11/07/2023	13.23	10-2300-410-97-79-600-14
20241428	10-158	Activity Funds	11/07/2023	371.21	10-120
20241432	10-2300-410-97-79-600-14	All Children Gen Admin Sup	11/07/2023	16.61	10-2300-410-97-79-600-14
20241429	10-1200-410-66-71-300-13	STEP Supplies	11/07/2023	217.56	10-1200-410-66-71-300-13
20241430	10-1110-410-00-74-140-13	Inst Supplies Mackeben	11/07/2023	139.00	10-1110-410-00-74-140-13
20241430	10-1110-410-02-74-140-13	Mackeben Art Supplies	11/07/2023	89.85	10-1110-410-02-74-140-13
20241430	10-1110-410-02-74-140-13	Mackeben Art Supplies	11/07/2023	91.10	10-1110-410-02-74-140-13
20241430	10-1110-410-02-74-140-13	Mackeben Art Supplies	11/07/2023	10.49	10-1110-410-02-74-140-13
20241430	10-158	Activity Funds	11/07/2023	1,208.45	10-120
20241430	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	11/07/2023	491.36	10-2410-410-00-74-140-14
20241430	10-1110-410-00-74-140-13	Inst Supplies Mackeben	11/07/2023	17.66	10-1110-410-00-74-140-13
20241430	10-158	Activity Funds	11/07/2023	16.99	10-120
20241425	10-2220-490-00-71-100-13	Media Center Tech Leggee	11/07/2023	124.96	10-2220-490-00-71-100-13
20241432	10-3100-410-97-79-605-24	All Children Parental Supplies	11/07/2023	11.39	10-3100-410-97-79-605-24
20241423	10-1130-410-59-71-300-14	HS Special Ed Supplies	11/07/2023	57.54	10-1130-410-59-71-300-14
20241423	10-1412-710-63-71-300-14	CTEI Non-Capitalized Eqpt	11/07/2023	(78.75)	10-1412-710-63-71-300-14
20241423	10-1130-410-15-71-300-13	Social Studies Supplies HS	11/07/2023	40.00	10-1130-410-15-71-300-13
20241423	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/07/2023	400.00	10-2213-415-00-71-300-13
20241423	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/07/2023	400.00	10-2213-415-00-71-300-13
20241423	10-1400-410-10-71-300-13	Ind Arts Supplies	11/07/2023	126.89	10-1400-410-10-71-300-13
20241423	10-1400-410-10-71-300-13	Ind Arts Supplies	11/07/2023	46.58	10-1400-410-10-71-300-13
20241423	10-1400-410-10-71-300-13	Ind Arts Supplies	11/07/2023	18.57	10-1400-410-10-71-300-13
20241423	10-1130-410-05-71-300-13	English Supplies HS	11/07/2023	22.26	10-1130-410-05-71-300-13
20241426	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/07/2023	63.99	10-1120-410-00-72-220-13



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 11 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241423	10-1130-323-00-71-300-13	Repairs HS	11/07/2023	55.95	10-1130-323-00-71-300-13
20241423	10-1400-410-09-71-300-13	Home Economics Supplies	11/07/2023	44.97	10-1400-410-09-71-300-13
20241423	10-1130-410-13-71-300-13	Science Supplies HS	11/07/2023	99.64	10-1130-410-13-71-300-13
20241423	10-1130-410-13-71-300-13	Science Supplies HS	11/07/2023	39.99	10-1130-410-13-71-300-13
20241423	10-1130-410-13-71-300-13	Science Supplies HS	11/07/2023	88.61	10-1130-410-13-71-300-13
20241423	10-2410-410-00-71-300-14	Copier Paper & Toner HS	11/07/2023	199.43	10-2410-410-00-71-300-14
20241423	10-2410-410-00-71-300-14	Copier Paper & Toner HS	11/07/2023	199.43	10-2410-410-00-71-300-14
20241423	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	11/07/2023	201.48	10-1130-490-02-71-300-13
20241422	10-1110-410-00-72-110-13	Inst Supplies Chesak	11/07/2023	25.34	10-1110-410-00-72-110-13
20241432	10-1225-410-95-79-600-14	ECE Instr Supplies	11/07/2023	88.73	10-1225-410-95-79-600-14
20241423	10-2410-410-00-71-300-13	Office Supplies HS	11/07/2023	22.48	10-2410-410-00-71-300-13
20241424	10-1110-410-35-74-150-13	Conley Band Supplies	11/07/2023	65.00	10-1110-410-35-74-150-13
20241425	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/07/2023	13.99	10-1110-410-00-71-100-13
20241425	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/07/2023	34.08	10-1110-410-00-71-100-13
20241425	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/07/2023	26.57	10-1110-410-00-71-100-13
20241425	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/07/2023	27.78	10-1110-410-00-71-100-13
20241424	10-1110-410-12-74-150-13	Conley Music Supplies	11/07/2023	303.10	10-1110-410-12-74-150-13
20241424	10-1110-410-12-74-150-13	Conley Music Supplies	11/07/2023	149.90	10-1110-410-12-74-150-13
20241424	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	11/07/2023	38.50	10-2410-410-00-74-150-14
20241424	10-1110-410-12-74-150-13	Conley Music Supplies	11/07/2023	28.31	10-1110-410-12-74-150-13
20241423	10-1130-332-00-71-300-13	Teacher Travel HS	11/07/2023	740.72	10-1130-332-00-71-300-13
20241424	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	11/07/2023	188.12	10-2213-415-00-74-150-13
20241423	10-1130-410-12-71-300-13	Music Supplies HS	11/07/2023	77.99	10-1130-410-12-71-300-13
20241424	10-2410-410-00-74-150-13	Office Supplies Conley	11/07/2023	22.86	10-2410-410-00-74-150-13
20241424	10-1100-421-00-74-500-14	Materials 6-12	11/07/2023	278.16	10-1100-421-00-74-500-14
20241424	10-1100-421-00-74-500-14	Materials 6-12	11/07/2023	309.69	10-1100-421-00-74-500-14
20241424	10-1110-410-12-74-150-13	Conley Music Supplies	11/07/2023	44.04	10-1110-410-12-74-150-13
20241424	10-1110-410-12-74-150-13	Conley Music Supplies	11/07/2023	160.71	10-1110-410-12-74-150-13
20241423	10-1130-410-12-71-300-13	Music Supplies HS	11/07/2023	1,314.55	10-1130-410-12-71-300-13
20241423	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/07/2023	63.96	10-2213-415-00-71-300-13
20241423	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/07/2023	290.75	10-2213-415-00-71-300-13
20241422	10-1110-410-12-74-110-13	Music Supplies	11/07/2023	56.96	10-1110-410-12-74-110-13
20241424	10-1110-410-12-74-150-13	Conley Music Supplies	11/07/2023	33.98	10-1110-410-12-74-150-13
20241477	10-158	Activity Funds	11/15/2023	11.00	10-120



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 12 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241548	10-1110-410-00-72-120-13	Inst Supplies Martin	11/20/2023	13.80	10-1110-410-00-72-120-13
20241541	10-158	Activity Funds	11/20/2023	152.72	10-120
20241541	10-158	Activity Funds	11/20/2023	97.63	10-120
20241430	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	11/07/2023	54.92	10-2213-415-00-74-140-13
20241478	10-2642-350-00-74-500-14	Advertising Human Res	11/15/2023	250.00	10-2642-350-00-74-500-14
20241478	10-2642-410-00-74-500-14	Supplies Human Res	11/15/2023	58.62	10-2642-410-00-74-500-14
20241477	10-158	Activity Funds	11/15/2023	5.98	10-120
20241477	10-158	Activity Funds	11/15/2023	490.81	10-120
20241477	10-158	Activity Funds	11/15/2023	15.56	10-120
20241477	10-158	Activity Funds	11/15/2023	76.90	10-120
20241545	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/20/2023	(234.50)	10-1200-410-92-79-600-14
20241477	10-158	Activity Funds	11/15/2023	31.00	10-120
20241545	10-1200-410-66-71-300-13	STEP Supplies	11/20/2023	12.48	10-1200-410-66-71-300-13
20241477	10-158	Activity Funds	11/15/2023	69.50	10-120
20241477	10-158	Activity Funds	11/15/2023	49.11	10-120
20241477	10-158	Activity Funds	11/15/2023	29.96	10-120
20241477	10-158	Activity Funds	11/15/2023	22.47	10-120
20241477	10-158	Activity Funds	11/15/2023	503.54	10-120
20241477	10-158	Activity Funds	11/15/2023	44.97	10-120
20241477	10-158	Activity Funds	11/15/2023	48.57	10-120
20241477	10-158	Activity Funds	11/15/2023	44.97	10-120
20241477	10-158	Activity Funds	11/15/2023	(48.57)	10-120
20241477	10-158	Activity Funds	11/15/2023	15.99	10-120
20241477	10-158	Activity Funds	11/15/2023	89.91	10-120
20241477	10-158	Activity Funds	11/15/2023	27.93	10-120
20241546	10-2220-430-00-74-210-13	Media Center Heineman	11/20/2023	286.29	10-2220-430-00-74-210-13
20241470	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	11/15/2023	19.99	10-2213-415-00-74-140-13
20241548	10-1110-410-00-72-120-13	Inst Supplies Martin	11/20/2023	(6.99)	10-1110-410-00-72-120-13
20241548	10-158	Activity Funds	11/20/2023	(79.98)	10-120
20241547	10-1200-332-00-79-600-14	Travel Sp Ed	11/20/2023	26.36	10-1200-332-00-79-600-14
20241547	10-1200-332-00-79-600-14	Travel Sp Ed	11/20/2023	189.90	10-1200-332-00-79-600-14
20241547	10-1200-332-00-79-600-14	Travel Sp Ed	11/20/2023	6.31	10-1200-332-00-79-600-14
20241547	10-1200-332-00-79-600-14	Travel Sp Ed	11/20/2023	14.50	10-1200-332-00-79-600-14
20241546	10-158	Activity Funds	11/20/2023	42.17	10-120



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 13 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241546	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	11/20/2023	22.98	10-2213-415-00-74-210-13
20241546	10-1120-332-00-74-210-13	Teacher Travel Heineman	11/20/2023	150.00	10-1120-332-00-74-210-13
20241543	10-2520-410-00-74-500-14	Supplies Fiscal	11/20/2023	(869.99)	10-2520-410-00-74-500-14
20241546	10-1120-410-00-74-210-13	Inst Supplies Heineman	11/20/2023	320.00	10-1120-410-00-74-210-13
20241476	10-2660-410-00-79-600-14	Supplies Tech	11/15/2023	145.14	10-2660-410-00-79-600-14
20241545	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/20/2023	78.86	10-2210-410-92-79-600-14
20241545	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/20/2023	295.00	10-2210-314-92-79-605-14
20241545	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/20/2023	906.10	10-1200-410-92-79-600-14
20241545	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/20/2023	287.90	10-1200-410-92-79-600-14
20241545	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/20/2023	200.81	10-2130-410-92-79-605-14
20241545	10-1200-410-66-71-300-13	STEP Supplies	11/20/2023	154.79	10-1200-410-66-71-300-13
20241545	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/20/2023	152.60	10-1200-410-92-79-600-14
20241545	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/20/2023	141.52	10-2130-410-92-79-605-14
20241545	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/20/2023	90.59	10-1200-410-92-79-600-14
20241545	10-1200-410-66-71-300-13	STEP Supplies	11/20/2023	37.44	10-1200-410-66-71-300-13
20241545	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/20/2023	25.49	10-1200-410-92-79-600-14
20241546	10-1120-332-00-74-210-13	Teacher Travel Heineman	11/20/2023	50.00	10-1120-332-00-74-210-13
20241472	10-158	Activity Funds	11/15/2023	422.19	10-120
20241472	10-1225-410-95-79-600-14	ECE Instr Supplies	11/15/2023	13.95	10-1225-410-95-79-600-14
20241472	10-1225-410-95-79-600-14	ECE Instr Supplies	11/15/2023	53.13	10-1225-410-95-79-600-14
20241472	10-1225-410-95-79-600-14	ECE Instr Supplies	11/15/2023	11.22	10-1225-410-95-79-600-14
20241472	10-1225-410-95-79-600-14	ECE Instr Supplies	11/15/2023	24.97	10-1225-410-95-79-600-14
20241472	10-1125-410-97-79-600-14	All Children Supplies	11/15/2023	12.32	10-1125-410-97-79-600-14
20241472	10-1125-410-97-79-600-14	All Children Supplies	11/15/2023	63.84	10-1125-410-97-79-600-14
20241472	10-1125-410-97-79-600-14	All Children Supplies	11/15/2023	114.99	10-1125-410-97-79-600-14
20241472	10-1125-410-97-79-600-14	All Children Supplies	11/15/2023	63.36	10-1125-410-97-79-600-14
20241472	10-1125-410-90-79-600-14	Supplies Parent-Tot	11/15/2023	21.49	10-1125-410-90-79-600-14
20241472	10-1125-410-90-79-600-14	Supplies Parent-Tot	11/15/2023	46.98	10-1125-410-90-79-600-14
20241477	10-158	Activity Funds	11/15/2023	41.28	10-120
20241472	10-1125-410-90-79-600-14	Supplies Parent-Tot	11/15/2023	241.47	10-1125-410-90-79-600-14
20241472	10-1225-410-95-79-600-14	ECE Instr Supplies	11/15/2023	37.87	10-1225-410-95-79-600-14
20241472	10-158	Activity Funds	11/15/2023	30.76	10-120
20241472	10-1125-410-97-79-600-14	All Children Supplies	11/15/2023	12.96	10-1125-410-97-79-600-14
20241472	10-1125-410-97-79-600-14	All Children Supplies	11/15/2023	4.94	10-1125-410-97-79-600-14



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 14 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241472	10-1125-490-00-79-600-14	Supplies Preschool	11/15/2023	17.49	10-1125-490-00-79-600-14
20241471	10-1200-410-66-71-300-13	STEP Supplies	11/15/2023	146.17	10-1200-410-66-71-300-13
20241471	10-1200-310-66-71-300-13	STEP Purchased Services	11/15/2023	130.00	10-1200-310-66-71-300-13
20241458	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/15/2023	68.69	10-2210-410-92-79-600-14
20241470	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	11/15/2023	79.98	10-2213-415-00-74-140-13
20241453	10-158	Activity Funds	11/15/2023	494.39	10-120
20241470	10-1110-410-00-74-140-13	Inst Supplies Mackeben	11/15/2023	6.99	10-1110-410-00-74-140-13
20241470	10-1110-410-00-74-140-13	Inst Supplies Mackeben	11/15/2023	21.88	10-1110-410-00-74-140-13
20241472	10-1125-410-90-79-600-14	Supplies Parent-Tot	11/15/2023	1.78	10-1125-410-90-79-600-14
20241472	10-1125-410-97-79-600-14	All Children Supplies	11/15/2023	67.63	10-1125-410-97-79-600-14
20241548	10-1110-410-00-72-120-13	Inst Supplies Martin	11/20/2023	26.73	10-1110-410-00-72-120-13
20241476	10-2660-410-00-79-600-14	Supplies Tech	11/15/2023	29.96	10-2660-410-00-79-600-14
20241475	20-2542-410-00-79	Supplies B & G	11/15/2023	678.81	20-2542-410-00-79
20241475	20-2542-410-00-79	Supplies B & G	11/15/2023	142.98	20-2542-410-00-79
20241475	20-2542-410-00-79	Supplies B & G	11/15/2023	1,605.24	20-2542-410-00-79
20241475	20-2540-640-00-79	Dues & Fees	11/15/2023	280.00	20-2540-640-00-79
20241475	20-2542-410-00-79	Supplies B & G	11/15/2023	18.53	20-2542-410-00-79
20241475	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	11/15/2023	134.60	20-2545-323-00-79-600-14
20241475	20-2542-410-00-79	Supplies B & G	11/15/2023	126.49	20-2542-410-00-79
20241474	10-2560-415-00-74-140-13	Cafe Food Mackeben	11/15/2023	81.16	10-2560-415-00-74-140-13
20241474	10-2560-415-00-71-300-13	Cafe Food HS	11/15/2023	21.34	10-2560-415-00-71-300-13
20241472	10-1225-410-95-79-600-14	ECE Instr Supplies	11/15/2023	13.19	10-1225-410-95-79-600-14
20241473	10-2660-332-00-79-600-14	Travel Technology	11/15/2023	73.85	10-2660-332-00-79-600-14
20241472	10-1225-410-95-79-600-14	ECE Instr Supplies	11/15/2023	(13.19)	10-1225-410-95-79-600-14
20241472	10-2560-415-97-79-600-14	All Children Snacks	11/15/2023	69.22	10-2560-415-97-79-600-14
20241472	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	11/15/2023	165.08	10-2213-415-00-72-165-13
20241472	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot	11/15/2023	400.00	10-1125-390-90-79-600-14
20241472	10-1125-410-90-79-600-14	Supplies Parent-Tot	11/15/2023	121.91	10-1125-410-90-79-600-14
20241472	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	11/15/2023	74.99	10-2213-415-00-72-165-13
20241472	10-1125-410-97-79-600-14	All Children Supplies	11/15/2023	101.78	10-1125-410-97-79-600-14
20241472	10-1125-410-97-79-600-14	All Children Supplies	11/15/2023	14.26	10-1125-410-97-79-600-14
20241472	10-1225-410-95-79-600-14	ECE Instr Supplies	11/15/2023	117.99	10-1225-410-95-79-600-14
20241472	10-2300-410-97-79-600-14	All Children Gen Admin Sup	11/15/2023	39.99	10-2300-410-97-79-600-14
20241472	10-1125-410-97-79-600-14	All Children Supplies	11/15/2023	123.06	10-1125-410-97-79-600-14



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 15 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241477	10-158	Activity Funds	11/15/2023	206.35	10-120
20241474	10-2560-415-00-74-210-13	Cafe Food Heineman	11/15/2023	38.87	10-2560-415-00-74-210-13
20241556	10-2310-332-00-74-500-14	Travel Board	11/20/2023	340.81	10-2310-332-00-74-500-14
20241548	10-1110-410-00-72-120-13	Inst Supplies Martin	11/20/2023	7.99	10-1110-410-00-72-120-13
20241560	10-1125-410-97-79-600-14	All Children Supplies	11/20/2023	14.99	10-1125-410-97-79-600-14
20241560	10-158	Activity Funds	11/20/2023	14.05	10-120
20241559	10-1200-410-66-71-300-13	STEP Supplies	11/20/2023	150.00	10-1200-410-66-71-300-13
20241558	10-158	Activity Funds	11/20/2023	11.75	10-120
20241558	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	11/20/2023	215.85	10-2213-415-00-74-140-13
20241558	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	11/20/2023	28.53	10-2410-410-00-74-140-14
20241558	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	11/20/2023	6.18	10-2410-410-00-74-140-14
20241558	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	11/20/2023	4.36	10-2410-410-00-74-140-14
20241558	10-1110-410-00-74-140-13	Inst Supplies Mackeben	11/20/2023	21.55	10-1110-410-00-74-140-13
20241560	10-1125-410-97-79-600-14	All Children Supplies	11/20/2023	29.98	10-1125-410-97-79-600-14
20241556	10-2310-332-00-74-500-14	Travel Board	11/20/2023	63.30	10-2310-332-00-74-500-14
20241560	10-1125-410-97-79-600-14	All Children Supplies	11/20/2023	40.20	10-1125-410-97-79-600-14
20241555	10-1200-410-66-71-300-13	STEP Supplies	11/20/2023	91.74	10-1200-410-66-71-300-13
20241555	10-1200-410-66-71-300-13	STEP Supplies	11/20/2023	156.39	10-1200-410-66-71-300-13
20241554	10-158	Activity Funds	11/20/2023	511.30	10-120
20241554	10-158	Activity Funds	11/20/2023	95.76	10-120
20241554	10-158	Activity Funds	11/20/2023	305.93	10-120
20241553	10-158	Activity Funds	11/20/2023	77.10	10-120
20241553	10-158	Activity Funds	11/20/2023	157.91	10-120
20241553	10-158	Activity Funds	11/20/2023	41.62	10-120
20241553	10-158	Activity Funds	11/20/2023	46.92	10-120
20241553	10-158	Activity Funds	11/20/2023	34.48	10-120
20241553	10-158	Activity Funds	11/20/2023	24.86	10-120
20241557	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	11/20/2023	103.79	10-2212-332-00-74-500-14
20241563	10-2660-410-00-79-600-14	Supplies Tech	11/20/2023	34.99	10-2660-410-00-79-600-14
20241565	10-2642-410-00-74-500-14	Supplies Human Res	11/20/2023	153.38	10-2642-410-00-74-500-14
20241564	10-158	Activity Funds	11/20/2023	(666.27)	10-120
20241564	10-158	Activity Funds	11/20/2023	249.95	10-120
20241564	10-158	Activity Funds	11/20/2023	696.69	10-120
20241564	10-158	Activity Funds	11/20/2023	79.14	10-120



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 16 of 48

25

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241564	10-158	Activity Funds	11/20/2023	26.15	10-120
20241564	10-158	Activity Funds	11/20/2023	239.00	10-120
20241564	10-158	Activity Funds	11/20/2023	98.96	10-120
20241564	10-158	Activity Funds	11/20/2023	149.00	10-120
20241563	10-2660-410-00-79-600-14	Supplies Tech	11/20/2023	317.50	10-2660-410-00-79-600-14
20241560	10-1125-410-97-79-600-14	All Children Supplies	11/20/2023	25.15	10-1125-410-97-79-600-14
20241563	10-2660-410-00-79-600-14	Supplies Tech	11/20/2023	50.00	10-2660-410-00-79-600-14
20241552	10-2410-332-00-72-220-13	Principal Travel Marlowe	11/20/2023	195.00	10-2410-332-00-72-220-13
20241563	10-2660-410-00-79-600-14	Supplies Tech	11/20/2023	(43.10)	10-2660-410-00-79-600-14
20241562	20-2540-640-00-79	Dues & Fees	11/20/2023	435.00	20-2540-640-00-79
20241562	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	11/20/2023	1,147.15	20-2545-323-00-79-600-14
20241562	20-2540-410-00-79	Office Supplies B & G	11/20/2023	131.04	20-2540-410-00-79
20241562	20-2542-410-00-79	Supplies B & G	11/20/2023	39.75	20-2542-410-00-79
20241562	20-2540-410-00-79	Office Supplies B & G	11/20/2023	14.28	20-2540-410-00-79
20241561	10-2560-410-00-71-300-13	Cafe Supplies HS	11/20/2023	61.49	10-2560-410-00-71-300-13
20241560	10-1125-490-00-79-600-14	Supplies Preschool	11/20/2023	283.84	10-1125-490-00-79-600-14
20241560	10-1125-410-90-79-600-14	Supplies Parent-Tot	11/20/2023	129.98	10-1125-410-90-79-600-14
20241560	10-1125-410-90-79-600-14	Supplies Parent-Tot	11/20/2023	98.60	10-1125-410-90-79-600-14
20241560	10-1125-490-00-79-600-14	Supplies Preschool	11/20/2023	50.73	10-1125-490-00-79-600-14
20241563	10-2660-640-00-79-600-14	Dues & Fees Technology	11/20/2023	965.00	10-2660-640-00-79-600-14
20241549	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	11/20/2023	200.70	10-2410-410-00-72-110-14
20241550	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/20/2023	80.55	10-2213-415-00-71-300-13
20241550	10-1400-410-10-71-300-13	Ind Arts Supplies	11/20/2023	344.84	10-1400-410-10-71-300-13
20241550	10-1400-410-10-71-300-13	Ind Arts Supplies	11/20/2023	36.47	10-1400-410-10-71-300-13
20241550	10-1130-410-12-71-300-13	Music Supplies HS	11/20/2023	17.91	10-1130-410-12-71-300-13
20241550	10-2410-640-00-71-300-13	Office Dues & Fees HS	11/20/2023	429.00	10-2410-640-00-71-300-13
20241550	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	11/20/2023	97.30	10-1130-410-50-71-300-13
20241550	10-2410-410-00-71-300-13	Office Supplies HS	11/20/2023	34.70	10-2410-410-00-71-300-13
20241550	10-2410-410-00-71-300-13	Office Supplies HS	11/20/2023	18.90	10-2410-410-00-71-300-13
20241550	10-1130-410-12-71-300-13	Music Supplies HS	11/20/2023	(141.84)	10-1130-410-12-71-300-13
20241549	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	11/20/2023	162.40	10-2213-415-00-72-110-13
20241553	10-158	Activity Funds	11/20/2023	20.73	10-120
20241549	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	11/20/2023	284.78	10-2410-410-00-72-110-14
20241550	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/20/2023	21.44	10-2213-415-00-71-300-13



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 17 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241549	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	11/20/2023	163.53	10-2410-410-00-72-110-14
20241549	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	11/20/2023	151.41	10-2410-410-00-72-110-14
20241549	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	11/20/2023	145.23	10-2410-410-00-72-110-14
20241549	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	11/20/2023	135.85	10-2410-410-00-72-110-14
20241549	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	11/20/2023	71.07	10-2410-410-00-72-110-14
20241549	10-2410-410-00-72-110-13	Office Supplies Chesak	11/20/2023	79.98	10-2410-410-00-72-110-13
20241549	10-1110-410-00-72-110-13	Inst Supplies Chesak	11/20/2023	42.78	10-1110-410-00-72-110-13
20241549	10-1110-410-12-74-110-13	Music Supplies	11/20/2023	11.22	10-1110-410-12-74-110-13
20241549	10-1110-410-00-72-110-13	Inst Supplies Chesak	11/20/2023	(43.06)	10-1110-410-00-72-110-13
20241548	10-158	Activity Funds	11/20/2023	313.62	10-120
20241548	10-1110-410-00-72-120-13	Inst Supplies Martin	11/20/2023	119.13	10-1110-410-00-72-120-13
20241549	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	11/20/2023	320.28	10-2410-410-00-72-110-14
20241552	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/20/2023	30.64	10-1120-410-00-72-220-13
20241470	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	11/15/2023	38.41	10-2410-491-00-74-140-13
20241552	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	11/20/2023	400.00	10-2410-491-00-72-220-13
20241552	10-2220-430-00-72-220-13	Media Center Marlowe	11/20/2023	55.80	10-2220-430-00-72-220-13
20241552	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	11/20/2023	180.83	10-1120-410-13-72-220-07
20241552	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	11/20/2023	137.12	10-2410-491-00-72-220-13
20241552	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	11/20/2023	134.91	10-1120-410-13-72-220-06
20241552	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	11/20/2023	119.98	10-1120-410-13-72-220-08
20241552	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	11/20/2023	98.97	10-1120-410-13-72-220-06
20241552	10-2410-410-00-72-220-13	Office Supplies Marlowe	11/20/2023	81.66	10-2410-410-00-72-220-13
20241552	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	11/20/2023	79.89	10-2410-410-00-72-220-14
20241552	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	11/20/2023	71.17	10-2410-491-00-72-220-13
20241550	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/20/2023	807.91	10-2213-415-00-71-300-13
20241552	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/20/2023	35.87	10-1120-410-00-72-220-13
20241550	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/20/2023	699.30	10-2213-415-00-71-300-13
20241552	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/20/2023	29.99	10-1120-410-00-72-220-13
20241552	10-2410-410-00-72-220-13	Office Supplies Marlowe	11/20/2023	20.99	10-2410-410-00-72-220-13
20241552	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/20/2023	(21.93)	10-1120-410-00-72-220-13
20241551	10-2213-415-00-71-100-13	Leggee Staff Devel Supplies	11/20/2023	158.84	10-2213-415-00-71-100-13
20241551	10-2213-415-00-71-100-13	Leggee Staff Devel Supplies	11/20/2023	38.86	10-2213-415-00-71-100-13
20241551	10-2213-415-00-71-100-13	Leggee Staff Devel Supplies	11/20/2023	0.89	10-2213-415-00-71-100-13
20241551	10-158	Activity Funds	11/20/2023	60.33	10-120



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 18 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241551	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/20/2023	24.98	10-1110-410-00-71-100-13
20241551	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/20/2023	19.98	10-1110-410-00-71-100-13
20241551	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/20/2023	9.55	10-1110-410-00-71-100-13
20241553	10-158	Activity Funds	11/20/2023	9.03	10-120
20241552	10-2120-410-00-72-220-13	Supplies Guidance Marlowe	11/20/2023	35.88	10-2120-410-00-72-220-13
20241458	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	37.00	10-1200-410-92-79-600-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	200.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	200.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	200.00	10-2210-314-92-79-605-14
20241458	10-1200-410-00-79-600-14	Supplies Sp Ed	11/15/2023	82.69	10-1200-410-00-79-600-14
20241458	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	69.99	10-1200-410-92-79-600-14
20241458	10-1200-410-66-71-300-13	STEP Supplies	11/15/2023	24.99	10-1200-410-66-71-300-13
20241458	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/15/2023	324.61	10-2130-410-92-79-605-14
20241458	10-2110-410-92-79-605-14	IDEA Social Work Supplies	11/15/2023	31.29	10-2110-410-92-79-605-14
20241458	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	234.50	10-1200-410-92-79-600-14
20241458	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/15/2023	23.13	10-2210-410-92-79-600-14
20241457	10-2520-410-00-74-500-14	Supplies Fiscal	11/15/2023	13.49	10-2520-410-00-74-500-14
20241458	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	10.96	10-1200-410-92-79-600-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	200.00	10-2210-314-92-79-605-14
20241458	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	37.00	10-1200-410-92-79-600-14
20241458	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	37.00	10-1200-410-92-79-600-14
20241458	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	37.00	10-1200-410-92-79-600-14
20241458	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	37.00	10-1200-410-92-79-600-14
20241458	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	33.40	10-1200-410-92-79-600-14
20241458	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	29.96	10-1200-410-92-79-600-14
20241458	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	44.94	10-1200-410-92-79-600-14
20241458	10-1200-410-66-71-300-13	STEP Supplies	11/15/2023	9.99	10-1200-410-66-71-300-13
20241458	10-1200-410-66-71-300-13	STEP Supplies	11/15/2023	(60.12)	10-1200-410-66-71-300-13
20241457	10-2520-332-00-74-500-14	Travel Fiscal	11/15/2023	88.56	10-2520-332-00-74-500-14
20241457	10-2520-410-00-74-500-14	Supplies Fiscal	11/15/2023	182.21	10-2520-410-00-74-500-14
20241460	10-1120-410-13-74-210-08	Heineman Science Supplies 8	11/15/2023	123.32	10-1120-410-13-74-210-08
20241458	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	67.00	10-1200-410-92-79-600-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	375.00	10-2210-314-92-79-605-14
20241460	10-1120-410-13-74-210-07	Heineman Science Supplies 7	11/15/2023	21.29	10-1120-410-13-74-210-07
20241470	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	11/15/2023	107.96	10-2213-415-00-74-140-13



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 19 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241460	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	11/15/2023	82.36	10-2410-410-00-74-210-14
20241470	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	11/15/2023	236.13	10-2213-415-00-74-140-13
20241460	10-2220-430-00-74-210-13	Media Center Heineman	11/15/2023	50.97	10-2220-430-00-74-210-13
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	375.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	375.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	375.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	375.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	375.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	375.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	200.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	375.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	200.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	375.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	375.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	375.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	375.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	375.00	10-2210-314-92-79-605-14
20241458	10-2210-640-92-79-605-14	IDEA Other Objects	11/15/2023	250.00	10-2210-640-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	200.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	200.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	200.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	200.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	200.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	200.00	10-2210-314-92-79-605-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	200.00	10-2210-314-92-79-605-14
20241457	10-2520-410-00-74-500-14	Supplies Fiscal	11/15/2023	869.99	10-2520-410-00-74-500-14
20241458	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/15/2023	375.00	10-2210-314-92-79-605-14
20241456	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	11/15/2023	116.48	10-1800-410-84-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	23.64	10-2210-332-82-79-605-14
20241456	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	11/15/2023	156.92	10-2210-490-00-74-500-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	25.53	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	15.92	10-2210-332-82-79-605-14
20241456	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	11/15/2023	14.99	10-2210-490-00-74-500-14
20241456	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	11/15/2023	9.99	10-2210-490-00-74-500-14
20241456	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	11/15/2023	194.65	10-1800-410-84-79-605-14
20241456	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	11/15/2023	116.48	10-1800-410-84-79-605-14
20241456	10-1100-423-00-74-500-14	New Adoption 6-12	11/15/2023	15.59	10-1100-423-00-74-500-14



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 20 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241456	10-1100-423-00-74-500-14	New Adoption 6-12	11/15/2023	19.98	10-1100-423-00-74-500-14
20241457	10-2520-410-00-74-500-14	Supplies Fiscal	11/15/2023	24.39	10-2520-410-00-74-500-14
20241456	10-1100-423-00-74-500-14	New Adoption 6-12	11/15/2023	(31.24)	10-1100-423-00-74-500-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	185.00	10-2210-332-82-79-605-14
20241456	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	11/15/2023	87.36	10-1800-410-84-79-605-14
20241456	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	11/15/2023	87.36	10-1800-410-84-79-605-14
20241456	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	11/15/2023	39.95	10-2213-415-00-74-500-14
20241455	10-158	Activity Funds	11/15/2023	238.78	10-120
20241455	10-158	Activity Funds	11/15/2023	215.48	10-120
20241455	10-158	Activity Funds	11/15/2023	(14.01)	10-120
20241455	10-158	Activity Funds	11/15/2023	492.00	10-120
20241454	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/15/2023	35.13	10-2213-415-00-71-300-13
20241454	10-2410-332-00-71-300-13	Prin Travel HS	11/15/2023	75.00	10-2410-332-00-71-300-13
20241454	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/15/2023	20.34	10-2213-415-00-71-300-13
20241454	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/15/2023	92.23	10-2213-415-00-71-300-13
20241456	10-1100-423-00-74-500-14	New Adoption 6-12	11/15/2023	44.50	10-1100-423-00-74-500-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	8.21	10-2210-332-82-79-605-14
20241457	10-2520-410-00-74-500-14	Supplies Fiscal	11/15/2023	45.08	10-2520-410-00-74-500-14
20241457	10-2520-410-00-74-500-14	Supplies Fiscal	11/15/2023	1,145.97	10-2520-410-00-74-500-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	35.00	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	35.00	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	6.10	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	9.92	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	8.21	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	8.21	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	5.21	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	3.00	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	8.74	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	185.00	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	21.91	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	185.00	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	38.22	10-2210-332-82-79-605-14
20241456	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	11/15/2023	80.18	10-2212-332-00-74-500-14
20241456	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	11/15/2023	17.98	10-1800-410-82-79-605-14



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 21 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	20.19	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	86.52	10-2210-332-82-79-605-14
20241456	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	11/15/2023	989.00	10-2212-332-00-74-500-14
20241456	10-2323-640-00-74-500-14	Dues & Fees Curr & Inst 6-12	11/15/2023	190.00	10-2323-640-00-74-500-14
20241456	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	11/15/2023	119.52	10-2213-415-00-74-500-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	807.06	10-2210-332-82-79-605-14
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	28.62	10-2210-332-82-79-605-14
20241460	10-2410-410-00-74-210-13	Office Supplies Heineman	11/15/2023	60.60	10-2410-410-00-74-210-13
20241456	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/15/2023	8.21	10-2210-332-82-79-605-14
20241465	10-158	Activity Funds	11/15/2023	37.38	10-120
20241463	10-1130-323-00-71-300-13	Repairs HS	11/15/2023	30.99	10-1130-323-00-71-300-13
20241466	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	11/15/2023	173.56	10-1120-490-00-72-220-13
20241466	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	11/15/2023	8.94	10-1120-490-00-72-220-13
20241466	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/15/2023	382.50	10-1120-410-00-72-220-13
20241466	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/15/2023	18.99	10-1120-410-00-72-220-13
20241465	10-1110-410-35-71-100-13	Band Supplies Leggee	11/15/2023	35.00	10-1110-410-35-71-100-13
20241465	10-2213-415-00-71-100-13	Leggee Staff Devel Supplies	11/15/2023	87.85	10-2213-415-00-71-100-13
20241465	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/15/2023	151.70	10-1110-410-00-71-100-13
20241465	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/15/2023	90.93	10-1110-410-00-71-100-13
20241465	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/15/2023	11.98	10-1110-410-00-71-100-13
20241465	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	11/15/2023	139.99	10-2410-410-00-71-100-14
20241466	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/15/2023	161.85	10-1120-410-00-72-220-13
20241465	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/15/2023	5.99	10-1110-410-00-71-100-13
20241466	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/15/2023	130.41	10-1120-410-00-72-220-13
20241464	10-158	Activity Funds	11/15/2023	91.25	10-120
20241464	10-158	Activity Funds	11/15/2023	156.60	10-120
20241464	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	11/15/2023	67.20	10-2213-415-00-74-150-13
20241464	10-1100-421-00-74-500-14	Materials 6-12	11/15/2023	178.03	10-1100-421-00-74-500-14
20241464	10-1100-421-00-74-500-14	Materials 6-12	11/15/2023	262.36	10-1100-421-00-74-500-14
20241463	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/15/2023	44.94	10-2213-415-00-71-300-13
20241463	10-1130-410-13-71-300-13	Science Supplies HS	11/15/2023	36.64	10-1130-410-13-71-300-13
20241463	10-1558-410-00-71-300-13	VEI Supplies HS	11/15/2023	163.56	10-1558-410-00-71-300-13
20241460	10-2220-430-00-74-210-13	Media Center Heineman	11/15/2023	54.54	10-2220-430-00-74-210-13
20241463	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	11/15/2023	9.76	10-1130-410-50-71-300-13



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 22 of 48

31

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241460	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	11/15/2023	95.03	10-1120-410-12-74-210-13
20241465	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/15/2023	68.52	10-1110-410-00-71-100-13
20241467	10-158	Activity Funds	11/15/2023	32.79	10-120
20241470	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	11/15/2023	94.00	10-2213-415-00-74-140-13
20241470	10-1110-410-00-74-140-13	Inst Supplies Mackeben	11/15/2023	13.49	10-1110-410-00-74-140-13
20241470	10-1110-410-00-74-140-13	Inst Supplies Mackeben	11/15/2023	87.81	10-1110-410-00-74-140-13
20241468	10-1200-310-66-71-300-13	STEP Purchased Services	11/15/2023	265.07	10-1200-310-66-71-300-13
20241468	10-1200-310-66-71-300-13	STEP Purchased Services	11/15/2023	90.75	10-1200-310-66-71-300-13
20241467	10-158	Activity Funds	11/15/2023	37.92	10-120
20241467	10-158	Activity Funds	11/15/2023	167.10	10-120
20241467	10-158	Activity Funds	11/15/2023	957.24	10-120
20241467	10-158	Activity Funds	11/15/2023	869.91	10-120
20241467	10-158	Activity Funds	11/15/2023	869.90	10-120
20241467	10-158	Activity Funds	11/15/2023	869.90	10-120
20241466	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/15/2023	37.04	10-1120-410-00-72-220-13
20241467	10-158	Activity Funds	11/15/2023	218.95	10-120
20241463	10-1412-410-63-71-300-14	CTEI Supplies	11/15/2023	179.96	10-1412-410-63-71-300-14
20241466	10-1120-410-09-72-220-13	Home Ec Marlowe	11/15/2023	42.02	10-1120-410-09-72-220-13
20241466	10-1120-410-09-72-220-13	Home Ec Marlowe	11/15/2023	15.99	10-1120-410-09-72-220-13
20241466	10-1120-410-09-72-220-13	Home Ec Marlowe	11/15/2023	2.56	10-1120-410-09-72-220-13
20241466	10-1120-410-09-72-220-13	Home Ec Marlowe	11/15/2023	80.51	10-1120-410-09-72-220-13
20241466	10-1120-410-09-72-220-13	Home Ec Marlowe	11/15/2023	77.41	10-1120-410-09-72-220-13
20241466	10-1120-410-09-72-220-13	Home Ec Marlowe	11/15/2023	47.37	10-1120-410-09-72-220-13
20241466	10-1120-410-80-72-220-13	PBIS	11/15/2023	149.95	10-1120-410-80-72-220-13
20241466	10-2220-430-00-72-220-13	Media Center Marlowe	11/15/2023	24.97	10-2220-430-00-72-220-13
20241466	10-2220-430-00-72-220-13	Media Center Marlowe	11/15/2023	63.55	10-2220-430-00-72-220-13
20241466	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/15/2023	105.00	10-1120-410-00-72-220-13
20241466	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	11/15/2023	95.07	10-1120-410-13-72-220-08
20241467	10-158	Activity Funds	11/15/2023	44.97	10-120
20241460	10-1120-410-09-74-210-13	Home Ec Heineman	11/15/2023	7.00	10-1120-410-09-74-210-13
20241462	10-1110-410-00-72-110-13	Inst Supplies Chesak	11/15/2023	43.06	10-1110-410-00-72-110-13
20241463	10-1130-332-00-71-300-13	Teacher Travel HS	11/15/2023	869.91	10-1130-332-00-71-300-13
20241461	10-1110-410-00-72-120-13	Inst Supplies Martin	11/15/2023	41.36	10-1110-410-00-72-120-13
20241461	10-1110-410-00-72-120-13	Inst Supplies Martin	11/15/2023	39.00	10-1110-410-00-72-120-13



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 23 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241461	10-1110-410-00-72-120-13	Inst Supplies Martin	11/15/2023	39.00	10-1110-410-00-72-120-13
20241461	10-2410-410-00-72-120-14	Copier Paper & Toner Martin	11/15/2023	60.52	10-2410-410-00-72-120-14
20241461	10-2410-410-00-72-120-13	Office Supplies Martin	11/15/2023	11.18	10-2410-410-00-72-120-13
20241461	10-1110-410-36-72-120-13	Orchestra Supplies Martin	11/15/2023	22.00	10-1110-410-36-72-120-13
20241461	10-1110-410-00-72-120-13	Inst Supplies Martin	11/15/2023	19.98	10-1110-410-00-72-120-13
20241461	10-1110-410-00-72-120-13	Inst Supplies Martin	11/15/2023	327.00	10-1110-410-00-72-120-13
20241461	10-1110-410-00-72-120-13	Inst Supplies Martin	11/15/2023	50.63	10-1110-410-00-72-120-13
20241463	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/15/2023	152.15	10-2213-415-00-71-300-13
20241461	10-1110-410-00-72-120-13	Inst Supplies Martin	11/15/2023	18.89	10-1110-410-00-72-120-13
20241462	10-2220-490-00-72-110-13	Media Center Tech Chesak	11/15/2023	36.15	10-2220-490-00-72-110-13
20241460	10-1120-410-09-74-210-13	Home Ec Heineman	11/15/2023	173.65	10-1120-410-09-74-210-13
20241460	10-1120-410-09-74-210-13	Home Ec Heineman	11/15/2023	13.92	10-1120-410-09-74-210-13
20241460	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	11/15/2023	438.67	10-1120-490-02-74-210-13
20241460	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	11/15/2023	44.00	10-2213-415-00-74-210-13
20241460	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	11/15/2023	291.78	10-1120-410-12-74-210-13
20241460	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	11/15/2023	172.00	10-1120-410-12-74-210-13
20241460	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	11/15/2023	165.00	10-1120-410-12-74-210-13
20241460	10-1000-310-98-79-600-14	Teacher Vacancy Purch Svcs	11/15/2023	29.10	10-1000-310-98-79-600-14
20241460	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	11/15/2023	20.81	10-1120-323-00-74-210-13
20241460	10-2410-410-00-74-210-13	Office Supplies Heineman	11/15/2023	22.99	10-2410-410-00-74-210-13
20241460	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	11/15/2023	172.78	10-1120-410-12-74-210-13
20241461	10-1110-410-00-72-120-13	Inst Supplies Martin	11/15/2023	35.00	10-1110-410-00-72-120-13
20241463	10-1130-410-15-71-300-13	Social Studies Supplies HS	11/15/2023	23.99	10-1130-410-15-71-300-13
20241463	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/15/2023	28.42	10-2213-415-00-71-300-13
20241463	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/15/2023	5.98	10-2213-415-00-71-300-13
20241463	10-1130-410-12-71-300-13	Music Supplies HS	11/15/2023	350.75	10-1130-410-12-71-300-13
20241463	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	11/15/2023	50.00	10-1130-410-50-71-300-13
20241463	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	11/15/2023	150.00	10-1130-410-50-71-300-13
20241463	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/15/2023	219.02	10-2213-415-00-71-300-13
20241463	10-1558-410-00-71-300-13	VEI Supplies HS	11/15/2023	467.59	10-1558-410-00-71-300-13
20241463	10-1130-410-13-71-300-13	Science Supplies HS	11/15/2023	945.18	10-1130-410-13-71-300-13
20241463	10-1130-410-11-71-300-13	Math Supplies HS	11/15/2023	170.20	10-1130-410-11-71-300-13
20241461	10-1110-410-00-72-120-13	Inst Supplies Martin	11/15/2023	53.00	10-1110-410-00-72-120-13
20241463	10-1130-410-12-71-300-13	Music Supplies HS	11/15/2023	141.84	10-1130-410-12-71-300-13



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 24 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241463	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	11/15/2023	(19.94)	10-1130-410-50-71-300-13
20241462	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	11/15/2023	108.82	10-2213-415-00-72-110-13
20241463	10-1130-410-12-71-300-13	Music Supplies HS	11/15/2023	141.84	10-1130-410-12-71-300-13
20241462	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	11/15/2023	299.80	10-2410-410-00-72-110-14
20241463	10-2410-410-00-71-300-13	Office Supplies HS	11/15/2023	16.99	10-2410-410-00-71-300-13
20241462	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	11/15/2023	183.53	10-2213-415-00-72-110-13
20241462	10-1110-410-00-72-110-13	Inst Supplies Chesak	11/15/2023	12.68	10-1110-410-00-72-110-13
20241463	10-1400-410-09-71-300-13	Home Economics Supplies	11/15/2023	18.75	10-1400-410-09-71-300-13
20241463	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/15/2023	14.64	10-2213-415-00-71-300-13
20241463	10-1400-410-09-71-300-13	Home Economics Supplies	11/15/2023	40.28	10-1400-410-09-71-300-13
<b>Total</b>				<b>\$90,271.62</b>	
<hr/>					
<b>Build Capacity Consulting LLC</b>					<b>33</b>
20241489	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	11/20/2023	33.04	10-2212-310-00-79-505-14
20241489	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	11/20/2023	205.52	10-2212-310-00-79-505-14
20241489	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	11/20/2023	120.52	10-2212-310-00-79-505-14
<b>Total</b>				<b>\$359.08</b>	
<hr/>					
<b>C &amp; L</b>					
20241490	20-2543-323-00-79	Repairs-Grounds	11/20/2023	200.00	20-2543-323-00-79
20241490			11/20/2023	0.00	
<b>Total</b>				<b>\$200.00</b>	
<hr/>					
<b>Canteen Refreshments</b>					
20241388	10-2560-415-00-71-300-13	Cafe Food HS	11/07/2023	866.69	10-2560-415-00-71-300-13
20241532	10-2560-415-00-71-300-13	Cafe Food HS	11/20/2023	222.25	10-2560-415-00-71-300-13
20241590	10-2560-415-00-71-300-13	Cafe Food HS	11/30/2023	160.04	10-2560-415-00-71-300-13
20241491	10-2560-415-00-71-300-13	Cafe Food HS	11/20/2023	222.25	10-2560-415-00-71-300-13
<b>Total</b>				<b>\$1,471.23</b>	
<hr/>					
<b>Carolina Biological Supply Co</b>					
20241537	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	221.80	10-1130-410-67-71-300-13
20241539	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	17.29	10-1130-410-67-71-300-13



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 25 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241577			11/30/2023	0.00	
20241537	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	16.29	10-1130-410-67-71-300-13
20241539	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	17.29	10-1130-410-67-71-300-13
20241538	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	13.79	10-1130-410-67-71-300-13
20241539	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	17.29	10-1130-410-67-71-300-13
20241538	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	36.95	10-1130-410-67-71-300-13
20241538			11/21/2023	0.00	
20241539	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	63.40	10-1130-410-67-71-300-13
20241539	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	95.96	10-1130-410-67-71-300-13
20241539	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	16.29	10-1130-410-67-71-300-13
20241539	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	13.79	10-1130-410-67-71-300-13
20241536	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	126.80	10-1130-410-67-71-300-13
20241536	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	221.80	10-1130-410-67-71-300-13
20241536	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	16.29	10-1130-410-67-71-300-13
20241536	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	17.29	10-1130-410-67-71-300-13
20241536	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	17.29	10-1130-410-67-71-300-13
20241577	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/30/2023	697.50	10-1130-410-67-71-300-13
20241537	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	126.80	10-1130-410-67-71-300-13
20241537	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	13.79	10-1130-410-67-71-300-13
20241538	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	17.29	10-1130-410-67-71-300-13
20241538	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	17.29	10-1130-410-67-71-300-13
20241536	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	71.80	10-1130-410-67-71-300-13
20241538	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	16.29	10-1130-410-67-71-300-13
20241537	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	17.29	10-1130-410-67-71-300-13
20241577	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/30/2023	35.00	10-1130-410-67-71-300-13
20241536			11/21/2023	0.00	
20241538	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	50.72	10-1130-410-67-71-300-13
20241537	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	17.29	10-1130-410-67-71-300-13
20241537	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	72.57	10-1130-410-67-71-300-13
20241536	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	17.29	10-1130-410-67-71-300-13
20241539			11/21/2023	0.00	
20241539	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	51.48	10-1130-410-67-71-300-13
20241537	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	23.99	10-1130-410-67-71-300-13
20241537	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	17.29	10-1130-410-67-71-300-13



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 26 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241538	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	17.29	10-1130-410-67-71-300-13
20241536	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	13.79	10-1130-410-67-71-300-13
20241538	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	73.95	10-1130-410-67-71-300-13
20241539	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/21/2023	49.30	10-1130-410-67-71-300-13
20241537			11/21/2023	0.00	
<b>Total</b>				<b>\$2,347.62</b>	
<b>Cassandra Strings</b>					
20241402	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	11/09/2023	29.75	10-1110-410-36-71-100-13
20241402	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	11/09/2023	68.00	10-1110-410-36-71-100-13
20241402	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	11/09/2023	95.20	10-1110-410-36-71-100-13
<b>Total</b>				<b>\$192.95</b>	
<b>CDW Government Inc</b>					
20241335	10-2660-410-00-79-600-14	Supplies Tech	11/02/2023	2,454.00	10-2660-410-00-79-600-14
20241335	10-2660-410-00-79-600-14	Supplies Tech	11/02/2023	6,130.00	10-2660-410-00-79-600-14
20241335	10-2660-410-00-79-600-14	Supplies Tech	11/02/2023	0.00	10-2660-410-00-79-600-14
<b>Total</b>				<b>\$8,584.00</b>	
<b>Central States Bus Sales, Inc.</b>					
20241440	40-192	Prepaid Expense	11/14/2023	73,950.00	40-192
<b>Total</b>				<b>\$73,950.00</b>	
<b>Century Springs</b>					
20241345	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/06/2023	14.99	10-2213-415-00-71-300-13
20241345	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/06/2023	30.96	10-2213-415-00-71-300-13
20241345	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/06/2023	67.34	10-2213-415-00-71-300-13
20241345	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/06/2023	38.95	10-2213-415-00-71-300-13
<b>Total</b>				<b>\$152.24</b>	
<b>Chicago Kiln Service Inc</b>					
20241324	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee	11/02/2023	55.00	10-1110-323-00-71-100-13
20241324	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee	11/02/2023	300.00	10-1110-323-00-71-100-13



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 27 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241324	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee	11/02/2023	142.50	10-1110-323-00-71-100-13
				<b>Total</b>	<b>\$497.50</b>
<b>Cintas Corporation No 2</b>					
20241389	10-2560-410-00-71-300-13	Cafe Supplies HS	11/07/2023	100.18	10-2560-410-00-71-300-13
20241389	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	11/07/2023	35.75	10-2560-410-00-74-140-13
20241389	10-2560-410-00-74-150-13	Cafe Supplies Conley	11/07/2023	62.86	10-2560-410-00-74-150-13
20241389	10-2560-410-00-74-210-13	Cafe Supplies Heineman	11/07/2023	86.79	10-2560-410-00-74-210-13
20241389	10-2560-410-00-72-110-13	Cafe Supplies Chesak	11/07/2023	71.57	10-2560-410-00-72-110-13
20241389	10-2560-410-00-72-120-13	Cafe Supplies Martin	11/07/2023	64.95	10-2560-410-00-72-120-13
20241389	10-2560-410-00-71-100-13	Cafe Supplies Leggee	11/07/2023	44.39	10-2560-410-00-71-100-13
20241389	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	11/07/2023	76.75	10-2560-410-00-72-220-13
				<b>Total</b>	<b>\$543.24</b>
<b>Clarity Assessments LLC</b>					
20241492	10-2140-310-92-79-600-14	IDEA Psychological Services	11/20/2023	3,600.00	10-2140-310-92-79-600-14
				<b>Total</b>	<b>\$3,600.00</b>
<b>CLIC</b>					
20241533	10-2310-318-00-74-500-14	Legal Board	11/20/2023	6,870.50	10-2310-318-00-74-500-14
20241533	10-2310-318-00-74-500-14	Legal Board	11/20/2023	3,977.00	10-2310-318-00-74-500-14
				<b>Total</b>	<b>\$10,847.50</b>
<b>ClientFirst Technology Consulting</b>					
20241493	10-2660-390-00-79-600-14	Purchased Service Technology	11/20/2023	612.50	10-2660-390-00-79-600-14
				<b>Total</b>	<b>\$612.50</b>
<b>College Board</b>					
20241442	10-1100-421-00-74-500-14	Materials 6-12	11/14/2023	299.90	10-1100-421-00-74-500-14
20241442	10-1100-421-00-74-500-14	Materials 6-12	11/14/2023	299.90	10-1100-421-00-74-500-14
20241442	10-1100-421-00-74-500-14	Materials 6-12	11/14/2023	299.90	10-1100-421-00-74-500-14
20241442	10-1100-421-00-74-500-14	Materials 6-12	11/14/2023	299.90	10-1100-421-00-74-500-14
20241442	10-1100-421-00-74-500-14	Materials 6-12	11/14/2023	388.50	10-1100-421-00-74-500-14



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 28 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241442	10-1100-421-00-74-500-14	Materials 6-12	11/14/2023	299.90	10-1100-421-00-74-500-14
20241442	10-1100-421-00-74-500-14	Materials 6-12	11/14/2023	299.90	10-1100-421-00-74-500-14
20241442	10-1100-421-00-74-500-14	Materials 6-12	11/14/2023	129.50	10-1100-421-00-74-500-14
20241442	10-1100-421-00-74-500-14	Materials 6-12	11/14/2023	129.50	10-1100-421-00-74-500-14
20241442	10-1100-421-00-74-500-14	Materials 6-12	11/14/2023	388.50	10-1100-421-00-74-500-14
20241442	10-1100-421-00-74-500-14	Materials 6-12	11/14/2023	388.50	10-1100-421-00-74-500-14
20241442	10-1100-421-00-74-500-14	Materials 6-12	11/14/2023	335.34	10-1100-421-00-74-500-14
20241442	10-1100-421-00-74-500-14	Materials 6-12	11/14/2023	129.50	10-1100-421-00-74-500-14
<b>Total</b>				<u>\$3,688.74</u>	
<b>Colley Elevator Co</b>					
20241322			11/02/2023	0.00	
20241322	20-2542-520-00-79	Building projects	11/02/2023	228.00	20-2542-520-00-79
20241322	20-2542-323-00-79	Repairs & Maint Buildings	11/02/2023	691.00	20-2542-323-00-79
<b>Total</b>				<u>\$919.00</u>	
<b>Compass Health Center LLC</b>					
20241591	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	403.00	10-4210-670-00-79-600-14
20241591			11/30/2023	0.00	
<b>Total</b>				<u>\$403.00</u>	
<b>Connections Day School</b>					
20241407	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/09/2023	1,567.20	10-4220-670-00-79-600-14
<b>Total</b>				<u>\$1,567.20</u>	
<b>Conserv FS Inc</b>					
20241529	20-2543-410-00-79	Grounds Supplies	11/20/2023	4,158.00	20-2543-410-00-79
20241529			11/20/2023	0.00	
<b>Total</b>				<u>\$4,158.00</u>	
<b>Cornell Interventions LLC</b>					
20241494	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/20/2023	539.00	10-4210-670-00-79-600-14
<b>Total</b>				<u>\$539.00</u>	



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 29 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
<b>CT Veach Inc</b>					
20241495			11/20/2023	0.00	
20241495	20-2543-323-00-79	Repairs-Grounds	11/20/2023	2,120.00	20-2543-323-00-79
			<b>Total</b>	<b>\$2,120.00</b>	
<b>Dreisilker Electric Motors Inc</b>					
20241400			11/08/2023	0.00	
20241392			11/08/2023	0.00	
20241592	20-2542-410-00-79	Supplies B & G	11/30/2023	208.64	20-2542-410-00-79
20241392	20-2542-410-00-79	Supplies B & G	11/08/2023	928.29	20-2542-410-00-79
20241400	20-2542-410-00-79	Supplies B & G	11/08/2023	647.78	20-2542-410-00-79
20241592			11/30/2023	0.00	
			<b>Total</b>	<b>\$1,784.71</b>	
<b>Easterseals</b>					
20241496	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/20/2023	3,600.00	10-2210-314-92-79-605-14
			<b>Total</b>	<b>\$3,600.00</b>	
<b>eChinese LLC</b>					
20241579	10-1100-421-00-74-500-14	Materials 6-12	11/30/2023	0.00	10-1100-421-00-74-500-14
20241578			11/30/2023	0.00	
20241579	10-1100-421-00-74-500-14	Materials 6-12	11/30/2023	399.75	10-1100-421-00-74-500-14
20241579	10-1100-421-00-74-500-14	Materials 6-12	11/30/2023	110.00	10-1100-421-00-74-500-14
20241578	10-1100-421-00-74-500-14	Materials 6-12	11/30/2023	699.50	10-1100-421-00-74-500-14
20241578	10-1100-421-00-74-500-14	Materials 6-12	11/30/2023	0.00	10-1100-421-00-74-500-14
20241578	10-1100-421-00-74-500-14	Materials 6-12	11/30/2023	110.00	10-1100-421-00-74-500-14
20241579			11/30/2023	0.00	
			<b>Total</b>	<b>\$1,319.25</b>	
<b>Ehrke Appliance</b>					
20241540	10-1120-410-09-72-220-13	Home Ec Marlowe	11/21/2023	100.00	10-1120-410-09-72-220-13
20241540	10-1120-410-09-72-220-13	Home Ec Marlowe	11/21/2023	150.00	10-1120-410-09-72-220-13



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 30 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
				<b>Total</b>	\$250.00
<b>EMS LINQ Inc</b>					
20241534	10-2520-310-00-74-500-14	Prof & Tech Fiscal	11/20/2023	7,318.70	10-2520-310-00-74-500-14
20241534			11/20/2023	0.00	
20241438	10-2520-410-00-74-500-14	Supplies Fiscal	11/13/2023	60.18	10-2520-410-00-74-500-14
20241438	10-2520-410-00-74-500-14	Supplies Fiscal	11/13/2023	1,500.00	10-2520-410-00-74-500-14
				<b>Total</b>	\$8,878.88
<b>Enome Inc (Goalbook)</b>					
20241346	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/06/2023	3,321.00	10-2210-314-92-79-605-14
				<b>Total</b>	\$3,321.00
<b>Environmental Solutions</b>					
20241567			11/27/2023	0.00	
20241567			11/27/2023	0.00	
20241567	20-2542-410-00-79	Supplies B & G	11/27/2023	2,384.00	20-2542-410-00-79
20241413			11/09/2023	0.00	
20241413	20-2542-323-00-79	Repairs & Maint Buildings	11/09/2023	700.00	20-2542-323-00-79
				<b>Total</b>	\$3,084.00
<b>Evans Marshall &amp; Pease PC</b>					
20241530	10-2310-317-00-74-500-14	CPA Audit	11/20/2023	33,600.00	10-2310-317-00-74-500-14
				<b>Total</b>	\$33,600.00
<b>Flinn Scientific Inc</b>					
20241445	10-1130-410-13-71-300-13	Science Supplies HS	11/15/2023	37.74	10-1130-410-13-71-300-13
20241445	10-1130-410-13-71-300-13	Science Supplies HS	11/15/2023	12.24	10-1130-410-13-71-300-13
20241445	10-1130-410-13-71-300-13	Science Supplies HS	11/15/2023	29.76	10-1130-410-13-71-300-13
20241445	10-1130-410-13-71-300-13	Science Supplies HS	11/15/2023	13.94	10-1130-410-13-71-300-13
20241445	10-1130-410-13-71-300-13	Science Supplies HS	11/15/2023	9.95	10-1130-410-13-71-300-13
				<b>Total</b>	\$103.63

39



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 31 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
<b>Fox Valley Fire Safety</b>					
20241479			11/17/2023	0.00	
20241521	20-2542-323-00-79	Repairs & Maint Buildings	11/20/2023	2,672.20	20-2542-323-00-79
20241521			11/20/2023	0.00	
20241479	20-2542-323-00-79	Repairs & Maint Buildings	11/17/2023	2,708.00	20-2542-323-00-79
			<b>Total</b>	<b>\$5,380.20</b>	
<b>Fun and Function</b>					
20241568	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/28/2023	23.92	10-2130-410-92-79-605-14
20241568			11/28/2023	0.00	
			<b>Total</b>	<b>\$23.92</b>	
<b>General Medical Devices Inc</b>					
20241497	10-2546-490-00-79-600-14	Security Officer Supplies	11/20/2023	179.80	10-2546-490-00-79-600-14
20241497	10-2546-490-00-79-600-14	Security Officer Supplies	11/20/2023	14.95	10-2546-490-00-79-600-14
20241497			11/20/2023	0.00	
			<b>Total</b>	<b>\$194.75</b>	
<b>Gopher Performance</b>					
20241575	10-1110-410-50-74-100-14	PE Supplies Leggee	11/29/2023	359.80	10-1110-410-50-74-100-14
20241575	10-1110-410-50-74-100-14	PE Supplies Leggee	11/29/2023	139.90	10-1110-410-50-74-100-14
20241575	10-1110-410-50-74-100-14	PE Supplies Leggee	11/29/2023	74.95	10-1110-410-50-74-100-14
20241575	10-1110-410-50-74-100-14	PE Supplies Leggee	11/29/2023	189.90	10-1110-410-50-74-100-14
20241575	10-1110-410-50-74-100-14	PE Supplies Leggee	11/29/2023	(97.65)	10-1110-410-50-74-100-14
20241575	10-1110-410-50-74-100-14	PE Supplies Leggee	11/29/2023	224.85	10-1110-410-50-74-100-14
20241575	10-1110-410-50-74-100-14	PE Supplies Leggee	11/29/2023	119.90	10-1110-410-50-74-100-14
			<b>Total</b>	<b>\$1,011.65</b>	
<b>Gordon Flesch Co Inc</b>					
20241593	10-2900-390-00-79-600-14	Copier Maintenance	11/30/2023	6,584.89	10-2900-390-00-79-600-14
20241593	10-2900-390-00-79-600-14	Copier Maintenance	11/30/2023	1,475.12	10-2900-390-00-79-600-14
20241593	10-2900-390-00-79-600-14	Copier Maintenance	11/30/2023	1,512.22	10-2900-390-00-79-600-14

40



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 32 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241593	10-2900-390-00-79-600-14	Copier Maintenance	11/30/2023	2,032.68	10-2900-390-00-79-600-14
20241593	10-2900-390-00-79-600-14	Copier Maintenance	11/30/2023	1,125.28	10-2900-390-00-79-600-14
20241593	10-2900-390-00-79-600-14	Copier Maintenance	11/30/2023	628.46	10-2900-390-00-79-600-14
<b>Total</b>				<b>\$13,358.65</b>	
<b>Great States Volleyball</b>					
20241498	10-1500-319-00-74-210-13	Sports Officials Heineman	11/20/2023	234.00	10-1500-319-00-74-210-13
<b>Total</b>				<b>\$234.00</b>	
<b>Hawthorn Middle School South</b>					
20241499			11/20/2023	0.00	
20241499	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	11/20/2023	150.00	10-1500-640-00-74-210-13
<b>Total</b>				<b>\$150.00</b>	41
<b>Houghton Mifflin Harcourt</b>					
20241446	10-1100-410-56-79-605-14	Rtl Materials 6-12	11/15/2023	10.00	10-1100-410-56-79-605-14
20241443	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/14/2023	90.00	10-1120-410-00-72-220-13
20241446	10-1100-410-56-79-605-14	Rtl Materials 6-12	11/15/2023	90.00	10-1100-410-56-79-605-14
20241443	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/14/2023	10.00	10-1120-410-00-72-220-13
<b>Total</b>				<b>\$200.00</b>	
<b>Huntley Chamber of Commerce</b>					
20241594	10-2310-640-00-74-500-14	Dues & Fees Board	11/30/2023	450.00	10-2310-640-00-74-500-14
<b>Total</b>				<b>\$450.00</b>	
<b>Huntley Collision Center</b>					
20241500	40-2552-323-00-79	Bus Repairs - Large	11/20/2023	1,782.50	40-2552-323-00-79
<b>Total</b>				<b>\$1,782.50</b>	
<b>Huntley Ford</b>					
20241595	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	11/30/2023	69.63	20-2545-323-00-79-600-14
20241595			11/30/2023	0.00	



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 33 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
				<b>Total</b>	\$69.63
<b>Huntley Park District</b>					
20241501	10-1200-310-66-71-300-13	STEP Purchased Services	11/20/2023	375.00	10-1200-310-66-71-300-13
				<b>Total</b>	\$375.00
<b>IASA</b>					
20241596	10-2321-640-00-74-500-14	Dues & Fees Supt	11/30/2023	200.00	10-2321-640-00-74-500-14
				<b>Total</b>	\$200.00
<b>IASBO</b>					
20241439	10-2520-332-00-74-500-14	Travel Fiscal	11/14/2023	265.00	10-2520-332-00-74-500-14
				<b>Total</b>	\$265.00
<b>ID Wholesaler</b>					
20241450	10-2410-410-00-72-220-13	Office Supplies Marlowe	11/16/2023	265.99	10-2410-410-00-72-220-13
				<b>Total</b>	\$265.99
<b>IESA</b>					
20241339	10-1500-335-00-72-220-13	Conference Travel Marlowe	11/03/2023	15.00	10-1500-335-00-72-220-13
				<b>Total</b>	\$15.00
<b>Illinois Architectural Glass</b>					
20241451	20-2542-323-00-79	Repairs & Maint Buildings	11/16/2023	14,385.00	20-2542-323-00-79
				<b>Total</b>	\$14,385.00
<b>Illinois School For The Deaf</b>					
20241502	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/20/2023	602.00	10-4220-670-00-79-600-14
20241408	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/09/2023	688.00	10-4220-670-00-79-600-14
				<b>Total</b>	\$1,290.00
<b>Illinois Science &amp; Technology Inst</b>					

42



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 34 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241326	10-2213-410-00-79-600-14	Special Svcs Supplies	11/02/2023	1,500.00	10-2213-410-00-79-600-14
			<b>Total</b>	<b>\$1,500.00</b>	
<b>Illinois Tollway Quarterly</b>					
20241503	40-2552-640-00-79	Dues & Fees	11/20/2023	3,962.15	40-2552-640-00-79
20241503	40-2552-640-00-79	Dues & Fees	11/20/2023	3,142.48	40-2552-640-00-79
			<b>Total</b>	<b>\$7,104.63</b>	
<b>Illinois Tollway Violation</b>					
20241327	40-2552-640-00-79	Dues & Fees	11/02/2023	66.35	40-2552-640-00-79
20241332	40-2552-640-00-79	Dues & Fees	11/02/2023	59.60	40-2552-640-00-79
20241504	40-2552-640-00-79	Dues & Fees	11/20/2023	34.40	40-2552-640-00-79
20241332	40-2552-640-00-79	Dues & Fees	11/02/2023	136.10	40-2552-640-00-79
20241504	40-2552-640-00-79	Dues & Fees	11/20/2023	94.50	40-2552-640-00-79
20241597	40-2552-640-00-79	Dues & Fees	11/30/2023	21.60	40-2552-640-00-79
20241504	40-2552-640-00-79	Dues & Fees	11/20/2023	28.00	40-2552-640-00-79
20241597	40-2552-640-00-79	Dues & Fees	11/30/2023	24.30	40-2552-640-00-79
20241597	40-2552-640-00-79	Dues & Fees	11/30/2023	39.80	40-2552-640-00-79
20241597	40-2552-640-00-79	Dues & Fees	11/30/2023	12.90	40-2552-640-00-79
			<b>Total</b>	<b>\$517.55</b>	
<b>Industrial Door Company</b>					
20241505	20-2542-323-00-79	Repairs & Maint Buildings	11/20/2023	2,290.00	20-2542-323-00-79
			<b>Total</b>	<b>\$2,290.00</b>	
<b>Jensens Plumbing &amp; Heating Inc</b>					
20241598	20-2542-323-00-79	Repairs & Maint Buildings	11/30/2023	800.00	20-2542-323-00-79
20241598			11/30/2023	0.00	
			<b>Total</b>	<b>\$800.00</b>	
<b>JJ Keller &amp; Associates Inc</b>					
20241599	40-2550-310-00-79	Prof & Tech Service Trans	11/30/2023	1,259.30	40-2550-310-00-79
			<b>Total</b>	<b>\$1,259.30</b>	



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 35 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
<b>Johnson Controls Inc</b>					
20241580			11/30/2023	0.00	
20241580			11/30/2023	0.00	
20241580			11/30/2023	0.00	
20241580	20-2542-390-00-79	Other Purchased Service	11/30/2023	8,333.00	20-2542-390-00-79
			<b>Total</b>	<b>\$8,333.00</b>	
<b>K &amp; J Painting LLC</b>					
20241569	20-2542-323-00-79	Repairs & Maint Buildings	11/28/2023	2,200.00	20-2542-323-00-79
20241569			11/28/2023	0.00	
20241569			11/28/2023	0.00	
			<b>Total</b>	<b>\$2,200.00</b>	
<b>Kelso Burnett Co</b>					
20241506	10-2546-323-00-79-600-14	Security Officer Repairs	11/20/2023	910.00	10-2546-323-00-79-600-14
20241506	10-2546-323-00-79-600-14	Security Officer Repairs	11/20/2023	60.00	10-2546-323-00-79-600-14
20241506			11/20/2023	0.00	
			<b>Total</b>	<b>\$970.00</b>	
<b>Kriha Boucek LLC</b>					
20241600	10-2310-318-00-74-500-14	Legal Board	11/30/2023	85.50	10-2310-318-00-74-500-14
			<b>Total</b>	<b>\$85.50</b>	
<b>Lakeshore Learning Materials</b>					
20241448	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	15.59	10-1200-410-92-79-600-14
20241449	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	15.59	10-1200-410-92-79-600-14
20241449	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	32.99	10-1200-410-92-79-600-14
20241449	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	89.99	10-1200-410-92-79-600-14
20241449	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	32.99	10-1200-410-92-79-600-14
20241448	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	32.99	10-1200-410-92-79-600-14
20241448	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	89.99	10-1200-410-92-79-600-14
20241448	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/15/2023	32.99	10-1200-410-92-79-600-14



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 36 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
<b>Total</b>				\$343.12	
<b>LearnWell</b>					
20241601			11/30/2023	0.00	
20241508	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/20/2023	78.80	10-4210-670-00-79-600-14
20241347	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/06/2023	630.44	10-4210-670-00-79-600-14
20241347	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/06/2023	709.24	10-4210-670-00-79-600-14
20241347	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/06/2023	315.20	10-4210-670-00-79-600-14
20241601	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	551.60	10-4210-670-00-79-600-14
20241601	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	157.60	10-4210-670-00-79-600-14
20241347	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/06/2023	630.44	10-4210-670-00-79-600-14
20241602	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	0.00	10-4210-670-00-79-600-14
20241508	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/20/2023	118.20	10-4210-670-00-79-600-14
20241508	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/20/2023	78.80	10-4210-670-00-79-600-14
20241508	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/20/2023	315.22	10-4210-670-00-79-600-14
20241508	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/20/2023	157.60	10-4210-670-00-79-600-14
20241507	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/20/2023	78.80	10-4210-670-00-79-600-14
20241602	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	315.20	10-4210-670-00-79-600-14
20241602	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	78.80	10-4210-670-00-79-600-14
20241602	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	788.05	10-4210-670-00-79-600-14
20241602	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	236.41	10-4210-670-00-79-600-14
20241602	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	315.20	10-4210-670-00-79-600-14
20241603	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	315.20	10-4210-670-00-79-600-14
20241507	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/20/2023	157.61	10-4210-670-00-79-600-14
20241507	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/20/2023	78.80	10-4210-670-00-79-600-14
20241603	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	394.00	10-4210-670-00-79-600-14
20241603	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	394.00	10-4210-670-00-79-600-14
20241507	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/20/2023	78.80	10-4210-670-00-79-600-14
20241603	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	788.05	10-4210-670-00-79-600-14
20241603	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	78.80	10-4210-670-00-79-600-14
20241603	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	0.00	10-4210-670-00-79-600-14
<b>Total</b>				\$7,840.86	

**Little City Foundation**

Specialized Data Systems, Inc.

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# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 37 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241604	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/30/2023	6,060.01	10-4220-670-00-79-600-14
20241604	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/30/2023	9,294.12	10-4220-670-00-79-600-14
20241604			11/30/2023	0.00	
<b>Total</b>				<u>\$15,354.13</u>	

### Marklund Children`s Home

20241605	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/30/2023	6,610.24	10-4220-670-00-79-600-14
20241605	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/30/2023	0.00	10-4220-670-00-79-600-14
20241605	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/30/2023	6,610.24	10-4220-670-00-79-600-14
20241605	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/30/2023	8,002.42	10-4220-670-00-79-600-14
20241605	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/30/2023	8,002.42	10-4220-670-00-79-600-14
<b>Total</b>				<u>\$29,225.32</u>	

46

### Metropolitan Industries

20241393			11/08/2023	0.00	
20241393	20-2542-323-00-79	Repairs & Maint Buildings	11/08/2023	675.00	20-2542-323-00-79
<b>Total</b>				<u>\$675.00</u>	

### Midland Paper

20241385	10-2410-410-00-72-120-14	Copier Paper & Toner Martin	11/06/2023	7,750.00	10-2410-410-00-72-120-14
20241576	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	11/29/2023	3,555.20	10-2410-410-00-74-150-14
<b>Total</b>				<u>\$11,305.20</u>	

### Midwest Glass Tinters

20241581	20-2542-323-00-79	Repairs & Maint Buildings	11/30/2023	228.00	20-2542-323-00-79
20241581			11/30/2023	0.00	
20241480	20-2542-323-00-79	Repairs & Maint Buildings	11/17/2023	440.00	20-2542-323-00-79
20241480	20-2542-323-00-79	Repairs & Maint Buildings	11/17/2023	1,665.00	20-2542-323-00-79
20241480	20-2542-323-00-79	Repairs & Maint Buildings	11/17/2023	0.00	20-2542-323-00-79
20241480	20-2542-323-00-79	Repairs & Maint Buildings	11/17/2023	0.00	20-2542-323-00-79
<b>Total</b>				<u>\$2,333.00</u>	

### Midwest Transit Equip Kankakee



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 38 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241573	10-2552-540-72-79-600-14	ARP IDEA - Bus Purchase	11/28/2023	0.00	10-2552-540-72-79-600-14
20241573	10-2552-540-72-79-600-14	ARP IDEA - Bus Purchase	11/28/2023	113,884.00	10-2552-540-72-79-600-14
20241573			11/28/2023	0.00	
20241573			11/28/2023	0.00	
			<b>Total</b>	<b>\$113,884.00</b>	
<b>Monoprice, Inc.</b>					
20241452	10-2660-410-00-79-600-14	Supplies Tech	11/16/2023	69.99	10-2660-410-00-79-600-14
			<b>Total</b>	<b>\$69.99</b>	
<b>NCS Pearson Inc.</b>					
20241348	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/06/2023	4,200.00	10-2210-314-92-79-605-14
			<b>Total</b>	<b>\$4,200.00</b>	47
<b>Neuro Educational Specialist</b>					
20241323	10-2140-310-92-79-600-14	IDEA Psychological Services	11/02/2023	5,500.00	10-2140-310-92-79-600-14
			<b>Total</b>	<b>\$5,500.00</b>	
<b>New Connections Academy</b>					
20241409	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/09/2023	7,121.80	10-4220-670-00-79-600-14
			<b>Total</b>	<b>\$7,121.80</b>	
<b>Niles Township Dist for Spec Ed 807</b>					
20241349	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/06/2023	64,500.00	10-4220-670-00-79-600-14
			<b>Total</b>	<b>\$64,500.00</b>	
<b>North Shore Transit Inc</b>					
20241607	40-2552-331-00-79	Contracted Transportation	11/30/2023	483.08	40-2552-331-00-79
20241330	40-2552-331-00-79	Contracted Transportation	11/02/2023	1,097.08	40-2552-331-00-79
20241606	40-2552-331-00-79	Contracted Transportation	11/30/2023	1,256.55	40-2552-331-00-79
			<b>Total</b>	<b>\$2,836.71</b>	

### Northwestern Medicine Huntley

Specialized Data Systems, Inc.

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# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 39 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241608	10-1551-410-00-71-300-16	Swimming HS-Girls	11/30/2023	3,570.00	10-1551-410-00-71-300-16
				<b>Total</b>	<b>\$3,570.00</b>
<b>Northwestern Medicine Occupational Health</b>					
20241328	40-2550-310-00-79	Prof & Tech Service Trans	11/02/2023	1,560.00	40-2550-310-00-79
20241509	40-2550-310-00-79	Prof & Tech Service Trans	11/20/2023	342.00	40-2550-310-00-79
20241328	40-2550-310-00-79	Prof & Tech Service Trans	11/02/2023	340.00	40-2550-310-00-79
20241328	40-2550-310-00-79	Prof & Tech Service Trans	11/02/2023	962.00	40-2550-310-00-79
20241509	40-2550-310-00-79	Prof & Tech Service Trans	11/20/2023	340.00	40-2550-310-00-79
20241328	40-2550-310-00-79	Prof & Tech Service Trans	11/02/2023	205.00	40-2550-310-00-79
20241509	40-2550-310-00-79	Prof & Tech Service Trans	11/20/2023	962.00	40-2550-310-00-79
20241509	40-2550-310-00-79	Prof & Tech Service Trans	11/20/2023	1,430.00	40-2550-310-00-79
				<b>Total</b>	<b>\$6,141.00</b>
<b>Olivet Nazarene University</b>					
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	1,960.00	10-2210-310-98-79-600-14
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	2,520.00	10-2210-310-98-79-600-14
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	2,520.00	10-2210-310-98-79-600-14
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	1,960.00	10-2210-310-98-79-600-14
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	1,960.00	10-2210-310-98-79-600-14
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	2,520.00	10-2210-310-98-79-600-14
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	840.00	10-2210-310-98-79-600-14
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	840.00	10-2210-310-98-79-600-14
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	1,960.00	10-2210-310-98-79-600-14
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	1,960.00	10-2210-310-98-79-600-14
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	1,960.00	10-2210-310-98-79-600-14
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	2,520.00	10-2210-310-98-79-600-14
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	2,520.00	10-2210-310-98-79-600-14
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	1,960.00	10-2210-310-98-79-600-14
20241510	10-2210-310-98-79-600-14	Temp Instr Pur Svc	11/20/2023	1,960.00	10-2210-310-98-79-600-14
				<b>Total</b>	<b>\$29,960.00</b>
<b>Omni Commercial Lighting Service</b>					



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 40 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241609	20-2542-323-00-79	Repairs & Maint Buildings	11/30/2023	1,437.89	20-2542-323-00-79
20241609			11/30/2023	0.00	
			<b>Total</b>	<b>\$1,437.89</b>	
<b>P &amp; M Distributors Inc</b>					
20241513	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/20/2023	438.38	10-2560-415-00-72-220-13
20241610	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/30/2023	118.52	10-2560-415-00-72-220-13
20241512	10-2560-415-00-74-210-13	Cafe Food Heineman	11/20/2023	225.83	10-2560-415-00-74-210-13
20241390	10-2560-415-00-74-210-13	Cafe Food Heineman	11/07/2023	211.00	10-2560-415-00-74-210-13
20241390	10-2560-415-00-71-300-13	Cafe Food HS	11/07/2023	601.92	10-2560-415-00-71-300-13
20241390	10-2560-415-00-71-300-13	Cafe Food HS	11/07/2023	560.16	10-2560-415-00-71-300-13
20241390	10-2560-415-00-71-300-13	Cafe Food HS	11/07/2023	740.28	10-2560-415-00-71-300-13
20241511	10-2560-415-00-74-210-13	Cafe Food Heineman	11/20/2023	173.20	10-2560-415-00-74-210-13
			<b>Total</b>	<b>\$3,069.29</b>	
<b>Paddock Publications Inc</b>					
20241394	20-2540-350-00-79	Newspaper bids	11/08/2023	140.30	20-2540-350-00-79
20241394			11/08/2023	0.00	
			<b>Total</b>	<b>\$140.30</b>	
<b>Parkland Preparatory Academy Inc</b>					
20241350	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/06/2023	13,362.00	10-4220-670-00-79-600-14
			<b>Total</b>	<b>\$13,362.00</b>	
<b>Partnering for Prevention LLC</b>					
20241403	10-1500-390-00-71-300-13	Student Drug Testing	11/09/2023	18,900.00	10-1500-390-00-71-300-13
			<b>Total</b>	<b>\$18,900.00</b>	
<b>Phonak LLC</b>					
20241355	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	11/06/2023	100.00	10-2150-410-92-79-605-14
20241355			11/06/2023	0.00	
			<b>Total</b>	<b>\$100.00</b>	



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 41 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
<b>PowerSchool Group LLC</b>					
20241611	10-2660-390-00-79-600-14	Purchased Service Technology	11/30/2023	1,100.00	10-2660-390-00-79-600-14
			<b>Total</b>	<b>\$1,100.00</b>	
<b>Quest Food Management</b>					
20241514	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	11/20/2023	4,250.85	10-2560-310-00-71-300-13
20241514	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	11/20/2023	3,000.00	10-2560-315-00-74-500-14
20241514	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	11/20/2023	1,615.32	10-2560-310-00-71-300-13
			<b>Total</b>	<b>\$8,866.17</b>	
<b>Quinlan &amp; Fabish Music Co</b>					
20241325	10-1110-410-36-72-120-13	Orchestra Supplies Martin	11/02/2023	92.00	10-1110-410-36-72-120-13
20241337	10-1130-410-12-71-300-13	Music Supplies HS	11/03/2023	255.99	10-1130-410-12-71-300-13
20241337	10-1130-410-12-71-300-13	Music Supplies HS	11/03/2023	314.40	10-1130-410-12-71-300-13
20241325	10-1110-410-36-72-120-13	Orchestra Supplies Martin	11/02/2023	77.00	10-1110-410-36-72-120-13
20241337	10-1130-410-12-71-300-13	Music Supplies HS	11/03/2023	208.26	10-1130-410-12-71-300-13
			<b>Total</b>	<b>\$947.65</b>	
<b>R &amp; G Consultants Inc</b>					
20241612	10-2520-310-00-74-500-14	Prof & Tech Fiscal	11/30/2023	294.17	10-2520-310-00-74-500-14
20241410	10-2520-310-00-74-500-14	Prof & Tech Fiscal	11/09/2023	7,043.58	10-2520-310-00-74-500-14
20241612			11/30/2023	0.00	
			<b>Total</b>	<b>\$7,337.75</b>	
<b>Remkes Garage LLC</b>					
20241515	40-2550-323-00-79	Repairs and Maintenance	11/20/2023	3,458.00	40-2550-323-00-79
			<b>Total</b>	<b>\$3,458.00</b>	
<b>Safeway Tuckpointing Co</b>					
20241395	20-2542-323-00-79	Repairs & Maint Buildings	11/08/2023	749.00	20-2542-323-00-79
20241395	20-2542-323-00-79	Repairs & Maint Buildings	11/08/2023	2,849.00	20-2542-323-00-79
20241395			11/08/2023	0.00	

50



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 42 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
				<b>Total</b>	\$3,598.00
<b>Salm, Debra C</b>					
20241331	10-2520-390-00-74-500-14	Purch Serv Fiscal	11/02/2023	750.00	10-2520-390-00-74-500-14
				<b>Total</b>	\$750.00
<b>Schocks Towing</b>					
20241516	40-2550-323-00-79	Repairs and Maintenance	11/20/2023	425.00	40-2550-323-00-79
20241333	40-2550-323-00-79	Repairs and Maintenance	11/02/2023	425.00	40-2550-323-00-79
				<b>Total</b>	\$850.00
<b>Scholastic Inc</b>					
20241356			11/06/2023	0.00	
20241404	10-1110-410-00-74-150-13	Inst Supplies Conley	11/09/2023	64.57	10-1110-410-00-74-150-13
20241351	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/06/2023	9.99	10-1200-410-92-79-600-14
20241351	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/06/2023	99.90	10-1200-410-92-79-600-14
20241404	10-1100-421-00-74-500-14	Materials 6-12	11/09/2023	286.08	10-1100-421-00-74-500-14
20241356	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/06/2023	5.99	10-1200-410-92-79-600-14
20241356	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/06/2023	59.90	10-1200-410-92-79-600-14
20241404	10-1100-421-00-74-500-14	Materials 6-12	11/09/2023	431.36	10-1100-421-00-74-500-14
				<b>Total</b>	\$957.79
<b>School Health Corporation</b>					
20241613	10-2130-390-00-79-600-14	Purchased Services Health	11/30/2023	437.25	10-2130-390-00-79-600-14
				<b>Total</b>	\$437.25
<b>Sedgwick Claims Management Services</b>					
20241517	10-2310-383-00-74-500-14	Unemployment Insurance	11/20/2023	2,480.63	10-2310-383-00-74-500-14
				<b>Total</b>	\$2,480.63
<b>Senase, Judith</b>					
20241614	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	11/30/2023	0.00	10-2150-310-92-79-600-14



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 43 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241614	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	11/30/2023	900.00	10-2150-310-92-79-600-14
		<b>Total</b>		<b>\$900.00</b>	
<b>Service Printing Corporation</b>					
20241338	10-1520-410-30-71-305-13	HS Newspaper Supplies	11/03/2023	3,221.71	10-1520-410-30-71-305-13
		<b>Total</b>		<b>\$3,221.71</b>	
<b>SNA Depository</b>					
20241391	10-2561-640-00-79-600-14	Dir Food Service Dues & Fees	11/07/2023	20.00	10-2561-640-00-79-600-14
		<b>Total</b>		<b>\$20.00</b>	
<b>South Campus</b>					
20241518	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/20/2023	1,318.00	10-4220-670-00-79-600-14
		<b>Total</b>		<b>\$1,318.00</b>	52
<b>Stark &amp; Son Trenching Inc</b>					
20241343			11/03/2023	0.00	
20241343	20-2543-323-00-79	Repairs-Grounds	11/03/2023	5,675.00	20-2543-323-00-79
		<b>Total</b>		<b>\$5,675.00</b>	
<b>Summit School Inc</b>					
20241411	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/09/2023	5,435.40	10-4220-670-00-79-600-14
		<b>Total</b>		<b>\$5,435.40</b>	
<b>Super Duper Publications</b>					
20241357	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	11/06/2023	169.89	10-2150-410-92-79-605-14
20241357	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	11/06/2023	169.90	10-2150-410-92-79-605-14
		<b>Total</b>		<b>\$339.79</b>	
<b>Tenant Sales and Service</b>					
20241582	20-2542-410-00-79	Supplies B & G	11/30/2023	26.80	20-2542-410-00-79
20241566	20-2542-410-00-79	Supplies B & G	11/27/2023	223.00	20-2542-410-00-79



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 44 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241566			11/27/2023	0.00	
20241582			11/30/2023	0.00	
<b>Total</b>				<b>\$249.80</b>	
<b>Thermosystems Building System</b>					
20241519	20-2542-390-00-79	Other Purchased Service	11/20/2023	6,413.25	20-2542-390-00-79
20241386	20-2542-410-00-79	Supplies B & G	11/06/2023	784.38	20-2542-410-00-79
20241519			11/20/2023	0.00	
20241386			11/06/2023	0.00	
20241519			11/20/2023	0.00	
<b>Total</b>				<b>\$7,197.63</b>	
<b>Trane</b>					
20241520	20-2542-410-00-79	Supplies B & G	11/20/2023	342.40	20-2542-410-00-79
20241520			11/20/2023	0.00	
20241520	20-2542-410-00-79	Supplies B & G	11/20/2023	342.40	20-2542-410-00-79
20241615			11/30/2023	0.00	
20241520	20-2542-410-00-79	Supplies B & G	11/20/2023	342.40	20-2542-410-00-79
20241615	20-2542-410-00-79	Supplies B & G	11/30/2023	426.86	20-2542-410-00-79
<b>Total</b>				<b>\$1,454.06</b>	
<b>Trickster Art Gallery</b>					
20241522	10-1100-410-71-79-600-14	ARP CP Instruc Supplies	11/20/2023	750.00	10-1100-410-71-79-600-14
<b>Total</b>				<b>\$750.00</b>	
<b>Turfix</b>					
20241616			11/30/2023	0.00	
20241616	20-2543-323-00-79	Repairs-Grounds	11/30/2023	500.00	20-2543-323-00-79
<b>Total</b>				<b>\$500.00</b>	
<b>Tyler Technologies Inc</b>					
20241329	40-2550-310-00-79	Prof & Tech Service Trans	11/02/2023	2,995.00	40-2550-310-00-79
20241617	40-2550-310-00-79	Prof & Tech Service Trans	11/30/2023	1,884.15	40-2550-310-00-79



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 45 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
				<b>Total</b>	\$4,879.15
<b>Uline</b>					
20241523	20-2542-410-00-79	Supplies B & G	11/20/2023	1,002.90	20-2542-410-00-79
				<b>Total</b>	\$1,002.90
<b>United States Postal Service</b>					
20241524	10-1130-341-00-71-300-13	Postage HS	11/20/2023	12.34	10-1130-341-00-71-300-13
				<b>Total</b>	\$12.34
<b>Unity School Bus Parts, Inc</b>					
20241525	40-2554-410-00-79	Fleet Supplies	11/20/2023	82.07	40-2554-410-00-79
20241334	40-2554-410-00-79	Fleet Supplies	11/02/2023	367.88	40-2554-410-00-79
				<b>Total</b>	\$449.95
<b>Village of Huntley</b>					
20241526	20-2546-310-00-71-305	Resource Officer	11/20/2023	390.00	20-2546-310-00-71-305
20241527			11/20/2023	0.00	
20241526	20-2546-310-00-71-305	Resource Officer	11/20/2023	308.75	20-2546-310-00-71-305
20241527	20-2546-310-00-71-305	Resource Officer	11/20/2023	292.50	20-2546-310-00-71-305
20241526			11/20/2023	0.00	
20241526	20-2546-310-00-71-305	Resource Officer	11/20/2023	292.50	20-2546-310-00-71-305
20241526	20-2546-310-00-71-305	Resource Officer	11/20/2023	292.50	20-2546-310-00-71-305
				<b>Total</b>	\$1,576.25
<b>Virtual Connections Academy</b>					
20241352	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/06/2023	3,154.68	10-4220-670-00-79-600-14
				<b>Total</b>	\$3,154.68
<b>Visions LLC</b>					
20241412	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/09/2023	743.33	10-2210-314-92-79-605-14
				<b>Total</b>	\$743.33

54



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 46 of 48

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
<b>WEPA Libros LLC</b>					
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	15.95	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	14.95	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	24.95	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	27.95	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	24.94	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	19.95	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	39.90	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	31.95	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	39.95	10-3600-410-82-79-605-14
			<b>Total</b>	<b>\$240.49</b>	
<b>Winesburg, Ray</b>					
20241396	10-1500-640-00-72-220-13	Sports Dues & Fees Marlowe	11/08/2023	70.00	10-1500-640-00-72-220-13
			<b>Total</b>	<b>\$70.00</b>	
<b>Writing Revolution Inc</b>					
20241353	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	11/06/2023	1,050.00	10-2212-332-00-74-500-14
			<b>Total</b>	<b>\$1,050.00</b>	
<b>York Educational Services LLC</b>					
20241528	10-2310-318-00-74-500-14	Legal Board	11/20/2023	500.00	10-2310-318-00-74-500-14
			<b>Total</b>	<b>\$500.00</b>	
<b>Zearn</b>					
20241572			11/28/2023	0.00	
20241572	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/28/2023	2,500.00	10-1100-310-75-79-600-14
20241571			11/28/2023	0.00	
20241570			11/28/2023	0.00	
20241570	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/28/2023	2,500.00	10-1100-310-75-79-600-14
20241571	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	11/28/2023	2,500.00	10-1100-310-75-79-600-14
			<b>Total</b>	<b>\$7,500.00</b>	

55



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

From: 11/2/2023 to 11/30/2023

Printed: 11/30/2023 1:37 PM

Page 47 of 48

<i>P.O. #</i>	<i>Account Number</i>	<i>Account# Description</i>	<i>P.O. Date</i>	<i>Original Amount</i>	<i>State Account Number</i>
<b>Zendesk Inc</b>					
20241441	10-2660-319-61-79-600-14	Software Maintenance	11/14/2023	15,729.00	10-2660-319-61-79-600-14
20241441			11/14/2023	0.00	
			<b>Total</b>	<u>\$15,729.00</u>	
				<b>Total</b>	<u><u>\$829,989.86</u></u>



# Huntley Community School District 158

650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • www.district158.org

To: Board of Education and Administration  
From: Mark Altmayer, Chief Financial Officer  
Date: December 7, 2023  
Subject: **Imprest Checks Issued**  
Committee of the Whole Meeting, December 7, 2023  
Finance Committee

The following is an executive summary of the attached report titled “Imprest Checks Issued” which is a listing of payments made as of November 30, 2023 for which the Board had not previously approved purchase orders. Therefore, Administration is requesting Board Approval acknowledging the issuance of payment:

Education Fund	\$	60,741.86
Operations & Maintenance Fund		83,646.96
Debt Service Fund		0.00
Transportation Fund		0.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>144,388.82</u>

## RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Imprest Checks Issued Report at the December 21, 2023 Regular Board meeting.



# Huntley Community School District 158

## Imprest Checks Issued

As of: 11/30/2023

Printed: 11/30/2023

Page 1 of 5

Vendor Name	P.O. Number	Description	Amount	State Account Number
<b>Andrew HS</b>				
		Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
			<u>\$250.00</u>	
<b>Avner, Jaclynn</b>				
		Temp Instr Pur Svc	825.00	10-2210-310-98-79-600-14
			<u>\$825.00</u>	
<b>Batavia HS c/o Athletics</b>				
		Sports Dues & Fees HS	200.00	10-1500-640-00-71-300-13
		Sports Dues & Fees HS	200.00	10-1500-640-00-71-300-13
		Sports Dues & Fees HS	150.00	10-1500-640-00-71-300-13
			<u>\$550.00</u>	
<b>Belvidere North High School</b>				
		Sports Dues & Fees HS	225.00	10-1500-640-00-71-300-13
			<u>\$225.00</u>	
<b>Bolingbrook High School</b>				
		Activities Fees	160.00	10-1543-640-00-71-305-13
			<u>\$160.00</u>	
<b>Buffalo Grove H.S. c/o Athletics</b>				
		Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
			<u>\$250.00</u>	
<b>Cary Grove High School</b>				
		Sports Dues & Fees HS	176.00	10-1500-640-00-71-300-13
			<u>\$176.00</u>	
<b>Central High School</b>				
		Sports Dues & Fees HS	183.90	10-1500-640-00-71-300-13
		Sports Dues & Fees HS	100.00	10-1500-640-00-71-300-13
		Sports Dues & Fees HS	330.00	10-1500-640-00-71-300-13
			<u>\$613.90</u>	
<b>Christiansen, Ann</b>				
		AP Payroll Net Checks	858.08	10-475
			<u>\$858.08</u>	
<b>Chupeyda, Mark</b>				
		Student Food Svc - HS	7.05	10-1611-305
			<u>\$7.05</u>	
<b>ComEd</b>				
		Electric	20,892.75	20-2540-466-00-79
		Electric	19,322.24	20-2540-466-00-79
		Electric	16,758.81	20-2540-466-00-79
		Electric	13,855.32	20-2540-466-00-79
			<u>\$70,829.12</u>	
<b>Cooper, Jason</b>				
		Temp Instr Pur Svc	803.85	10-2210-310-98-79-600-14
		Temp Instr Pur Svc	803.85	10-2210-310-98-79-600-14
		Temp Instr Pur Svc	803.85	10-2210-310-98-79-600-14
			<u>\$2,411.55</u>	
<b>DeKalb High School</b>				
		Sports Dues & Fees HS	450.00	10-1500-640-00-71-300-13
			<u>\$450.00</u>	



# Huntley Community School District 158

## Imprest Checks Issued As of: 11/30/2023

Printed: 11/30/2023

Page 2 of 5

Vendor Name		Amount	State Account Number
P.O. Number	Description		
	Student Food Svc - Martin	13.00	10-1611-125
		<u>\$13.00</u>	
<b>Downers Grove North</b>			
	Sports Dues & Fees HS	500.00	10-1500-640-00-71-300-13
		<u>\$500.00</u>	
<b>Dundee Crown HS c/o Sarah Neuman</b>			
	Sports Dues & Fees HS	159.16	10-1500-640-00-71-300-13
	Sports Dues & Fees HS	975.00	10-1500-640-00-71-300-13
	Sports Dues & Fees HS	550.00	10-1500-640-00-71-300-13
	Sports Dues & Fees HS	475.00	10-1500-640-00-71-300-13
		<u>\$2,159.16</u>	
<b>Evans Marshall &amp; Pease PC</b>			
0020241530	CPA Audit	33,600.00	10-2310-317-00-74-500-14
		<u>\$33,600.00</u>	
<b>FFP Fund IV Lessee2 LLC</b>			
	Electric	4,132.38	20-2540-466-00-79
	Electric	3,427.54	20-2540-466-00-79
	Electric	5,257.92	20-2540-466-00-79
		<u>\$12,817.84</u>	
<b>Freeport High School</b>			
	Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
	Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
		<u>\$500.00</u>	
<b>Gallagher, Dean</b>			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		<u>\$75.00</u>	
<b>Garcia, Pamela</b>			
	Textbook Fees	100.00	10-1811
		<u>\$100.00</u>	
<b>Grayslake Central HS c/o Athletics</b>			
	Sports Dues & Fees HS	500.00	10-1500-640-00-71-300-13
		<u>\$500.00</u>	
<b>Harlem High School</b>			
	Sports Dues & Fees HS	300.00	10-1500-640-00-71-300-13
	Sports Dues & Fees HS	300.00	10-1500-640-00-71-300-13
	Sports Dues & Fees HS	500.00	10-1500-640-00-71-300-13
		<u>\$1,100.00</u>	
<b>Hoffman Estates High School</b>			
	Sports Dues & Fees HS	385.00	10-1500-640-00-71-300-13
	Activities Fees	150.00	10-1543-640-00-71-305-13
		<u>\$535.00</u>	
<b>Hononegah Community HS</b>			
	Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
		<u>\$250.00</u>	
<b>IASBO</b>			
0020241439	Travel Fiscal	265.00	10-2520-332-00-74-500-14
		<u>\$265.00</u>	
<b>Iowa City Area Sports Commission</b>			
	Sports Dues & Fees HS	500.00	10-1500-640-00-71-300-13



# Huntley Community School District 158

## Imprest Checks Issued As of: 11/30/2023

Printed: 11/30/2023  
Page 3 of 5

Vendor Name		Amount	State Account Number
P.O. Number	Description		
		\$500.00	
<b>Johnsburg High School</b>			
	Sports Dues & Fees HS	400.00	10-1500-640-00-71-300-13
		\$400.00	
<b>Kaneland High School</b>			
	Sports Dues & Fees HS	200.00	10-1500-640-00-71-300-13
		\$200.00	
<b>Kelly College Prep</b>			
	Sports Dues & Fees HS	300.00	10-1500-640-00-71-300-13
		\$300.00	
<b>Lake Park HS</b>			
	Sports Dues & Fees HS	325.00	10-1500-640-00-71-300-13
		\$325.00	
<b>Lockport Twp HS</b>			
	Sports Dues & Fees HS	300.00	10-1500-640-00-71-300-13
		\$300.00	
<b>Maine East High School</b>			
	Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
		\$250.00	
<b>McHenry High School West Campus</b>			
	Sports Dues & Fees HS	315.00	10-1500-640-00-71-300-13
		\$315.00	
<b>Metea Valley HS</b>			
	Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
		\$250.00	
<b>Minooka Community HS</b>			
	Sports Dues & Fees HS	300.00	10-1500-640-00-71-300-13
		\$300.00	
<b>Oswego HS</b>			
	Sports Dues & Fees HS	200.00	10-1500-640-00-71-300-13
	Sports Dues & Fees HS	200.00	10-1500-640-00-71-300-13
		\$400.00	
<b>Page, Collin</b>			
0020241283	High School Fine Arts/PAC Supplies	500.00	10-1130-490-02-71-300-13
		\$500.00	
<b>Paskon, Mirna</b>			
	Student Food Svc - Martin	9.79	10-1611-125
		\$9.79	
<b>Petty Cash - Leggee SNAP</b>			
	Supplies Sp Ed	247.50	10-1200-410-00-79-600-14
	IDEA Instructional Supplies	198.00	10-1200-410-92-79-600-14
		\$445.50	
<b>Petty Cash-HHS SpEd</b>			
	Supplies Sp Ed	36.00	10-1200-410-00-79-600-14
	Supplies Sp Ed	97.95	10-1200-410-00-79-600-14
	Supplies Sp Ed	39.08	10-1200-410-00-79-600-14
	STEP Purchased Services	50.00	10-1200-310-66-71-300-13
		\$223.03	



# Huntley Community School District 158

## Imprest Checks Issued As of: 11/30/2023

Printed: 11/30/2023

Page 4 of 5

Vendor Name		Amount	State Account Number
P.O. Number	Description		
<b>Petty Cash-LIGHT</b>			
	STEP Supplies	119.00	10-1200-410-66-71-300-13
	STEP Supplies	15.00	10-1200-410-66-71-300-13
		<u>\$134.00</u>	
<b>Plainfield North HS c/o Athletics</b>			
	Sports Dues & Fees HS	325.00	10-1500-640-00-71-300-13
		<u>\$325.00</u>	
<b>Powers, Michael</b>			
	Sports Dues & Fees HS	14.00	10-1500-640-00-71-300-13
		<u>\$14.00</u>	
<b>Pratt, Basak</b>			
	Temp Instr Pur Svc	1,270.03	10-2210-310-98-79-600-14
	Temp Instr Pur Svc	1,272.03	10-2210-310-98-79-600-14
		<u>\$2,542.06</u>	
<b>Robotics Education &amp; Competition Foundation</b>			
	Activities Fees	285.00	10-1543-640-00-71-305-13
	Activities Fees	195.00	10-1543-640-00-71-305-13
	Activities Fees	315.00	10-1543-640-00-71-305-13
		<u>\$795.00</u>	
<b>Rockford Auburn High School</b>			
	Sports Dues & Fees HS	300.00	10-1500-640-00-71-300-13
		<u>\$300.00</u>	
<b>Rockford East High School</b>			
	Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
	Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
		<u>\$500.00</u>	
<b>Sanchez, Kirsten</b>			
	Temp Instr Pur Svc	803.85	10-2210-310-98-79-600-14
	Temp Instr Pur Svc	753.85	10-2210-310-98-79-600-14
	Temp Instr Pur Svc	803.85	10-2210-310-98-79-600-14
		<u>\$2,361.55</u>	
<b>Sandwich HS c/o Athletics</b>			
	Sports Dues & Fees HS	275.00	10-1500-640-00-71-300-13
		<u>\$275.00</u>	
<b>South Elgin HS c/o Jane/Athletics</b>			
	Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
		<u>\$250.00</u>	
<b>Stagg High School</b>			
	Sports Dues & Fees HS	200.00	10-1500-640-00-71-300-13
		<u>\$200.00</u>	
<b>Stevenson HS</b>			
	Sports Dues & Fees HS	175.00	10-1500-640-00-71-300-13
		<u>\$175.00</u>	
<b>Sycamore HS c/o Athletics</b>			
	Sports Dues & Fees HS	350.00	10-1500-640-00-71-300-13
		<u>\$350.00</u>	
<b>Wauconda HS</b>			
	Sports Dues & Fees HS	300.00	10-1500-640-00-71-300-13



# Huntley Community School District 158

## Imprest Checks Issued

As of: 11/30/2023

Printed: 11/30/2023

Page 5 of 5

Vendor Name		Amount	State Account Number
P.O. Number	Description		
		<u>\$300.00</u>	
<b>Wheaton North FBPO</b>			
	Sports Dues & Fees HS	350.00	10-1500-640-00-71-300-13
		<u>\$350.00</u>	
<b>Wheaton North HS</b>			
	Activities Fees	175.00	10-1543-640-00-71-305-13
		<u>\$175.00</u>	
<b>Woodstock North HS % Athletics</b>			
	Sports Dues & Fees HS	132.88	10-1500-640-00-71-300-13
	Sports Officials HS	109.00	10-1500-319-00-71-300-13
	Sports Officials HS	109.00	10-1500-319-00-71-300-13
	Sports Dues & Fees HS	127.31	10-1500-640-00-71-300-13
		<u>\$478.19</u>	
<b>York Community High School {Attn: Kevin Martin}</b>			
	Activities Fees	125.00	10-1543-640-00-71-305-13
		<u>\$125.00</u>	
	<b>Report Total</b>	<u>\$144,388.82</u>	



# Huntley Community School District 158

650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • www.district158.org

To: Board of Education and Administration  
From: Mark Altmayer, Chief Financial Officer  
Date: December 7, 2023  
Subject: **Accounts Payable Report**  
Committee of the Whole Meeting, December 7, 2023  
Finance Committee

The following is an executive summary of the attached report titled “Accounts Payable” which is a listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration is requesting Board Approval to issue payment:

Education Fund	\$	14,746.06
Operations & Maintenance Fund		37.66
Debt Service Fund		0.00
Transporation Fund		16.95
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>14,800.67</u>

At this time there is no Supplemental Accounts Payable Report for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled “Accounts Payable” which will include an additional listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration will request Board Approval to issue payment.

### RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Accounts Payable Report at the December 21, 2023 Regular Board meeting.



# Huntley Community School District 158

## Accounts Payable Report

Printed: 11/30/2023 1:45 PM

Page 1 of 6

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
Basargin, Beth - 1233398634	10-1200-332-00-79-600-14	Vision Itinerant Travel-Oct 2-26/2023		399.03	10-1200-332-00-79-600-14
				<u>\$399.03</u>	
Bley, Lindsay - 1233397972	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		100.00	10-2210-640-92-79-605-14
	10-2210-640-92-79-605-14	ASHA 2024 Membership Dues		225.00	10-2210-640-92-79-605-14
				<u>\$325.00</u>	
Breese, Kari - 1233397862	10-1200-332-00-79-600-14	Travel Sp Ed-October 2023 Mileage		70.15	10-1200-332-00-79-600-14
				<u>\$70.15</u>	
Carlson, Dean - 1233397596	20-2540-332-00-79	November After Hours to H.S. and back		17.03	20-2540-332-00-79
				<u>\$17.03</u>	
Cornett, Brenda - 1233400062	10-1200-410-66-71-300-13	STEP Supplies-October Mileage 2023		120.26	10-1200-410-66-71-300-13
				<u>\$120.26</u>	
Domka, Joseph - 123339391	10-1400-410-03-71-300-13	Train ticket for site visit to Burns & McDonnell		10.00	10-1400-410-03-71-300-13
				<u>\$10.00</u>	
Domka, Kristin - 1233400461	10-2310-230-00-74-500-14	Tuition Reimb-Effective Classroom Mgmt Strategies		390.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Creating a Google Apps Classroom		390.00	10-2310-230-00-74-500-14
				<u>\$780.00</u>	
Doubek, Robin - 123338275	10-1110-332-00-71-100-13	Teacher Travel Leggee-Aug & Sept 2023		32.09	10-1110-332-00-71-100-13
				<u>\$32.09</u>	
Escudero, Michelle - 1233399849	10-2561-332-00-79-605-14	Dir Food Service Travel		78.60	10-2561-332-00-79-605-14
				<u>\$78.60</u>	
Franklin, Lisa - 1233396640					

64



# Huntley Community School District 158

## Accounts Payable Report

Printed: 11/30/2023 1:45 PM

Page 2 of 6

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-2210-640-92-79-605-14	ASHA 2024 Membership Dues		144.00	10-2210-640-92-79-605-14
				<u>\$144.00</u>	
Garza, Delia - 1233400642					
	10-2210-310-77-79-600-14	APE/522 - Elementary - Effective Learning Climates		1,620.00	10-2210-310-77-79-600-14
	10-2310-230-00-74-500-14	APE/522-rEscource Course Materials		195.00	10-2310-230-00-74-500-14
				<u>\$1,815.00</u>	
Gill, Dede - 1233400425					
	10-1200-332-00-79-600-14	Travel Sp Ed-August 2023 Mileage		54.71	10-1200-332-00-79-600-14
	10-1200-332-00-79-600-14	Travel Sp Ed-September 2023 Mileage		45.85	10-1200-332-00-79-600-14
	10-1200-332-00-79-600-14	Travel Sp Ed-October 2023 Mileage		62.49	10-1200-332-00-79-600-14
				<u>\$163.05</u>	
Green, Samantha - 1233399604					
	10-2310-230-00-74-500-14	Tuition Reimb-Creating a Google Apps Classroom		390.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Bullying		390.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-The Differentiated Classroom		390.00	10-2310-230-00-74-500-14
				<u>\$1,170.00</u>	
Green, Toby - 1233400643					
	10-1543-310-00-71-305-13	Activities Judges/Officials-Speech @ York 11/4/23		75.00	10-1543-310-00-71-305-13
				<u>\$75.00</u>	
Gullifor, Kateri - 123339409					
	10-1200-332-00-79-600-14	Travel Sp Ed-October 2023 Mileage		188.18	10-1200-332-00-79-600-14
				<u>\$188.18</u>	
Heinrich, Jennifer - 25952					
	40-2552-490-00-79	Inventoriable Supplies-Buckle Boss		16.95	40-2552-490-00-79
				<u>\$16.95</u>	
Horndasch, Jessica - 1233399775					
	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		100.00	10-2210-640-92-79-605-14
				<u>\$100.00</u>	
Hulen, Kimberly - 1233397553					
	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		100.00	10-2210-640-92-79-605-14
				<u>\$100.00</u>	

65



# Huntley Community School District 158

## Accounts Payable Report

Printed: 11/30/2023 1:45 PM

Page 3 of 6

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
Kaffel, Emily - 1233396494	10-2310-230-00-74-500-14	Tuition Reimb-Leading Literacy Improvement		390.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Resource & Fiscal Management		390.00	10-2310-230-00-74-500-14
				<u>\$780.00</u>	
Keech, Sandra - 1233399078	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		100.00	10-2210-640-92-79-605-14
				<u>\$100.00</u>	
Kelly, Jill - 123338719	10-1200-332-00-79-600-14	Travel Sp Ed-October 2023 Mileage		109.91	10-1200-332-00-79-600-14
				<u>\$109.91</u>	
Kish, Shelly - 123334797	10-2213-415-00-71-300-13	Jewel - Snacks for Math Dept Meeting 11/7/23		27.98	10-2213-415-00-71-300-13
				<u>\$27.98</u>	
Knotts, Heath - 27234	10-2520-332-00-74-500-14	Travel Fiscal-October Mileage		49.78	10-2520-332-00-74-500-14
				<u>\$49.78</u>	
Koch, Leslie - 123338898	10-2560-410-00-72-220-13	Amazon - Work Pants		11.52	10-2560-410-00-72-220-13
				<u>\$11.52</u>	
Komos, Laura - 32508	10-2210-310-98-79-600-14	Olivet Nazarene SUM/FALL 23-Teach Vac Grant		1,050.00	10-2210-310-98-79-600-14
	10-2210-310-98-79-600-14	Olivet Nazarene FALL/WIN 23-Teach Vac Grant		1,050.00	10-2210-310-98-79-600-14
				<u>\$2,100.00</u>	
Kossaris, Angela - 1233398231	10-2660-410-00-79-600-14	Walmart - Tech meeting lunch on 11/14/23		30.94	10-2660-410-00-79-600-14
	10-2660-410-00-79-600-14	Jewel - Food for Tech meeting lunch on 11/17/23		20.94	10-2660-410-00-79-600-14
				<u>\$51.88</u>	
Krawczyk, Robin - 1233396914	10-2560-410-00-74-150-13	Walmart-Halloween Decor		13.62	10-2560-410-00-74-150-13
	10-2560-410-00-74-150-13	Walmart-Holiday Clings		1.96	10-2560-410-00-74-150-13
	10-2560-410-00-74-150-13	Target-Christmas decor		26.00	10-2560-410-00-74-150-13

66



# Huntley Community School District 158

## Accounts Payable Report

Printed: 11/30/2023 1:45 PM  
Page 4 of 6

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-2560-410-00-74-150-13	Target-Christmas decor		1.00	10-2560-410-00-74-150-13
				<u>\$42.58</u>	
Kurek, Richard - 1233400585	10-1130-332-00-71-300-13	Teacher Travel HS-October 2023 Mileage		26.20	10-1130-332-00-71-300-13
	10-1130-332-00-71-300-13	Teacher Travel HS-Nov 3, 2023 Mileage		8.52	10-1130-332-00-71-300-13
				<u>\$34.72</u>	
Letheby, Corey - 1233398164	20-2540-332-00-79	Travel for time change 11/05/23		20.63	20-2540-332-00-79
				<u>\$20.63</u>	
Liethen, Mary - 1233400075	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		102.25	10-2210-640-92-79-605-14
				<u>\$102.25</u>	
Lowe, Nicholas - 1233398717	10-2520-332-00-74-500-14	Travel Fiscal-August Mileage		5.24	10-2520-332-00-74-500-14
	10-2520-332-00-74-500-14	Travel Fiscal-September Mileage		7.86	10-2520-332-00-74-500-14
	10-2520-332-00-74-500-14	Travel Fiscal-October Mileage		20.96	10-2520-332-00-74-500-14
	10-2520-332-00-74-500-14	Travel Fiscal-November Mileage		10.48	10-2520-332-00-74-500-14
				<u>\$44.54</u>	
Messina, Megan - 1233400645	10-1400-410-03-71-300-13	Train ticket for site visit to Burns & McDonnell		10.00	10-1400-410-03-71-300-13
				<u>\$10.00</u>	
Meyer, Sara - 1233396297	10-2310-230-00-74-500-14	Tuition Reimb-Connection in the Classroom		385.00	10-2310-230-00-74-500-14
				<u>\$385.00</u>	
Miguel, Crystal - 1233400602	10-1200-332-00-79-600-14	Travel Sp Ed-October 2023 Mileage		13.10	10-1200-332-00-79-600-14
	10-1200-332-00-79-600-14	Travel Sp Ed-Tolls for CEC Conf Naperville-11/2&3		9.20	10-1200-332-00-79-600-14
	10-1200-332-00-79-600-14	Travel Sp Ed-CEC Conf Marriott Naperville-11/2&3		154.58	10-1200-332-00-79-600-14
				<u>\$176.88</u>	
Neilson, Evan - 1233400189	10-1543-310-00-71-305-13	Activities Judges/Officials -Speech @ York 11/4/23		75.00	10-1543-310-00-71-305-13



# Huntley Community School District 158

## Accounts Payable Report

Printed: 11/30/2023 1:45 PM

Page 5 of 6

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
				<u>\$75.00</u>	
Norton, Gina - 1233399615	10-1200-410-66-71-300-13	STEP Supplies-October Mileage 2023		97.07	10-1200-410-66-71-300-13
				<u>\$97.07</u>	
Novak, Leah - 1233397332	10-2410-490-00-71-300-13	HS Staff Recognition-Party City Dinner and a Show		51.30	10-2410-490-00-71-300-13
				<u>\$51.30</u>	
O'Donnell, Elizabeth - 1233400646	10-2660-332-00-79-600-14	Travel Technology-November Mileage		7.86	10-2660-332-00-79-600-14
				<u>\$7.86</u>	
O'Keefe, Stacy - 1233400333	10-2310-230-00-74-500-14	Tuition Reimb-Docs, Slides & Forms In Your Classro		390.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Mental Health Advocay & Allyship for		390.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Anxiety Awareness Empowering Student		390.00	10-2310-230-00-74-500-14
				<u>\$1,170.00</u>	
O'Neill, Brian - 1233399245	10-1400-410-03-71-300-13	Train ticket for site visit to Burns & McDonnell		10.00	10-1400-410-03-71-300-13
				<u>\$10.00</u>	
Palmer, Jessica - 1233399901	10-1200-332-00-79-600-14	Travel Sp Ed-Tolls for CEC Conf Naperville-11/2&3		8.00	10-1200-332-00-79-600-14
	10-1200-332-00-79-600-14	Travel Sp Ed-CEC Conf Marriott Naperville-11/2&3		121.83	10-1200-332-00-79-600-14
				<u>\$129.83</u>	
Panke, Keith - 123337962	10-1200-410-66-71-300-13	STEP Supplies-Travel for Conf-Normal, IL 11/2-11/3		197.68	10-1200-410-66-71-300-13
	10-1200-410-66-71-300-13	STEP Supplies-Ancho & Agave Dinner 11/2/23		34.92	10-1200-410-66-71-300-13
				<u>\$232.60</u>	
Peisert, McKenzie - 1233400125	10-2310-230-00-74-500-14	Tuition Reimb-Research Methods		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Pulli, Carrie L. - 32525	10-2310-230-00-74-500-14	Tuition Reimb-Connection in the Classroom		385.00	10-2310-230-00-74-500-14



# Huntley Community School District 158

## Accounts Payable Report

Printed: 11/30/2023 1:45 PM

Page 6 of 6

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
				<u>\$385.00</u>	
Roggenbuck, Megan - 123336399	10-2310-230-00-74-500-14	Tuition Reimb-Understanding Dyslexia		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Schaffter, Megan - 1233399073	10-2310-230-00-74-500-14	Tuition Reimb-Effective Classroom Mgmt Strategies		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Skubak, Smantha - 1233400169	10-2310-230-00-74-500-14	Tuition Reimb-Understanding & Dealing with Difficu		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Smith, Lauren Ann - 123335484	10-2310-230-00-74-500-14	Tuition Reimb-Institution Coaching & Adult Learning		650.00	10-2310-230-00-74-500-14
				<u>\$650.00</u>	
Svendsen, Trisha - 123334087	10-2310-230-00-74-500-14	Tuition Reimb-Advocacy & Leadership		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Welglarz, Jessica - 1233400641	10-2310-230-00-74-500-14	Tuition Reimb-Effective Classroom Mgmt Strategies		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
				<b>Report Total</b>	
				<u><u>\$14,800.67</u></u>	

69



# Huntley Community School District 158

650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 7, 2023

Subject: **Disbursements Issued**  
Committee of the Whole Meeting, December 7, 2023  
Finance Committee

The following is an executive summary of the attached report titled “Disbursements Issued” which is a listing of disbursements issued from October 26, 2023 to November 30, 2023.

Education Fund	\$ 8,809,280.72
Operations & Maintenance Fund	466,354.95
Debt Service Fund	10,436.00
Transporation Fund	120,641.24
Municipal Retirement and Social Security Fund	16.00
Capital Projects Fund	0.00
Working Cash Fund	0.00
Fire Prevention and Safety Fund	0.00
Total	<u>\$ 9,406,728.91</u>

## RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Disbursements Issued Report at the December 21, 2023 Regular Board meeting.



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 1 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>1ST Ayd Corporation</b>							
	69415	11/17/2023	40-2554-410-00-79	Fleet Supplies	152.27	24100677	40-2554-410-00-79
	69415	11/17/2023	40-2554-410-00-79	Fleet Supplies	129.49	24110677	40-2554-410-00-79
					\$281.76	<b>Payee Vendor Total</b>	
<b>A Parts Warehouse</b>							
	69244	11/10/2023	40-2554-410-00-79	Fleet Supplies	782.00	20241218	40-2554-410-00-79
					\$782.00	<b>Payee Vendor Total</b>	
<b>AbleNet Inc</b>							
	69082	11/03/2023	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	215.00	20241017	10-2150-410-92-79-605-14
					\$215.00	<b>Payee Vendor Total</b>	
<b>Accountable Healthcare St</b>							
	69083	11/03/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,125.91	24100637	10-1101-310-00-79-605-14
	69083	11/03/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,697.37	24100637	10-1101-310-00-79-605-14
	69245	11/10/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,118.95	24100637	10-1101-310-00-79-605-14
	69416	11/17/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,132.87	24100637	10-1101-310-00-79-605-14
					\$11,075.10	<b>Payee Vendor Total</b>	
<b>Acutrans</b>							
	69246	11/10/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	100.00	20241197	10-1200-310-92-79-600-14
					\$100.00	<b>Payee Vendor Total</b>	
<b>ADP LLC</b>							
	69247	11/10/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,551.98	24110437	10-2520-310-00-74-500-14
	69247	11/10/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,551.98	24110437	10-2520-310-00-74-500-14
	69247	11/10/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,504.95	24110437	10-2520-310-00-74-500-14
	69247	11/10/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,034.65	24110437	10-2520-310-00-74-500-14
	69247	11/10/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,034.65	24110437	10-2520-310-00-74-500-14
	69247	11/10/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	2,116.34	24110437	10-2520-310-00-74-500-14
	69247	11/10/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	730.36	24110437	10-2520-310-00-74-500-14
	69247	11/10/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	730.36	24110437	10-2520-310-00-74-500-14
	69247	11/10/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	708.23	24110437	10-2520-310-00-74-500-14
	69247	11/10/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	486.91	24110437	10-2520-310-00-74-500-14
	69247	11/10/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	486.91	24110437	10-2520-310-00-74-500-14
	69247	11/10/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	995.95	24110437	10-2520-310-00-74-500-14
	69247	11/10/2023	10-1100-220-00-79-600-14	Regular Programs Insurance	1,905.39	24110337	10-1100-220-00-79-600-14
	69360	11/14/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	466.89	24110437	10-2520-310-00-74-500-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 2 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69360	11/14/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	466.89	24110437	10-2520-310-00-74-500-14
	69360	11/14/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	452.74	24110437	10-2520-310-00-74-500-14
	69360	11/14/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	311.26	24110437	10-2520-310-00-74-500-14
	69360	11/14/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	311.26	24110437	10-2520-310-00-74-500-14
	69360	11/14/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	636.66	24110437	10-2520-310-00-74-500-14
					\$17,484.36	<b>Payee Vendor Total</b>	
<b>ADP Net Pay Wires</b>							
	202230110	11/10/2023	10103	Payroll Education Fund	2,392,612.90		10-114
	202312260	11/25/2023	10103	Payroll Education Fund	2,399,499.43		10-114
					\$4,792,112.33	<b>Payee Vendor Total</b>	
<b>ADP Tax Wires</b>							
	202311100	11/10/2023	10403	Garnish	630.81		10-432
	202311100	11/10/2023	10452	FED W/H Taxes Payable	259,451.08		10-481
	202311100	11/10/2023	10453	State W/H Taxes Payable	140,298.42		10-481
	202311100	11/10/2023	10458	Family Services	1,119.36		10-481
	202311100	11/10/2023	10464	Medicare	44,557.55		10-464
	202311100	11/10/2023	10470	Social Security - ER Payable	43,848.42		10-464
	202311100	11/10/2023	10471	Medicare - EE Payable	44,557.32		10-464
	202311100	11/10/2023	10472	Social Security - EE	43,848.48		10-464
	202311100	11/10/2023	10473	State Withholding - WI	1,736.72		10-492
	202311100	11/10/2023	10-2523-319-00-79-600-14	Banking Fees	(0.33)		10-2523-319-00-79-600-14
	202311100	11/10/2023	10475	AP Payroll Net Checks	(23.75)		10-475
	202311100	11/10/2023	10478	HSA Payable	3,054.53		10-481
	202311250	11/25/2023	10403	Garnish	630.81		10-432
	202311250	11/25/2023	10452	FED W/H Taxes Payable	259,296.21		10-481
	202311250	11/25/2023	10453	State W/H Taxes Payable	140,657.51		10-481
	202311250	11/25/2023	10458	Family Services	1,119.36		10-481
	202311250	11/25/2023	10464	Medicare	44,689.87		10-464
	202311250	11/25/2023	10470	Social Security - ER Payable	43,929.46		10-464
	202311250	11/25/2023	10471	Medicare - EE Payable	44,689.53		10-464
	202311250	11/25/2023	10472	Social Security - EE	43,929.42		10-464
	202311250	11/25/2023	10473	State Withholding - WI	1,711.62		10-492
	202311250	11/25/2023	10-2523-319-00-79-600-14	Banking Fees	(0.39)		10-2523-319-00-79-600-14
	202311250	11/25/2023	10475	AP Payroll Net Checks	0.00		10-475
	202311250	11/25/2023	10478	HSA Payable	3,054.53		10-481



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 3 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					<b>\$1,166,786.54</b>	<b>Payee Vendor Total</b>	
<b>Advantage Mechanical Inc</b>							
	69248	11/10/2023	20-2542-323-00-79	Repairs & Maint Buildings	645.00	20241219	20-2542-323-00-79
	69248	11/10/2023	20-2542-323-00-79	Repairs & Maint Buildings	1,072.00	20241219	20-2542-323-00-79
	69248	11/10/2023	20-2542-323-00-79	Repairs & Maint Buildings	1,474.50	20241219	20-2542-323-00-79
	69248	11/10/2023	20-2542-323-00-79	Repairs & Maint Buildings	202.50	20241219	20-2542-323-00-79
	69248	11/10/2023	20-2542-323-00-79	Repairs & Maint Buildings	945.00	20241219	20-2542-323-00-79
	69248	11/10/2023	20-2542-323-00-79	Repairs & Maint Buildings	180.00	20241219	20-2542-323-00-79
	69248	11/10/2023	20-2542-323-00-79	Repairs & Maint Buildings	1,234.00	20241219	20-2542-323-00-79
	69248	11/10/2023	20-2542-323-00-79	Repairs & Maint Buildings	202.50	24110027	20-2542-323-00-79
	69248	11/10/2023	20-2542-323-00-79	Repairs & Maint Buildings	540.00	24110027	20-2542-323-00-79
					<b>\$6,495.50</b>	<b>Payee Vendor Total</b>	
<b>AHW LLC - Hampshire</b>							
	69249	11/10/2023	20-2543-410-00-79	Grounds Supplies	164.32	20241158	20-2543-410-00-79
	69249	11/10/2023	20-2543-410-00-79	Grounds Supplies	139.18	20241321	20-2543-410-00-79
					<b>\$303.50</b>	<b>Payee Vendor Total</b>	
<b>AIA Services LLC</b>							
	69250	11/10/2023	20-2546-310-00-71-305	Resource Officer	21.36	20241198	20-2546-310-00-71-305
	69250	11/10/2023	20-2546-310-00-71-305	Resource Officer	35.00	20241198	20-2546-310-00-71-305
	69250	11/10/2023	20-2546-310-00-71-305	Resource Officer	120.00	20241198	20-2546-310-00-71-305
	69250	11/10/2023	20-2546-310-00-71-305	Resource Officer	35.00	20241198	20-2546-310-00-71-305
					<b>\$211.36</b>	<b>Payee Vendor Total</b>	
<b>Air Products Equipment Co</b>							
	69084	11/03/2023	20-2542-410-00-79	Supplies B & G	485.00	20241157	20-2542-410-00-79
	69084	11/03/2023	20-2542-410-00-79	Supplies B & G	485.00	20241157	20-2542-410-00-79
	69084	11/03/2023	20-2542-410-00-79	Supplies B & G	485.00	20241157	20-2542-410-00-79
	69251	11/10/2023	20-2542-410-00-79	Supplies B & G	1,285.00	20241157	20-2542-410-00-79
					<b>\$2,740.00</b>	<b>Payee Vendor Total</b>	
<b>Alexander Leigh Center fo</b>							
	69085	11/03/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	20,422.34	24101617	10-4220-670-00-79-600-14
					<b>\$20,422.34</b>	<b>Payee Vendor Total</b>	
<b>Alpha Baking Company Inc</b>							
	69252	11/10/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	46.92	24101127	10-2560-415-00-74-140-13
	69252	11/10/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	68.82	24101127	10-2560-415-00-74-140-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 4 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69252	11/10/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	35.97	24101127	10-2560-415-00-74-140-13
	69252	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	46.92	24101137	10-2560-415-00-74-150-13
	69252	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	45.88	24101137	10-2560-415-00-74-150-13
	69252	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	45.88	24101137	10-2560-415-00-74-150-13
	69252	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	34.46	24101137	10-2560-415-00-74-150-13
	69252	11/10/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	163.12	24101147	10-2560-415-00-74-210-13
	69252	11/10/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	57.35	24101147	10-2560-415-00-74-210-13
	69252	11/10/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	40.35	24101147	10-2560-415-00-74-210-13
	69252	11/10/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	90.96	24101147	10-2560-415-00-74-210-13
	69252	11/10/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	140.76	24101147	10-2560-415-00-74-210-13
	69252	11/10/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	103.23	24101097	10-2560-415-00-72-110-13
	69252	11/10/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	47.96	24101097	10-2560-415-00-72-110-13
	69252	11/10/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	71.94	24101097	10-2560-415-00-72-110-13
	69252	11/10/2023	10-2560-415-00-72-120-13	Cafe Food Martin	96.69	24101107	10-2560-415-00-72-120-13
	69252	11/10/2023	10-2560-415-00-72-120-13	Cafe Food Martin	137.64	24101107	10-2560-415-00-72-120-13
	69252	11/10/2023	10-2560-415-00-72-120-13	Cafe Food Martin	140.76	24101107	10-2560-415-00-72-120-13
	69252	11/10/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	584.87	24101117	10-2560-415-00-72-220-13
	69252	11/10/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	129.12	24101117	10-2560-415-00-72-220-13
	69252	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	67.15	24101077	10-2560-415-00-71-100-13
	69252	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	52.89	24101077	10-2560-415-00-71-100-13
	69252	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	47.51	24101077	10-2560-415-00-71-100-13
	69252	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	61.67	24101077	10-2560-415-00-71-100-13
	69252	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	85.73	24101077	10-2560-415-00-71-100-13
	69252	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	433.30	24101087	10-2560-415-00-71-300-13
	69252	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	712.47	24101087	10-2560-415-00-71-300-13
	69252	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	459.41	24101087	10-2560-415-00-71-300-13
	69252	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	784.15	24111087	10-2560-415-00-71-300-13
	69252	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	629.86	24111087	10-2560-415-00-71-300-13
	69252	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	899.19	24111087	10-2560-415-00-71-300-13
					<b>\$6,362.93</b>	<b>Payee Vendor Total</b>	
<b>AmeriGas</b>							
	65357	11/03/2023	40-2552-461-00-79	Propane	(637.90)	23120567	40-2552-461-00-79
	65357	11/03/2023	40-2552-461-00-79	Propane	(1,435.28)	23120567	40-2552-461-00-79
	65357	11/03/2023	40-2552-461-00-79	Propane	(1,275.80)	23120567	40-2552-461-00-79
	69030	10/27/2023	40-2552-461-00-79	Propane	735.58	24100567	40-2552-461-00-79



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 5 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69030	10/27/2023	40-2552-461-00-79	Propane	735.58	24100567	40-2552-461-00-79
	69030	10/27/2023	40-2552-461-00-79	Propane	956.10	24100567	40-2552-461-00-79
	69081	11/03/2023	40-2552-461-00-79	Propane	637.90	23120567	40-2552-461-00-79
	69081	11/03/2023	40-2552-461-00-79	Propane	1,435.28	23120567	40-2552-461-00-79
	69081	11/03/2023	40-2552-461-00-79	Propane	1,275.80	23120567	40-2552-461-00-79
	69086	11/03/2023	40-2552-461-00-79	Propane	1,176.92	24100567	40-2552-461-00-79
	69086	11/03/2023	40-2552-461-00-79	Propane	588.31	24100567	40-2552-461-00-79
	69086	11/03/2023	40-2552-461-00-79	Propane	441.49	24100567	40-2552-461-00-79
	69086	11/03/2023	40-2552-461-00-79	Propane	735.58	24100567	40-2552-461-00-79
	69417	11/17/2023	40-2552-461-00-79	Propane	826.97	24110567	40-2552-461-00-79
	69417	11/17/2023	40-2552-461-00-79	Propane	563.80	24110567	40-2552-461-00-79
	69417	11/17/2023	40-2552-461-00-79	Propane	838.99	24110567	40-2552-461-00-79
	69417	11/17/2023	40-2552-461-00-79	Propane	439.05	24110567	40-2552-461-00-79
	69417	11/17/2023	40-2552-461-00-79	Propane	878.09	24110567	40-2552-461-00-79
	69417	11/17/2023	40-2552-461-00-79	Propane	2,341.44	24110567	40-2552-461-00-79
	69417	11/17/2023	40-2552-461-00-79	Propane	658.42	24110567	40-2552-461-00-79
	69417	11/17/2023	40-2552-461-00-79	Propane	877.95	24110567	40-2552-461-00-79
	69417	11/17/2023	40-2552-461-00-79	Propane	487.49	24110567	40-2552-461-00-79
	69417	11/17/2023	40-2552-461-00-79	Propane	585.40	24110567	40-2552-461-00-79
	69417	11/17/2023	40-2552-461-00-79	Propane	658.57	24110567	40-2552-461-00-79
	69417	11/17/2023	40-2552-461-00-79	Propane	507.54	24110567	40-2552-461-00-79
					\$15,033.27	<b>Payee Vendor Total</b>	
<b>Amita GlenOaks School</b>							
	69253	11/10/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11,137.20	20241199	10-4220-670-00-79-600-14
	69253	11/10/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,234.55	20241200	10-4220-670-00-79-600-14
					\$12,371.75	<b>Payee Vendor Total</b>	
<b>Anderson Lock Co Inc</b>							
	992300363	11/08/2023	10-2546-490-00-79-600-14	Security Officer Supplies	730.00	20240185	10-2546-490-00-79-600-14
	992300370	11/12/2023	10-2546-490-00-79-600-14	Security Officer Supplies	30.00	20241288	10-2546-490-00-79-600-14
	992300370	11/12/2023	10-2546-490-00-79-600-14	Security Officer Supplies	140.00	20241288	10-2546-490-00-79-600-14
	992300370	11/12/2023	20-2542-329-00-79	Buildings - Small Projects	3,770.54	20240793	20-2542-329-00-79
	992300379	11/14/2023	20-2542-410-00-79	Supplies B & G	336.87	24070087	20-2542-410-00-79
	992300383	11/20/2023	20-2542-410-00-79	Supplies B & G	142.40	24070087	20-2542-410-00-79
	992300383	11/20/2023	20-2542-410-00-79	Supplies B & G	170.00	24080087	20-2542-410-00-79
					\$5,319.81	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 6 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>Anderson Pest Solutions</b>							
	69418	11/17/2023	20-2542-321-00-79	Sanitation/Exterminating	554.47	24110037	20-2542-321-00-79
					\$554.47	<b>Payee Vendor Total</b>	
<b>Anderson, Francesca</b>							
	69254	11/10/2023	10-2310-318-00-74-500-14	Legal Board	1,200.00	20241201	10-2310-318-00-74-500-14
					\$1,200.00	<b>Payee Vendor Total</b>	
<b>Andrew HS</b>							
	69208	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13
					\$250.00	<b>Payee Vendor Total</b>	
<b>AnthroMed LLC</b>							
	69087	11/03/2023	10-2150-310-00-79-600-14	Sp Path & Audiology Serv	3,053.24	24100667	10-2150-310-00-79-600-14
	69087	11/03/2023	10-2150-310-00-79-600-14	Sp Path & Audiology Serv	2,681.90	24100667	10-2150-310-00-79-600-14
	69255	11/10/2023	10-2150-310-00-79-600-14	Sp Path & Audiology Serv	3,011.98	24100667	10-2150-310-00-79-600-14
	69255	11/10/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,094.50	20241202	10-1101-310-00-79-605-14
					\$11,841.62	<b>Payee Vendor Total</b>	
<b>Argument Driven Inquiry</b>							
	69031	10/27/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	2,475.00	20240133	10-2212-310-00-79-505-14
					\$2,475.00	<b>Payee Vendor Total</b>	
<b>Art of Education Universi</b>							
	69032	10/27/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	6,790.00	20240624	10-2212-310-00-79-505-14
					\$6,790.00	<b>Payee Vendor Total</b>	
<b>AT&amp;T 5080</b>							
	69362	11/14/2023	20-2540-340-00-79	Telephone - Districtwide	344.54	24110347	20-2540-340-00-79
					\$344.54	<b>Payee Vendor Total</b>	
<b>AT&amp;T</b>							
	69361	11/14/2023	20-2540-340-00-79	Telephone - Districtwide	2,673.36	24110327	20-2540-340-00-79
					\$2,673.36	<b>Payee Vendor Total</b>	
<b>Attainment Company</b>							
	69256	11/10/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	104.00	20241308	10-1200-410-92-79-600-14
					\$104.00	<b>Payee Vendor Total</b>	
<b>Autism Helper Inc</b>							
	69033	10/27/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	239.20	20240318	10-2210-314-92-79-605-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 7 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					\$239.20	<b>Payee Vendor Total</b>	
<b>Auto Tech Centers Inc</b>							
	992300371	11/12/2023	40-2550-323-00-79	Repairs and Maintenance	183.90	20241182	40-2550-323-00-79
	992300371	11/12/2023	40-2550-323-00-79	Repairs and Maintenance	47.90	20241182	40-2550-323-00-79
					\$231.80	<b>Payee Vendor Total</b>	
<b>AVI Systems Inc</b>							
	69034	10/27/2023	10-2560-540-00-71-300-13	Cafe Equipment HS	1,798.60	20240601	10-2560-540-00-71-300-13
					\$1,798.60	<b>Payee Vendor Total</b>	
<b>Avner, Jaclynn</b>							
	69401	11/16/2023	10-2210-310-98-79-600-14	Temp Instr Pur Svc	825.00	0	10-2210-310-98-79-600-14
					\$825.00	<b>Payee Vendor Total</b>	
<b>Basargin, Beth</b>							
	69134	11/10/2023	10-1200-332-00-79-600-14	Travel Sp Ed	331.69	0	10-1200-332-00-79-600-14
					\$331.69	<b>Payee Vendor Total</b>	
<b>Batavia HS c/o Athletics</b>							
	69209	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	200.00	0	10-1500-640-00-71-300-13
	69209	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	200.00	0	10-1500-640-00-71-300-13
	69209	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	150.00	0	10-1500-640-00-71-300-13
					\$550.00	<b>Payee Vendor Total</b>	
<b>Behavioral Perspective In</b>							
	992300372	11/12/2023	10-2310-318-00-74-500-14	Legal Board	400.00	20241203	10-2310-318-00-74-500-14
					\$400.00	<b>Payee Vendor Total</b>	
<b>Belvidere North High Scho</b>							
	69210	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	225.00	0	10-1500-640-00-71-300-13
					\$225.00	<b>Payee Vendor Total</b>	
<b>Benchmark Education Compa</b>							
	69363	11/14/2023	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	1,065.00	20241264	10-2210-310-84-79-605-14
	69363	11/14/2023	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	675.00	20241264	10-2210-310-84-79-605-14
	69363	11/14/2023	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	2,025.00	20241264	10-2210-310-84-79-605-14
	69363	11/14/2023	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	1,065.00	20241264	10-2210-310-84-79-605-14
	69363	11/14/2023	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	1,065.00	20241264	10-2210-310-84-79-605-14
	69363	11/14/2023	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	1,065.00	20241264	10-2210-310-84-79-605-14
	69419	11/17/2023	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	2,430.00	20241340	10-1100-310-75-79-600-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 8 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69419	11/17/2023	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	514.40	20241340	10-1100-310-75-79-600-14
	69419	11/17/2023	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	2,040.00	20241340	10-1100-310-75-79-600-14
	69419	11/17/2023	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	1,674.00	20241340	10-1100-310-75-79-600-14
	69419	11/17/2023	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	(1,000.00)	20241340	10-1100-310-75-79-600-14
					<b>\$12,618.40</b>	<b>Payee Vendor Total</b>	
<b>Benefitfocus.com Inc</b>							
	69420	11/17/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,952.84	24110197	10-2310-220-00-79-600-14
					<b>\$1,952.84</b>	<b>Payee Vendor Total</b>	
<b>Bernard Food Industries</b>							
	69257	11/10/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	135.00	20241193	10-2560-415-00-74-140-13
	69257	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	135.00	20241193	10-2560-415-00-74-150-13
	69257	11/10/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	270.00	20241193	10-2560-415-00-74-210-13
	69257	11/10/2023	10-2560-415-00-72-120-13	Cafe Food Martin	270.00	20241193	10-2560-415-00-72-120-13
	69257	11/10/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	270.00	20241193	10-2560-415-00-72-220-13
	69257	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	270.00	20241193	10-2560-415-00-71-100-13
					<b>\$1,350.00</b>	<b>Payee Vendor Total</b>	
<b>Blazerworks</b>							
	69088	11/03/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,230.00	24100527	10-1101-310-00-79-605-14
	69088	11/03/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	615.00	24100527	10-1101-310-00-79-605-14
	69258	11/10/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,230.00	24100527	10-1101-310-00-79-605-14
	69421	11/17/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,069.50	24110527	10-1101-310-00-79-605-14
	69421	11/17/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,230.00	24110527	10-1101-310-00-79-605-14
					<b>\$5,374.50</b>	<b>Payee Vendor Total</b>	
<b>Blick Art Materials</b>							
	69089	11/03/2023	10-2220-430-00-72-120-13	Media Center Martin	19.95	20240974	10-2220-430-00-72-120-13
	69089	11/03/2023	10-2220-430-00-72-120-13	Media Center Martin	11.58	20240974	10-2220-430-00-72-120-13
	69089	11/03/2023	10-2220-430-00-72-120-13	Media Center Martin	179.52	20240974	10-2220-430-00-72-120-13
	69089	11/03/2023	10-2220-430-00-72-120-13	Media Center Martin	117.84	20240974	10-2220-430-00-72-120-13
	69089	11/03/2023	10-2220-430-00-72-120-13	Media Center Martin	100.80	20240974	10-2220-430-00-72-120-13
	69089	11/03/2023	10-2220-430-00-72-120-13	Media Center Martin	19.80	20240974	10-2220-430-00-72-120-13
	69089	11/03/2023	10-2220-430-00-72-120-13	Media Center Martin	34.48	20240974	10-2220-430-00-72-120-13
	69089	11/03/2023	10-2220-430-00-72-120-13	Media Center Martin	23.34	20240974	10-2220-430-00-72-120-13
	69089	11/03/2023	10-1110-410-02-72-120-13	Art Supplies Martin	20.55	20240974	10-1110-410-02-72-120-13
	69089	11/03/2023	10-2220-430-00-72-120-13	Media Center Martin	58.64	20240974	10-2220-430-00-72-120-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 9 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69089	11/03/2023	10-2220-430-00-72-120-13	Media Center Martin	20.55	20240974	10-2220-430-00-72-120-13
	69089	11/03/2023	10-2220-430-00-72-120-13	Media Center Martin	27.40	20240974	10-2220-430-00-72-120-13
	69089	11/03/2023	10-1110-410-02-72-120-13	Art Supplies Martin	27.40	20240974	10-1110-410-02-72-120-13
	69089	11/03/2023	10-1110-410-02-72-120-13	Art Supplies Martin	20.55	20240974	10-1110-410-02-72-120-13
	69089	11/03/2023	10-2220-430-00-72-120-13	Media Center Martin	10.68	20240974	10-2220-430-00-72-120-13
	69089	11/03/2023	10-1110-410-02-72-120-13	Art Supplies Martin	7.72	20240974	10-1110-410-02-72-120-13
	69089	11/03/2023	10-1110-410-02-72-120-13	Art Supplies Martin	11.58	20240974	10-1110-410-02-72-120-13
	69089	11/03/2023	10-1110-410-02-72-120-13	Art Supplies Martin	7.72	20240974	10-1110-410-02-72-120-13
	69089	11/03/2023	10-1110-410-02-72-120-13	Art Supplies Martin	7.72	20240974	10-1110-410-02-72-120-13
	69089	11/03/2023	10-1110-410-02-72-120-13	Art Supplies Martin	20.76	20240974	10-1110-410-02-72-120-13
	69089	11/03/2023	10-1110-410-02-72-120-13	Art Supplies Martin	27.40	20240974	10-1110-410-02-72-120-13
				<b>\$775.98</b>		<b>Payee Vendor Total</b>	
<b>Blu Petroleum</b>							
	69090	11/03/2023	40-2552-464-00-79	Diesel/Gasoline	140.27	24100827	40-2552-464-00-79
	69090	11/03/2023	40-2552-464-00-79	Diesel/Gasoline	4,096.34	24100827	40-2552-464-00-79
	69090	11/03/2023	40-2552-464-00-79	Diesel/Gasoline	5,261.68	24100827	40-2552-464-00-79
	69090	11/03/2023	40-2552-464-00-79	Diesel/Gasoline	796.62	24110827	40-2552-464-00-79
	69259	11/10/2023	40-2552-464-00-79	Diesel/Gasoline	638.89	20241220	40-2552-464-00-79
	69422	11/17/2023	40-2552-464-00-79	Diesel/Gasoline	4,073.45	24100827	40-2552-464-00-79
	69422	11/17/2023	40-2552-464-00-79	Diesel/Gasoline	3,221.00	24100827	40-2552-464-00-79
	69422	11/17/2023	40-2552-464-00-79	Diesel/Gasoline	1,341.90	24111647	40-2552-464-00-79
	69422	11/17/2023	40-2552-464-00-79	Diesel/Gasoline	529.21	24111647	40-2552-464-00-79
	69422	11/17/2023	40-2552-464-00-79	Diesel/Gasoline	4,993.43	24110827	40-2552-464-00-79
				<b>\$25,092.79</b>		<b>Payee Vendor Total</b>	
<b>Blue Cross Blue Shield</b>							
	202311070	11/08/2023	10-1100-220-00-79-600-14	Regular Programs Insurance	266,809.91	24110417	10-1100-220-00-79-600-14
	202311070	11/08/2023	10-1100-220-00-79-600-14	Regular Programs Insurance	526,579.89	24110417	10-1100-220-00-79-600-14
	202311220	11/22/2023	10-1100-220-00-79-600-14	Regular Programs Insurance	646,243.50	24110417	10-1100-220-00-79-600-14
				<b>\$1,439,633.30</b>		<b>Payee Vendor Total</b>	
<b>BMO Mastercard</b>							
	202310031	10/30/2023	10-158	Activity Funds	500.00	20240809	10-120
	202310031	10/30/2023	10-158	Activity Funds	1,710.00	20240809	10-120
	202310031	10/30/2023	10-158	Activity Funds	1,932.89	20240809	10-120
	202310031	10/30/2023	10-158	Activity Funds	5,673.42	20240809	10-120
	202310031	10/30/2023	10-158	Activity Funds	172.00	20240809	10-120

79



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 10 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-2410-410-00-71-300-13	Office Supplies HS	8.59	20240810	10-2410-410-00-71-300-13
	202310031	10/30/2023	10-2410-410-00-71-300-13	Office Supplies HS	54.99	20240810	10-2410-410-00-71-300-13
	202310031	10/30/2023	10-2410-332-00-71-300-13	Prin Travel HS	409.00	20240810	10-2410-332-00-71-300-13
	202310031	10/30/2023	10-1130-323-00-71-300-13	Repairs HS	76.90	20240810	10-1130-323-00-71-300-13
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	223.00	20240811	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-319-61-79-600-14	Software Maintenance	29.00	20240811	10-2660-319-61-79-600-14
	202310031	10/30/2023	10-2660-319-61-79-600-14	Software Maintenance	100.68	20240811	10-2660-319-61-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	26.99	20240811	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	208.86	20240811	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	693.67	20240811	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	5.84	20240811	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	13.99	20240811	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	7.89	20240811	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	154.98	20240811	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	295.75	20240811	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-158	Activity Funds	50.00	20240812	10-120
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	34.15	20240812	10-2220-430-00-72-220-13
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	25.07	20240812	10-2220-430-00-72-220-13
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	18.62	20240812	10-2220-430-00-72-220-13
	202310031	10/30/2023	10-158	Activity Funds	180.00	20240812	10-120
	202310031	10/30/2023	10-158	Activity Funds	350.00	20240812	10-120
	202310031	10/30/2023	10-158	Activity Funds	240.00	20240812	10-120
	202310031	10/30/2023	10-158	Activity Funds	45.47	20240812	10-120
	202310031	10/30/2023	10-158	Activity Funds	9.99	20240812	10-120
	202310031	10/30/2023	10-158	Activity Funds	10.00	20240812	10-120
	202310031	10/30/2023	10-158	Activity Funds	10.00	20240812	10-120
	202310031	10/30/2023	10-158	Activity Funds	199.90	20240812	10-120
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	133.17	20240812	10-2220-430-00-72-220-13
	202310031	10/30/2023	10-158	Activity Funds	84.97	20240812	10-120
	202310031	10/30/2023	10-158	Activity Funds	(21.86)	20240812	10-120
	202310031	10/30/2023	10-158	Activity Funds	10.00	20240812	10-120
	202310031	10/30/2023	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	337.98	20240813	10-2213-415-00-74-500-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	3.48	20240813	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-2210-310-75-79-600-14	ESSER III Impr Instruct Pur Svc	(245.58)	20240813	10-2210-310-75-79-600-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	268.00	20240813	10-2210-490-00-74-500-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 11 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	149.70	20240813	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	42.45	20240813	10-1800-410-84-79-605-14
	202310031	10/30/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	375.00	20240813	10-2212-310-00-79-505-14
	202310031	10/30/2023	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	29.36	20240813	10-1800-410-84-79-605-14
	202310031	10/30/2023	10-2210-310-75-79-600-14	ESSER III Impr Instruc Pur Svc	(245.58)	20240813	10-2210-310-75-79-600-14
	202310031	10/30/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	125.00	20240813	10-2212-332-00-74-500-14
	202310031	10/30/2023	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	32.80	20240813	10-2213-415-00-74-500-14
	202310031	10/30/2023	10-2323-640-00-74-500-14	Dues & Fees Curr & Inst 6-12	99.00	20240813	10-2323-640-00-74-500-14
	202310031	10/30/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	8.00	20240813	10-1130-410-67-71-300-13
	202310031	10/30/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	12.74	20240813	10-1130-410-67-71-300-13
	202310031	10/30/2023	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	111.50	20240813	10-1800-410-82-79-605-14
	202310031	10/30/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	903.13	20240813	10-2212-332-00-74-500-14
	202310031	10/30/2023	10-1100-421-00-74-500-14	Materials 6-12	(467.40)	20240813	10-1100-421-00-74-500-14
	202310031	10/30/2023	10-2213-410-00-79-600-14	Special Svcs Supplies	(487.20)	20240813	10-2213-410-00-79-600-14
	202310031	10/30/2023	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	88.30	20240813	10-1800-410-82-79-605-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	175.67	20240813	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	26.92	20240813	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	249.95	20240813	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	80.92	20240813	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-1100-421-00-74-500-14	Materials 6-12	467.40	20240813	10-1100-421-00-74-500-14
	202310031	10/30/2023	10-1100-421-00-74-500-14	Materials 6-12	467.40	20240813	10-1100-421-00-74-500-14
	202310031	10/30/2023	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	21.34	20240813	10-1800-410-84-79-605-14
	202310031	10/30/2023	10-1100-423-00-74-500-14	New Adoption 6-12	54.47	20240813	10-1100-423-00-74-500-14
	202310031	10/30/2023	10-1100-423-00-74-500-14	New Adoption 6-12	45.48	20240813	10-1100-423-00-74-500-14
	202310031	10/30/2023	10-1100-423-00-74-500-14	New Adoption 6-12	176.03	20240813	10-1100-423-00-74-500-14
	202310031	10/30/2023	10-1100-423-00-74-500-14	New Adoption 6-12	67.95	20240813	10-1100-423-00-74-500-14
	202310031	10/30/2023	10-1100-423-00-74-500-14	New Adoption 6-12	24.49	20240813	10-1100-423-00-74-500-14
	202310031	10/30/2023	10-1100-423-00-74-500-14	New Adoption 6-12	183.68	20240813	10-1100-423-00-74-500-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	502.43	20240813	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-2520-410-00-74-500-14	Supplies Fiscal	119.38	20240814	10-2520-410-00-74-500-14
	202310031	10/30/2023	10-2520-410-00-74-500-14	Supplies Fiscal	85.98	20240814	10-2520-410-00-74-500-14
	202310031	10/30/2023	10-2520-410-00-74-500-14	Supplies Fiscal	125.94	20240814	10-2520-410-00-74-500-14
	202310031	10/30/2023	10-2520-410-00-74-500-14	Supplies Fiscal	88.48	20240814	10-2520-410-00-74-500-14
	202310031	10/30/2023	10-2520-410-00-74-500-14	Supplies Fiscal	59.45	20240814	10-2520-410-00-74-500-14
	202310031	10/30/2023	10-2520-410-00-74-500-14	Supplies Fiscal	115.96	20240814	10-2520-410-00-74-500-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 12 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-2520-332-00-74-500-14	Travel Fiscal	340.00	20240814	10-2520-332-00-74-500-14
	202310031	10/30/2023	10-158	Activity Funds	25.00	20240814	10-120
	202310031	10/30/2023	10-2546-490-00-79-600-14	Security Officer Supplies	145.00	20240815	10-2546-490-00-79-600-14
	202310031	10/30/2023	10-158	Activity Funds	168.78	20240815	10-120
	202310031	10/30/2023	10-2310-410-00-74-500-14	Supplies Board	33.32	20240815	10-2310-410-00-74-500-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	33.54	20240816	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	68.23	20240816	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	8.79	20240816	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1200-410-00-79-600-14	Supplies Sp Ed	9.03	20240816	10-1200-410-00-79-600-14
	202310031	10/30/2023	10-1200-410-00-79-600-14	Supplies Sp Ed	66.61	20240816	10-1200-410-00-79-600-14
	202310031	10/30/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	124.70	20240816	10-2130-410-92-79-605-14
	202310031	10/30/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	299.00	20240816	10-2210-314-92-79-605-14
	202310031	10/30/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	79.84	20240816	10-2130-410-92-79-605-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	278.46	20240816	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-2210-640-92-79-605-14	IDEA Other Objects	250.00	20240816	10-2210-640-92-79-605-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	19.34	20240816	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1200-410-00-79-600-14	Supplies Sp Ed	25.44	20240816	10-1200-410-00-79-600-14
	202310031	10/30/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	143.43	20240816	10-2130-410-92-79-605-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	10.99	20240816	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	234.76	20240816	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1200-410-66-71-300-13	STEP Supplies	151.16	20240816	10-1200-410-66-71-300-13
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	45.96	20240816	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-2110-410-92-79-605-14	IDEA Social Work Supplies	21.95	20240816	10-2110-410-92-79-605-14
	202310031	10/30/2023	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	55.29	20240816	10-2150-410-92-79-605-14
	202310031	10/30/2023	10-1200-410-66-71-300-13	STEP Supplies	39.90	20240816	10-1200-410-66-71-300-13
	202310031	10/30/2023	10-1200-410-00-79-600-14	Supplies Sp Ed	22.28	20240816	10-1200-410-00-79-600-14
	202310031	10/30/2023	10-1200-410-00-79-600-14	Supplies Sp Ed	(17.09)	20240816	10-1200-410-00-79-600-14
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	15.08	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1500-410-00-74-210-13	Training Supplies Heineman	53.98	20240817	10-1500-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	28.84	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	84.95	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	216.44	20240817	10-2410-410-00-74-210-14
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	35.95	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	40.00	20240817	10-2213-415-00-74-210-13
	202310031	10/30/2023	10-1500-410-00-74-210-13	Training Supplies Heineman	10.48	20240817	10-1500-410-00-74-210-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 13 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-1120-410-13-74-210-06	Heineman Science Supplies 6	61.49	20240817	10-1120-410-13-74-210-06
	202310031	10/30/2023	10-1120-410-13-74-210-06	Heineman Science Supplies 6	411.12	20240817	10-1120-410-13-74-210-06
	202310031	10/30/2023	10-1500-410-00-74-210-13	Training Supplies Heineman	20.50	20240817	10-1500-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-13-74-210-06	Heineman Science Supplies 6	289.90	20240817	10-1120-410-13-74-210-06
	202310031	10/30/2023	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	22.02	20240817	10-2410-410-00-74-210-14
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	15.98	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-2410-410-00-74-210-13	Office Supplies Heineman	6.95	20240817	10-2410-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-13-74-210-06	Heineman Science Supplies 6	18.39	20240817	10-1120-410-13-74-210-06
	202310031	10/30/2023	10-2410-410-00-74-210-13	Office Supplies Heineman	11.63	20240817	10-2410-410-00-74-210-13
	202310031	10/30/2023	10-2410-410-00-74-210-13	Office Supplies Heineman	19.99	20240817	10-2410-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	45.97	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-13-74-210-06	Heineman Science Supplies 6	72.14	20240817	10-1120-410-13-74-210-06
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	180.00	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-02-74-210-13	Art Supplies Heineman	154.20	20240817	10-1120-410-02-74-210-13
	202310031	10/30/2023	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	268.68	20240817	10-1120-410-12-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	222.37	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-2410-410-00-74-210-13	Office Supplies Heineman	531.98	20240817	10-2410-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	170.19	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	87.28	20240817	10-2410-410-00-74-210-14
	202310031	10/30/2023	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	50.69	20240817	10-2213-415-00-74-210-13
	202310031	10/30/2023	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	50.00	20240817	10-1120-410-12-74-210-13
	202310031	10/30/2023	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	46.58	20240817	10-2213-415-00-74-210-13
	202310031	10/30/2023	10-1120-410-02-74-210-13	Art Supplies Heineman	430.04	20240817	10-1120-410-02-74-210-13
	202310031	10/30/2023	10-1120-410-02-74-210-13	Art Supplies Heineman	29.29	20240817	10-1120-410-02-74-210-13
	202310031	10/30/2023	10-1120-410-06-74-210-13	Foreign Lang Supplies Heineman	36.95	20240817	10-1120-410-06-74-210-13
	202310031	10/30/2023	10-2410-410-00-74-210-13	Office Supplies Heineman	38.37	20240817	10-2410-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-13-74-210-06	Heineman Science Supplies 6	123.12	20240817	10-1120-410-13-74-210-06
	202310031	10/30/2023	10-1120-410-13-74-210-06	Heineman Science Supplies 6	19.90	20240817	10-1120-410-13-74-210-06
	202310031	10/30/2023	10-1120-410-13-74-210-06	Heineman Science Supplies 6	21.98	20240817	10-1120-410-13-74-210-06
	202310031	10/30/2023	10-2410-410-00-74-210-13	Office Supplies Heineman	296.97	20240817	10-2410-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	59.99	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-06-74-210-13	Foreign Lang Supplies Heineman	61.78	20240817	10-1120-410-06-74-210-13
	202310031	10/30/2023	10-2220-430-00-74-210-13	Media Center Heineman	(0.88)	20240817	10-2220-430-00-74-210-13
	202310031	10/30/2023	10-1120-410-06-74-210-13	Foreign Lang Supplies Heineman	33.96	20240817	10-1120-410-06-74-210-13
	202310031	10/30/2023	10-1120-410-06-74-210-13	Foreign Lang Supplies Heineman	31.96	20240817	10-1120-410-06-74-210-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 14 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-2220-430-00-74-210-13	Media Center Heineman	14.98	20240817	10-2220-430-00-74-210-13
	202310031	10/30/2023	10-2220-430-00-74-210-13	Media Center Heineman	418.55	20240817	10-2220-430-00-74-210-13
	202310031	10/30/2023	10-2220-430-00-74-210-13	Media Center Heineman	13.38	20240817	10-2220-430-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	35.96	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	85.51	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	39.98	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-2220-430-00-74-210-13	Media Center Heineman	10.38	20240817	10-2220-430-00-74-210-13
	202310031	10/30/2023	10-1500-410-00-74-210-13	Training Supplies Heineman	20.50	20240817	10-1500-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	42.96	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	60.88	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	13.59	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1500-410-00-74-210-13	Training Supplies Heineman	26.73	20240817	10-1500-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-13-74-210-08	Heineman Science Supplies 8	196.92	20240817	10-1120-410-13-74-210-08
	202310031	10/30/2023	10-1120-410-13-74-210-08	Heineman Science Supplies 8	94.53	20240817	10-1120-410-13-74-210-08
	202310031	10/30/2023	10-2220-430-00-74-210-13	Media Center Heineman	222.60	20240817	10-2220-430-00-74-210-13
	202310031	10/30/2023	10-1120-410-13-74-210-08	Heineman Science Supplies 8	27.60	20240817	10-1120-410-13-74-210-08
	202310031	10/30/2023	10-1120-410-13-74-210-08	Heineman Science Supplies 8	8.23	20240817	10-1120-410-13-74-210-08
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	25.45	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	8.61	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	125.94	20240817	10-1120-410-12-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	83.80	20240817	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-13-74-210-08	Heineman Science Supplies 8	39.98	20240817	10-1120-410-13-74-210-08
	202310031	10/30/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	771.08	20240818	10-2210-314-92-79-605-14
	202310031	10/30/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	168.20	20240818	10-2210-314-92-79-605-14
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	16.99	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-158	Activity Funds	233.82	20240819	10-120
	202310031	10/30/2023	10-158	Activity Funds	167.93	20240819	10-120
	202310031	10/30/2023	10-2410-410-00-72-120-13	Office Supplies Martin	40.83	20240819	10-2410-410-00-72-120-13
	202310031	10/30/2023	10-2410-410-00-72-120-13	Office Supplies Martin	5.43	20240819	10-2410-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	43.98	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-2410-410-00-72-120-13	Office Supplies Martin	21.25	20240819	10-2410-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	25.73	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	75.19	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	31.49	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-323-00-72-120-13	Repairs Martin	238.08	20240819	10-1110-323-00-72-120-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 15 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-2220-430-00-72-120-13	Media Center Martin	81.25	20240819	10-2220-430-00-72-120-13
	202310031	10/30/2023	10-2220-430-00-72-120-13	Media Center Martin	10.00	20240819	10-2220-430-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	128.06	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-323-00-72-120-13	Repairs Martin	449.97	20240819	10-1110-323-00-72-120-13
	202310031	10/30/2023	10-1110-323-00-72-120-13	Repairs Martin	449.97	20240819	10-1110-323-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	120.75	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	107.56	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	(46.15)	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	56.73	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	41.67	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	19.12	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	5.99	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	3.09	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-158	Activity Funds	45.61	20240819	10-120
	202310031	10/30/2023	10-158	Activity Funds	105.37	20240819	10-120
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	60.73	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-2220-430-00-72-120-13	Media Center Martin	146.41	20240819	10-2220-430-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	11.99	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	11.99	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-158	Activity Funds	19.89	20240819	10-120
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	20.48	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	98.24	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	6.99	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	19.79	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	4.22	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	57.87	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	19.90	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	11.98	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	119.98	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-2410-410-00-72-120-13	Office Supplies Martin	4.44	20240819	10-2410-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	201.91	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	46.29	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-2220-430-00-72-120-13	Media Center Martin	69.99	20240819	10-2220-430-00-72-120-13
	202310031	10/30/2023	10-1110-410-12-72-120-13	Music SuppliesMartin	24.99	20240819	10-1110-410-12-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	49.99	20240819	10-1110-410-00-72-120-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 16 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	12.72	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	70.76	20240819	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	7.57	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	95.13	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-12-74-110-13	Music Supplies	142.95	20240820	10-1110-410-12-74-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	44.28	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-2220-490-00-72-110-13	Media Center Tech Chesak	21.69	20240820	10-2220-490-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	49.45	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	63.42	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	75.60	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	43.28	20240820	10-1110-410-02-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	224.78	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	(178.00)	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	43.85	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	7.99	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-2220-430-00-72-110-13	Media Center Chesak	168.19	20240820	10-2220-430-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	(49.76)	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-2410-410-00-72-110-13	Office Supplies Chesak	29.80	20240820	10-2410-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	53.90	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	50.95	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	39.55	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	175.99	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	12.99	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-2220-430-00-72-110-13	Media Center Chesak	20.52	20240820	10-2220-430-00-72-110-13
	202310031	10/30/2023	10-2220-430-00-72-110-13	Media Center Chesak	68.88	20240820	10-2220-430-00-72-110-13
	202310031	10/30/2023	10-1110-323-00-72-110-13	Repairs & Maintenance Chesak	10.99	20240820	10-1110-323-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	(25.99)	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	105.60	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	13.71	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	19.71	20240820	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-2120-410-00-71-300-13	Supplies Counseling HS	55.00	20240821	10-2120-410-00-71-300-13
	202310031	10/30/2023	10-1130-323-00-71-300-13	Repairs HS	600.00	20240821	10-1130-323-00-71-300-13
	202310031	10/30/2023	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	100.00	20240821	10-1700-323-21-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	201.43	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-06-71-300-13	World Languages Supplies HS	59.88	20240821	10-1130-410-06-71-300-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 17 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-1130-410-06-71-300-13	World Languages Supplies HS	59.88	20240821	10-1130-410-06-71-300-13
	202310031	10/30/2023	10-1130-410-06-71-300-13	World Languages Supplies HS	59.88	20240821	10-1130-410-06-71-300-13
	202310031	10/30/2023	10-1130-410-06-71-300-13	World Languages Supplies HS	408.00	20240821	10-1130-410-06-71-300-13
	202310031	10/30/2023	10-2410-332-00-71-300-13	Prin Travel HS	199.00	20240821	10-2410-332-00-71-300-13
	202310031	10/30/2023	10-1130-323-00-71-300-13	Repairs HS	225.00	20240821	10-1130-323-00-71-300-13
	202310031	10/30/2023	10-2410-332-00-71-300-13	Prin Travel HS	299.00	20240821	10-2410-332-00-71-300-13
	202310031	10/30/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	153.39	20240821	10-2223-490-00-79-600-14
	202310031	10/30/2023	10-1130-410-06-71-300-13	World Languages Supplies HS	59.88	20240821	10-1130-410-06-71-300-13
	202310031	10/30/2023	10-1130-410-06-71-300-13	World Languages Supplies HS	110.00	20240821	10-1130-410-06-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	156.00	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	156.00	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	156.00	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	156.00	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-2120-410-00-71-300-13	Supplies Counseling HS	928.80	20240821	10-2120-410-00-71-300-13
	202310031	10/30/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	617.31	20240821	10-2223-490-00-79-600-14
	202310031	10/30/2023	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	11.90	20240821	10-1130-410-50-71-300-13
	202310031	10/30/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	205.79	20240821	10-2223-490-00-79-600-14
	202310031	10/30/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	281.00	20240821	10-2223-490-00-79-600-14
	202310031	10/30/2023	10-1400-410-10-71-300-13	Ind Arts Supplies	26.98	20240821	10-1400-410-10-71-300-13
	202310031	10/30/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	90.55	20240821	10-2223-490-00-79-600-14
	202310031	10/30/2023	10-2410-332-00-71-300-13	Prin Travel HS	409.00	20240821	10-2410-332-00-71-300-13
	202310031	10/30/2023	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	91.73	20240821	10-2213-415-00-71-300-13
	202310031	10/30/2023	10-1130-410-15-71-300-13	Social Studies Supplies HS	13.99	20240821	10-1130-410-15-71-300-13
	202310031	10/30/2023	10-1400-410-10-71-300-13	Ind Arts Supplies	17.04	20240821	10-1400-410-10-71-300-13
	202310031	10/30/2023	10-1130-314-06-71-305-13	Alternative School	63.99	20240821	10-1130-314-06-71-305-13
	202310031	10/30/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	247.00	20240821	10-2210-314-92-79-605-14
	202310031	10/30/2023	10-1400-410-10-71-300-13	Ind Arts Supplies	225.00	20240821	10-1400-410-10-71-300-13
	202310031	10/30/2023	10-1130-410-12-71-300-13	Music Supplies HS	184.87	20240821	10-1130-410-12-71-300-13
	202310031	10/30/2023	10-1130-410-12-71-300-13	Music Supplies HS	223.25	20240821	10-1130-410-12-71-300-13
	202310031	10/30/2023	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	200.00	20240821	10-2213-415-00-71-300-13
	202310031	10/30/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	57.81	20240821	10-2223-490-00-79-600-14
	202310031	10/30/2023	10-2120-410-00-71-300-13	Supplies Counseling HS	38.40	20240821	10-2120-410-00-71-300-13
	202310031	10/30/2023	10-2410-410-00-71-300-13	Office Supplies HS	52.24	20240821	10-2410-410-00-71-300-13
	202310031	10/30/2023	10-2410-410-00-71-300-13	Office Supplies HS	20.20	20240821	10-2410-410-00-71-300-13
	202310031	10/30/2023	10-2223-323-00-79-600-14	PAC Repairs	207.56	20240821	10-2223-323-00-79-600-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 18 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	55.00	20240821	10-1130-410-50-71-300-13
	202310031	10/30/2023	10-1130-640-00-71-300-13	Teacher Dues & Fees HS	365.93	20240821	10-1130-640-00-71-300-13
	202310031	10/30/2023	10-1130-410-15-71-300-13	Social Studies Supplies HS	139.95	20240821	10-1130-410-15-71-300-13
	202310031	10/30/2023	10-1130-410-15-71-300-13	Social Studies Supplies HS	141.32	20240821	10-1130-410-15-71-300-13
	202310031	10/30/2023	10-2223-410-00-79-600-14	Supplies PAC	102.44	20240821	10-2223-410-00-79-600-14
	202310031	10/30/2023	10-2223-410-00-79-600-14	Supplies PAC	68.61	20240821	10-2223-410-00-79-600-14
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	71.53	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	99.56	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-640-00-71-300-13	Teacher Dues & Fees HS	100.00	20240821	10-1130-640-00-71-300-13
	202310031	10/30/2023	10-1130-410-15-71-300-13	Social Studies Supplies HS	225.00	20240821	10-1130-410-15-71-300-13
	202310031	10/30/2023	10-1400-410-10-71-300-13	Ind Arts Supplies	48.52	20240821	10-1400-410-10-71-300-13
	202310031	10/30/2023	10-1400-710-64-71-305-13	Perkins Grant Non-Cap Eqpt	11,719.93	20240821	10-1400-710-64-71-305-13
	202310031	10/30/2023	10-2410-640-00-71-300-13	Office Dues & Fees HS	150.00	20240821	10-2410-640-00-71-300-13
	202310031	10/30/2023	10-2410-410-00-71-300-13	Office Supplies HS	9.36	20240821	10-2410-410-00-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	33.30	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-314-06-71-305-13	Alternative School	16.99	20240821	10-1130-314-06-71-305-13
	202310031	10/30/2023	10-1130-410-15-71-300-13	Social Studies Supplies HS	15.52	20240821	10-1130-410-15-71-300-13
	202310031	10/30/2023	10-1130-410-15-71-300-13	Social Studies Supplies HS	116.78	20240821	10-1130-410-15-71-300-13
	202310031	10/30/2023	10-1130-410-00-71-300-13	Inst Supplies HS	34.99	20240821	10-1130-410-00-71-300-13
	202310031	10/30/2023	10-1130-410-00-71-300-13	Inst Supplies HS	11.79	20240821	10-1130-410-00-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	113.97	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	37.99	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	(8.64)	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	29.97	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	91.96	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	363.68	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-314-06-71-305-13	Alternative School	12.90	20240821	10-1130-314-06-71-305-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	171.43	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-00-71-300-13	Inst Supplies HS	33.91	20240821	10-1130-410-00-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	148.00	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	133.89	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	78.09	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-2410-410-00-71-300-13	Office Supplies HS	6.98	20240821	10-2410-410-00-71-300-13
	202310031	10/30/2023	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	40.52	20240821	10-1130-410-50-71-300-13
	202310031	10/30/2023	10-2220-430-00-71-300-13	Media Center HS	100.50	20240821	10-2220-430-00-71-300-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 19 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-2220-430-00-71-300-13	Media Center HS	72.19	20240821	10-2220-430-00-71-300-13
	202310031	10/30/2023	10-2410-490-00-71-300-13	HS Staff Recognition	75.00	20240821	10-2410-490-00-71-300-13
	202310031	10/30/2023	10-2220-430-00-71-300-13	Media Center HS	9.99	20240821	10-2220-430-00-71-300-13
	202310031	10/30/2023	10-1400-410-09-71-300-13	Home Economics Supplies	57.14	20240821	10-1400-410-09-71-300-13
	202310031	10/30/2023	10-1412-410-63-71-300-14	CTEI Supplies	834.83	20240821	10-1412-410-63-71-300-14
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	46.75	20240821	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1400-410-03-71-300-13	Business Supplies	42.96	20240821	10-1400-410-03-71-300-13
	202310031	10/30/2023	10-1412-410-63-71-300-14	CTEI Supplies	17.89	20240821	10-1412-410-63-71-300-14
	202310031	10/30/2023	10-1412-410-63-71-300-14	CTEI Supplies	17.89	20240821	10-1412-410-63-71-300-14
	202310031	10/30/2023	10-1412-410-63-71-300-14	CTEI Supplies	432.00	20240821	10-1412-410-63-71-300-14
	202310031	10/30/2023	10-1400-410-03-71-300-13	Business Supplies	383.94	20240821	10-1400-410-03-71-300-13
	202310031	10/30/2023	10-1412-410-63-71-300-14	CTEI Supplies	155.82	20240821	10-1412-410-63-71-300-14
	202310031	10/30/2023	10-1412-410-63-71-300-14	CTEI Supplies	149.00	20240821	10-1412-410-63-71-300-14
	202310031	10/30/2023	10-1412-410-63-71-300-14	CTEI Supplies	52.59	20240821	10-1412-410-63-71-300-14
	202310031	10/30/2023	10-1400-410-10-71-300-13	Ind Arts Supplies	47.07	20240821	10-1400-410-10-71-300-13
	202310031	10/30/2023	10-1130-410-00-71-300-13	Inst Supplies HS	120.63	20240821	10-1130-410-00-71-300-13
	202310031	10/30/2023	10-1400-410-03-71-300-13	Business Supplies	142.01	20240821	10-1400-410-03-71-300-13
	202310031	10/30/2023	10-1130-314-06-71-305-13	Alternative School	101.43	20240821	10-1130-314-06-71-305-13
	202310031	10/30/2023	10-1400-410-03-71-300-13	Business Supplies	42.62	20240821	10-1400-410-03-71-300-13
	202310031	10/30/2023	10-1400-410-03-71-300-13	Business Supplies	20.99	20240821	10-1400-410-03-71-300-13
	202310031	10/30/2023	10-1130-410-02-71-300-13	Art Supplies HS	7.99	20240821	10-1130-410-02-71-300-13
	202310031	10/30/2023	10-2410-410-00-71-300-13	Office Supplies HS	12.82	20240821	10-2410-410-00-71-300-13
	202310031	10/30/2023	10-1412-410-63-71-300-14	CTEI Supplies	149.94	20240821	10-1412-410-63-71-300-14
	202310031	10/30/2023	10-1130-420-00-71-300-13	HS Curriculum Textbooks	(44.06)	20240821	10-1130-420-00-71-300-13
	202310031	10/30/2023	10-1400-410-03-71-300-13	Business Supplies	153.78	20240821	10-1400-410-03-71-300-13
	202310031	10/30/2023	10-1130-410-02-71-300-13	Art Supplies HS	71.87	20240821	10-1130-410-02-71-300-13
	202310031	10/30/2023	10-1130-410-02-71-300-13	Art Supplies HS	751.97	20240821	10-1130-410-02-71-300-13
	202310031	10/30/2023	10-1130-410-02-71-300-13	Art Supplies HS	120.40	20240821	10-1130-410-02-71-300-13
	202310031	10/30/2023	10-1130-410-02-71-300-13	Art Supplies HS	63.63	20240821	10-1130-410-02-71-300-13
	202310031	10/30/2023	10-1400-410-10-71-300-13	Ind Arts Supplies	281.86	20240821	10-1400-410-10-71-300-13
	202310031	10/30/2023	10-1400-410-03-71-300-13	Business Supplies	23.12	20240821	10-1400-410-03-71-300-13
	202310031	10/30/2023	10-1400-410-03-71-300-13	Business Supplies	24.74	20240821	10-1400-410-03-71-300-13
	202310031	10/30/2023	10-1130-323-00-71-300-13	Repairs HS	86.99	20240821	10-1130-323-00-71-300-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	185.49	20240822	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-2410-410-00-74-150-13	Office Supplies Conley	43.76	20240822	10-2410-410-00-74-150-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 20 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-158	Activity Funds	38.46	20240822	10-120
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	27.33	20240822	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	62.47	20240822	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	47.55	20240822	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	(22.99)	20240822	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	67.03	20240822	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-2410-410-00-74-150-13	Office Supplies Conley	(22.23)	20240822	10-2410-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	23.91	20240822	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-2410-410-00-74-150-13	Office Supplies Conley	277.31	20240822	10-2410-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	172.39	20240822	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	13.99	20240822	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	12.29	20240822	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-158	Activity Funds	45.99	20240822	10-120
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	18.99	20240822	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	46.29	20240822	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	74.45	20240822	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-2410-410-00-74-150-13	Office Supplies Conley	(22.23)	20240822	10-2410-410-00-74-150-13
	202310031	10/30/2023	10-158	Activity Funds	124.95	20240823	10-120
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	37.53	20240823	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	15.58	20240823	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	30.82	20240823	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-2220-490-00-71-100-13	Media Center Tech Leggee	38.60	20240823	10-2220-490-00-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	261.45	20240823	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-1110-410-02-71-100-13	Art Supplies Leggee	454.65	20240823	10-1110-410-02-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	21.63	20240823	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	96.83	20240823	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-158	Activity Funds	85.41	20240823	10-120
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	250.80	20240823	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-1110-710-00-71-100-13	Non-Cap Eqpt Leggee	32.76	20240823	10-1110-710-00-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	79.35	20240823	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-158	Activity Funds	127.93	20240823	10-120
	202310031	10/30/2023	10-1110-710-00-71-100-13	Non-Cap Eqpt Leggee	27.85	20240823	10-1110-710-00-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	66.97	20240823	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	179.69	20240823	10-2410-410-00-71-100-14
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	19.99	20240823	10-1110-410-00-71-100-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 21 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	119.98	20240823	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	48.98	20240823	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	18.84	20240823	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	36.65	20240823	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	169.99	20240823	10-2410-410-00-71-100-14
	202310031	10/30/2023	10-1120-410-02-72-220-13	Art Supplies Marlowe	301.04	20240824	10-1120-410-02-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	59.89	20240824	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-02-72-220-13	Art Supplies Marlowe	31.96	20240824	10-1120-410-02-72-220-13
	202310031	10/30/2023	10-1120-410-02-72-220-13	Art Supplies Marlowe	(75.48)	20240824	10-1120-410-02-72-220-13
	202310031	10/30/2023	10-1120-410-02-72-220-13	Art Supplies Marlowe	129.20	20240824	10-1120-410-02-72-220-13
	202310031	10/30/2023	10-1120-410-02-72-220-13	Art Supplies Marlowe	9.88	20240824	10-1120-410-02-72-220-13
	202310031	10/30/2023	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	35.00	20240824	10-1120-410-12-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	72.99	20240824	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	96.60	20240824	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-2410-410-00-72-220-13	Office Supplies Marlowe	11.28	20240824	10-2410-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	27.73	20240824	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	222.75	20240824	10-1120-410-12-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	213.31	20240824	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	1.29	20240824	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	6.66	20240824	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	2.56	20240824	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	54.26	20240824	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	59.82	20240824	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	361.09	20240824	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	114.83	20240824	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	64.30	20240824	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	62.58	20240824	10-1120-410-13-72-220-08
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	59.29	20240824	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	86.06	20240824	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	398.61	20240824	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	1,689.89	20240824	10-2410-410-00-72-220-14
	202310031	10/30/2023	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	1,689.89	20240824	10-2410-410-00-72-220-14
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	25.98	20240824	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-02-72-220-13	Art Supplies Marlowe	31.50	20240824	10-1120-410-02-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	14.99	20240824	10-1120-410-00-72-220-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 22 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	20.44	20240824	10-1120-410-13-72-220-07
	202310031	10/30/2023	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	13.98	20240824	10-1120-410-13-72-220-07
	202310031	10/30/2023	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	20.43	20240824	10-1120-410-13-72-220-07
	202310031	10/30/2023	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	20.45	20240824	10-1120-410-13-72-220-07
	202310031	10/30/2023	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	458.59	20240824	10-1120-410-13-72-220-07
	202310031	10/30/2023	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	386.33	20240824	10-1120-410-13-72-220-07
	202310031	10/30/2023	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	400.45	20240824	10-1120-410-13-72-220-07
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	(50.92)	20240824	10-2220-430-00-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	14.99	20240824	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	322.60	20240824	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	24.69	20240824	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-158	Activity Funds	35.18	20240825	10-120
	202310031	10/30/2023	10-158	Activity Funds	171.96	20240825	10-120
	202310031	10/30/2023	10-158	Activity Funds	18.66	20240825	10-120
	202310031	10/30/2023	10-158	Activity Funds	75.91	20240825	10-120
	202310031	10/30/2023	10-158	Activity Funds	175.00	20240825	10-120
	202310031	10/30/2023	10-158	Activity Funds	510.27	20240825	10-120
	202310031	10/30/2023	10-158	Activity Funds	159.79	20240825	10-120
	202310031	10/30/2023	10-158	Activity Funds	42.20	20240825	10-120
	202310031	10/30/2023	10-158	Activity Funds	2,000.00	20240825	10-120
	202310031	10/30/2023	10-158	Activity Funds	99.22	20240826	10-120
	202310031	10/30/2023	10-158	Activity Funds	90.02	20240826	10-120
	202310031	10/30/2023	10-1120-410-09-74-210-13	Home Ec Heineman	192.57	20240826	10-1120-410-09-74-210-13
	202310031	10/30/2023	10-1120-410-09-74-210-13	Home Ec Heineman	(6.44)	20240826	10-1120-410-09-74-210-13
	202310031	10/30/2023	10-1120-410-09-74-210-13	Home Ec Heineman	7.00	20240826	10-1120-410-09-74-210-13
	202310031	10/30/2023	10-1200-410-66-71-300-13	STEP Supplies	66.00	20240827	10-1200-410-66-71-300-13
	202310031	10/30/2023	10-1200-410-66-71-300-13	STEP Supplies	(213.41)	20240827	10-1200-410-66-71-300-13
	202310031	10/30/2023	10-1200-410-66-71-300-13	STEP Supplies	173.00	20240827	10-1200-410-66-71-300-13
	202310031	10/30/2023	10-1200-410-66-71-300-13	STEP Supplies	213.41	20240827	10-1200-410-66-71-300-13
	202310031	10/30/2023	10-1200-410-66-71-300-13	STEP Supplies	356.65	20240827	10-1200-410-66-71-300-13
	202310031	10/30/2023	10-2546-490-00-79-600-14	Security Officer Supplies	29.70	20240828	10-2546-490-00-79-600-14
	202310031	10/30/2023	10-2546-490-00-79-600-14	Security Officer Supplies	(31.58)	20240828	10-2546-490-00-79-600-14
	202310031	10/30/2023	10-2546-490-00-79-600-14	Security Officer Supplies	63.16	20240828	10-2546-490-00-79-600-14
	202310031	10/30/2023	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	38.41	20240829	10-2410-491-00-74-140-13
	202310031	10/30/2023	10-1110-410-00-74-140-13	Inst Supplies Mackeben	11.25	20240829	10-1110-410-00-74-140-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 23 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-2410-410-00-74-140-13	Office Supplies Mackeben	5.16	20240829	10-2410-410-00-74-140-13
	202310031	10/30/2023	10-1110-410-00-74-140-13	Inst Supplies Mackeben	20.20	20240829	10-1110-410-00-74-140-13
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	56.60	20240830	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1225-410-95-79-600-14	ECE Instr Supplies	16.26	20240830	10-1225-410-95-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	13.99	20240830	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-158	Activity Funds	38.46	20240830	10-120
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	90.00	20240830	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	134.30	20240830	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	45.04	20240830	10-2213-415-00-72-165-13
	202310031	10/30/2023	10-1225-410-95-79-600-14	ECE Instr Supplies	76.44	20240830	10-1225-410-95-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	46.80	20240830	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	40.39	20240830	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-3100-410-97-79-605-24	All Children Parental Supplies	136.99	20240830	10-3100-410-97-79-605-24
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	119.06	20240830	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1225-410-95-79-600-14	ECE Instr Supplies	103.07	20240830	10-1225-410-95-79-600-14
	202310031	10/30/2023	10-2300-410-97-79-600-14	All Children Gen Admin Sup	226.27	20240830	10-2300-410-97-79-600-14
	202310031	10/30/2023	10-1225-410-95-79-600-14	ECE Instr Supplies	430.19	20240830	10-1225-410-95-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	31.99	20240830	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	159.96	20240830	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-90-79-600-14	Supplies Parent-Tot	(13.59)	20240830	10-1125-410-90-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	9.69	20240830	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	7.50	20240830	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1225-410-95-79-600-14	ECE Instr Supplies	11.99	20240830	10-1225-410-95-79-600-14
	202310031	10/30/2023	10-1225-410-95-79-600-14	ECE Instr Supplies	15.73	20240830	10-1225-410-95-79-600-14
	202310031	10/30/2023	10-1225-410-95-79-600-14	ECE Instr Supplies	331.28	20240830	10-1225-410-95-79-600-14
	202310031	10/30/2023	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	11.99	20240830	10-2213-415-00-72-165-13
	202310031	10/30/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	87.96	20240831	10-2560-410-00-71-300-13
	202310031	10/30/2023	10-2560-410-00-71-100-13	Cafe Supplies Leggee	217.10	20240831	10-2560-410-00-71-100-13
	202310031	10/30/2023	10-2560-410-00-72-120-13	Cafe Supplies Martin	91.57	20240831	10-2560-410-00-72-120-13
	202310031	10/30/2023	10-2310-332-00-74-500-14	Travel Board	219.20	20240832	10-2310-332-00-74-500-14
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	45.30	20240832	20-2542-410-00-79
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	259.80	20240832	20-2542-410-00-79
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	290.00	20240832	20-2542-410-00-79
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	363.74	20240832	20-2542-410-00-79
	202310031	10/30/2023	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	12.96	20240832	20-2545-323-00-79-600-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 24 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-2310-332-00-74-500-14	Travel Board	398.86	20240832	10-2310-332-00-74-500-14
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	102.38	20240832	20-2542-410-00-79
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	2,072.64	20240832	20-2542-410-00-79
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	332.64	20240832	20-2542-410-00-79
	202310031	10/30/2023	10-158	Activity Funds	870.00	20240833	10-120
	202310031	10/30/2023	10-158	Activity Funds	569.97	20240833	10-120
	202310031	10/30/2023	10-158	Activity Funds	206.00	20240833	10-120
	202310031	10/30/2023	10-158	Activity Funds	259.00	20240833	10-120
	202310031	10/30/2023	10-158	Activity Funds	259.00	20240833	10-120
	202310031	10/30/2023	10-158	Activity Funds	75.00	20240833	10-120
	202310031	10/30/2023	10-158	Activity Funds	29.52	20240833	10-120
	202310031	10/30/2023	10-158	Activity Funds	20.99	20240833	10-120
	202310031	10/30/2023	10-158	Activity Funds	252.45	20240833	10-120
	202310031	10/30/2023	10-158	Activity Funds	132.93	20240833	10-120
	202310031	10/30/2023	10-158	Activity Funds	26.00	20240833	10-120
	202310031	10/30/2023	10-158	Activity Funds	6.00	20240833	10-120
	202310031	10/30/2023	10-2642-640-00-74-500-14	Dues & Fees Human Res	200.00	20240834	10-2642-640-00-74-500-14
	202310031	10/30/2023	40-2554-410-00-79	Fleet Supplies	153.75	20240834	40-2554-410-00-79
	202310031	10/30/2023	10-2642-350-00-74-500-14	Advertising Human Res	700.00	20240834	10-2642-350-00-74-500-14
	202310031	10/30/2023	10-2642-410-00-74-500-14	Supplies Human Res	320.09	20240834	10-2642-410-00-74-500-14
	202310031	10/30/2023	10-2642-410-00-74-500-14	Supplies Human Res	34.99	20240834	10-2642-410-00-74-500-14
	202310031	10/30/2023	10-2642-410-00-74-500-14	Supplies Human Res	46.22	20240834	10-2642-410-00-74-500-14
	202310031	10/30/2023	10-2642-410-00-74-500-14	Supplies Human Res	54.68	20240834	10-2642-410-00-74-500-14
	202310031	10/30/2023	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	100.00	20240843	10-2213-415-00-71-300-13
	202310031	10/30/2023	10-1130-410-00-71-300-13	Inst Supplies HS	7.94	20240843	10-1130-410-00-71-300-13
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	295.75	20240844	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	1,035.72	20240844	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-319-61-79-600-14	Software Maintenance	2.22	20240844	10-2660-319-61-79-600-14
	202310031	10/30/2023	10-2660-319-61-79-600-14	Software Maintenance	23.75	20240844	10-2660-319-61-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	36.31	20240844	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	49.32	20240844	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	31.57	20240844	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	35.17	20240844	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-158	Activity Funds	468.00	20240845	10-120
	202310031	10/30/2023	10-158	Activity Funds	120.00	20240845	10-120



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 25 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-158	Activity Funds	120.00	20240845	10-120
	202310031	10/30/2023	10-158	Activity Funds	120.00	20240845	10-120
	202310031	10/30/2023	10-158	Activity Funds	1,362.00	20240845	10-120
	202310031	10/30/2023	10-158	Activity Funds	86.76	20240845	10-120
	202310031	10/30/2023	10-2220-490-00-72-220-13	Media Center Tech Marlowe	357.81	20240845	10-2220-490-00-72-220-13
	202310031	10/30/2023	10-158	Activity Funds	64.20	20240845	10-120
	202310031	10/30/2023	10-158	Activity Funds	1,317.94	20240845	10-120
	202310031	10/30/2023	10-2220-490-00-72-220-13	Media Center Tech Marlowe	300.85	20240845	10-2220-490-00-72-220-13
	202310031	10/30/2023	10-2220-490-00-72-220-13	Media Center Tech Marlowe	98.36	20240845	10-2220-490-00-72-220-13
	202310031	10/30/2023	10-158	Activity Funds	1,299.90	20240845	10-120
	202310031	10/30/2023	10-158	Activity Funds	139.98	20240845	10-120
	202310031	10/30/2023	10-158	Activity Funds	123.05	20240845	10-120
	202310031	10/30/2023	10-158	Activity Funds	69.76	20240845	10-120
	202310031	10/30/2023	10-158	Activity Funds	90.00	20240845	10-120
	202310031	10/30/2023	10-1100-423-00-74-500-14	New Adoption 6-12	25.64	20240846	10-1100-423-00-74-500-14
	202310031	10/30/2023	10-1100-423-00-74-500-14	New Adoption 6-12	61.13	20240846	10-1100-423-00-74-500-14
	202310031	10/30/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	682.95	20240846	10-2212-310-00-79-505-14
	202310031	10/30/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	60.00	20240846	10-2212-332-00-74-500-14
	202310031	10/30/2023	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	75.29	20240846	10-2213-415-00-74-500-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	29.95	20240846	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-2520-410-00-74-500-14	Supplies Fiscal	15.13	20240847	10-2520-410-00-74-500-14
	202310031	10/30/2023	10-2520-410-00-74-500-14	Supplies Fiscal	45.12	20240847	10-2520-410-00-74-500-14
	202310031	10/30/2023	10-2520-332-00-74-500-14	Travel Fiscal	910.00	20240847	10-2520-332-00-74-500-14
	202310031	10/30/2023	10-2520-410-00-74-500-14	Supplies Fiscal	19.42	20240847	10-2520-410-00-74-500-14
	202310031	10/30/2023	10-2546-490-00-79-600-14	Security Officer Supplies	252.98	20240848	10-2546-490-00-79-600-14
	202310031	10/30/2023	10-2633-360-00-74-500-14	Communications Purch Services	119.99	20240848	10-2633-360-00-74-500-14
	202310031	10/30/2023	10-2633-360-00-74-500-14	Communications Purch Services	135.27	20240848	10-2633-360-00-74-500-14
	202310031	10/30/2023	10-2546-490-00-79-600-14	Security Officer Supplies	275.49	20240848	10-2546-490-00-79-600-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	49.96	20240849	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	19.77	20240849	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	60.00	20240849	10-2210-314-92-79-605-14
	202310031	10/30/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	(221.13)	20240849	10-2210-314-92-79-605-14
	202310031	10/30/2023	10-1200-410-00-79-600-14	Supplies Sp Ed	10.69	20240849	10-1200-410-00-79-600-14
	202310031	10/30/2023	10-2110-410-92-79-605-14	IDEA Social Work Supplies	55.47	20240849	10-2110-410-92-79-605-14
	202310031	10/30/2023	10-2110-410-92-79-605-14	IDEA Social Work Supplies	10.47	20240849	10-2110-410-92-79-605-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 26 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	344.01	20240849	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	19.68	20240849	10-2150-410-92-79-605-14
	202310031	10/30/2023	10-1200-410-66-71-300-13	STEP Supplies	(39.90)	20240849	10-1200-410-66-71-300-13
	202310031	10/30/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	70.49	20240849	10-2130-410-92-79-605-14
	202310031	10/30/2023	10-2110-410-92-79-605-14	IDEA Social Work Supplies	34.28	20240849	10-2110-410-92-79-605-14
	202310031	10/30/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11.89	20240849	10-2130-410-92-79-605-14
	202310031	10/30/2023	10-1200-410-00-79-600-14	Supplies Sp Ed	199.99	20240849	10-1200-410-00-79-600-14
	202310031	10/30/2023	10-1200-410-00-79-600-14	Supplies Sp Ed	92.89	20240849	10-1200-410-00-79-600-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	41.79	20240849	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	26.34	20240849	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	290.15	20240849	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	322.95	20240850	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	46.95	20240850	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-13-74-210-07	Heineman Science Supplies 7	90.76	20240850	10-1120-410-13-74-210-07
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	50.86	20240850	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-360-00-74-210-13	Printing Heineman	284.42	20240850	10-1120-360-00-74-210-13
	202310031	10/30/2023	10-2410-410-00-74-210-13	Office Supplies Heineman	37.98	20240850	10-2410-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	200.62	20240850	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-2410-410-00-74-210-13	Office Supplies Heineman	37.84	20240850	10-2410-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	25.07	20240850	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	17.99	20240850	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-2220-430-00-74-210-13	Media Center Heineman	239.02	20240850	10-2220-430-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	20.24	20240850	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	174.19	20240851	10-2210-314-92-79-605-14
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	6.18	20240852	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	39.45	20240852	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-158	Activity Funds	129.99	20240852	10-120
	202310031	10/30/2023	10-158	Activity Funds	43.99	20240852	10-120
	202310031	10/30/2023	10-158	Activity Funds	49.95	20240852	10-120
	202310031	10/30/2023	10-158	Activity Funds	29.99	20240852	10-120
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	20.98	20240852	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-2220-430-00-72-120-13	Media Center Martin	200.79	20240852	10-2220-430-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	98.37	20240852	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	71.00	20240852	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	9.98	20240852	10-1110-410-00-72-120-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 27 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	98.37	20240852	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	190.00	20240852	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-12-72-120-13	Music SuppliesMartin	41.99	20240852	10-1110-410-12-72-120-13
	202310031	10/30/2023	10-1110-410-12-72-120-13	Music SuppliesMartin	50.34	20240852	10-1110-410-12-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	22.50	20240852	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-2220-430-00-72-120-13	Media Center Martin	47.26	20240852	10-2220-430-00-72-120-13
	202310031	10/30/2023	10-1110-410-02-72-120-13	Art Supplies Martin	304.50	20240852	10-1110-410-02-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	7.91	20240852	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	98.37	20240852	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	10.92	20240853	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	7.62	20240853	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-2410-640-00-72-110-13	Office Dues & Fees Chesak	329.00	20240853	10-2410-640-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	104.97	20240853	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	8.89	20240853	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	19.99	20240853	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	41.99	20240853	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	52.62	20240853	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	49.45	20240853	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	46.73	20240854	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1400-410-10-71-300-13	Ind Arts Supplies	222.50	20240854	10-1400-410-10-71-300-13
	202310031	10/30/2023	10-1130-640-00-71-300-13	Teacher Dues & Fees HS	429.00	20240854	10-1130-640-00-71-300-13
	202310031	10/30/2023	10-1400-410-09-71-300-13	Home Economics Supplies	1,008.00	20240854	10-1400-410-09-71-300-13
	202310031	10/30/2023	10-1130-410-15-71-300-13	Social Studies Supplies HS	21.80	20240854	10-1130-410-15-71-300-13
	202310031	10/30/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	41.75	20240854	10-1130-410-67-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	16.99	20240854	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1531-319-00-71-300-13	Theater Royalties	750.65	20240854	10-1531-319-00-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	14.86	20240854	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-2223-410-00-79-600-14	Supplies PAC	24.69	20240854	10-2223-410-00-79-600-14
	202310031	10/30/2023	10-1130-310-00-71-300-13	General Pur Svcs HS	299.00	20240854	10-1130-310-00-71-300-13
	202310031	10/30/2023	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	58.56	20240854	10-2213-415-00-71-300-13
	202310031	10/30/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	185.92	20240854	10-1130-410-67-71-300-13
	202310031	10/30/2023	10-1400-323-00-71-300-13	Voc Ed Repairs HS	450.30	20240854	10-1400-323-00-71-300-13
	202310031	10/30/2023	10-1130-410-05-71-300-13	English Supplies HS	15.99	20240854	10-1130-410-05-71-300-13
	202310031	10/30/2023	10-1130-410-05-71-300-13	English Supplies HS	65.25	20240854	10-1130-410-05-71-300-13
	202310031	10/30/2023	10-1130-410-00-71-300-13	Inst Supplies HS	38.28	20240854	10-1130-410-00-71-300-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 28 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-1130-410-00-71-300-13	Inst Supplies HS	424.96	20240854	10-1130-410-00-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	119.15	20240854	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	100.00	20240854	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	27.99	20240854	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	21.63	20240854	10-1130-410-50-71-300-13
	202310031	10/30/2023	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	456.40	20240854	10-1130-410-50-71-300-13
	202310031	10/30/2023	10-1412-410-63-71-300-14	CTEI Supplies	17.89	20240854	10-1412-410-63-71-300-14
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	23.70	20240855	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-02-74-150-13	Art Supplies Conley	276.99	20240855	10-1110-410-02-74-150-13
	202310031	10/30/2023	10-2410-410-00-74-150-13	Office Supplies Conley	161.86	20240855	10-2410-410-00-74-150-13
	202310031	10/30/2023	10-2410-410-00-74-150-13	Office Supplies Conley	58.80	20240855	10-2410-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	39.90	20240856	10-1110-410-36-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	201.00	20240856	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	125.96	20240856	10-2410-410-00-71-100-14
	202310031	10/30/2023	10-2410-410-00-71-100-13	Office Supplies Leggee	114.24	20240856	10-2410-410-00-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	48.78	20240856	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-1110-410-02-71-100-13	Art Supplies Leggee	9.93	20240856	10-1110-410-02-71-100-13
	202310031	10/30/2023	10-1110-410-02-71-100-13	Art Supplies Leggee	21.16	20240856	10-1110-410-02-71-100-13
	202310031	10/30/2023	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee	19.57	20240856	10-1110-323-00-71-100-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	64.10	20240857	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	12.96	20240857	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	155.94	20240857	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	13.02	20240857	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	38.94	20240857	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	64.85	20240857	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-360-00-72-220-13	Printing Marlowe	104.94	20240857	10-1120-360-00-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	3.69	20240857	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-50-72-220-13	PE Supplies Marlowe	154.08	20240857	10-1120-410-50-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	35.79	20240857	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	75.00	20240857	10-1120-410-12-72-220-13
	202310031	10/30/2023	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	52.00	20240857	10-1120-410-12-72-220-13
	202310031	10/30/2023	10-2410-410-00-72-220-13	Office Supplies Marlowe	14.84	20240857	10-2410-410-00-72-220-13
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	7.99	20240857	10-2220-430-00-72-220-13
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	178.99	20240857	10-2220-430-00-72-220-13
	202310031	10/30/2023	10-1120-410-08-72-220-13	Health Supplies Marlowe	18.22	20240857	10-1120-410-08-72-220-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 29 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-1120-410-08-72-220-13	Health Supplies Marlowe	23.99	20240857	10-1120-410-08-72-220-13
	202310031	10/30/2023	10-1120-390-00-72-220-13	Marlowe Purchased Service	49.99	20240857	10-1120-390-00-72-220-13
	202310031	10/30/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	210.42	20240857	10-1120-410-13-72-220-08
	202310031	10/30/2023	10-158	Activity Funds	151.91	20240858	10-120
	202310031	10/30/2023	10-158	Activity Funds	131.01	20240858	10-120
	202310031	10/30/2023	10-158	Activity Funds	60.70	20240858	10-120
	202310031	10/30/2023	10-158	Activity Funds	31.76	20240858	10-120
	202310031	10/30/2023	10-158	Activity Funds	42.00	20240858	10-120
	202310031	10/30/2023	10-158	Activity Funds	175.96	20240858	10-120
	202310031	10/30/2023	10-158	Activity Funds	5,183.86	20240858	10-120
	202310031	10/30/2023	10-1500-412-00-74-210-13	Uniforms Heineman	30.90	20240859	10-1500-412-00-74-210-13
	202310031	10/30/2023	10-1500-410-00-74-210-13	Training Supplies Heineman	20.50	20240859	10-1500-410-00-74-210-13
	202310031	10/30/2023	10-158	Activity Funds	217.49	20240859	10-120
	202310031	10/30/2023	10-158	Activity Funds	129.40	20240859	10-120
	202310031	10/30/2023	10-1120-410-09-74-210-13	Home Ec Heineman	7.28	20240859	10-1120-410-09-74-210-13
	202310031	10/30/2023	10-1120-410-09-74-210-13	Home Ec Heineman	194.10	20240859	10-1120-410-09-74-210-13
	202310031	10/30/2023	10-1200-410-66-71-300-13	STEP Supplies	91.00	20240860	10-1200-410-66-71-300-13
	202310031	10/30/2023	10-1200-410-66-71-300-13	STEP Supplies	131.75	20240860	10-1200-410-66-71-300-13
	202310031	10/30/2023	10-1200-410-66-71-300-13	STEP Supplies	87.75	20240860	10-1200-410-66-71-300-13
	202310031	10/30/2023	10-1110-410-02-74-140-13	Mackeben Art Supplies	69.60	20240861	10-1110-410-02-74-140-13
	202310031	10/30/2023	10-1110-410-02-74-140-13	Mackeben Art Supplies	125.51	20240861	10-1110-410-02-74-140-13
	202310031	10/30/2023	10-1110-410-00-74-140-13	Inst Supplies Mackeben	41.99	20240861	10-1110-410-00-74-140-13
	202310031	10/30/2023	10-1110-410-00-74-140-13	Inst Supplies Mackeben	141.16	20240861	10-1110-410-00-74-140-13
	202310031	10/30/2023	10-1110-410-00-74-140-13	Inst Supplies Mackeben	41.97	20240861	10-1110-410-00-74-140-13
	202310031	10/30/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	247.00	20240861	10-2210-314-92-79-605-14
	202310031	10/30/2023	10-1110-410-00-74-140-13	Inst Supplies Mackeben	46.65	20240861	10-1110-410-00-74-140-13
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	16.13	20240862	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	138.49	20240862	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	28.49	20240862	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-390-00-79-600-14	Preschool Purchased Services	7.95	20240862	10-1125-390-00-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	42.92	20240862	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	118.88	20240862	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	31.39	20240862	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-90-79-600-14	Supplies Parent-Tot	87.18	20240862	10-1125-410-90-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	50.84	20240862	10-1125-410-97-79-600-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 30 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	(119.29)	20240862	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-490-00-79-600-14	Supplies Preschool	24.55	20240862	10-1125-490-00-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	16.94	20240862	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	9.96	20240862	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	37.57	20240863	10-2560-410-00-72-220-13
	202310031	10/30/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	87.69	20240863	10-2560-410-00-74-210-13
	202310031	10/30/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	37.99	20240863	10-2560-410-00-74-210-13
	202310031	10/30/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	35.50	20240863	10-2560-410-00-72-220-13
	202310031	10/30/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	132.00	20240863	10-2560-410-00-71-300-13
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	30.08	20240864	20-2542-410-00-79
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	33.95	20240864	20-2542-410-00-79
	202310031	10/30/2023	20-2549-323-00-74-600	Insurance Claim Repair	1,541.00	20240864	20-2549-323-00-74-600
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	36.62	20240864	20-2542-410-00-79
	202310031	10/30/2023	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	13.99	20240864	20-2545-323-00-79-600-14
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	218.31	20240864	20-2542-410-00-79
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	1,575.36	20240864	20-2542-410-00-79
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	16.89	20240864	20-2542-410-00-79
	202310031	10/30/2023	10-158	Activity Funds	135.00	20240865	10-120
	202310031	10/30/2023	10-158	Activity Funds	65.00	20240865	10-120
	202310031	10/30/2023	10-158	Activity Funds	21.87	20240865	10-120
	202310031	10/30/2023	10-158	Activity Funds	6.99	20240865	10-120
	202310031	10/30/2023	10-158	Activity Funds	(45.57)	20240865	10-120
	202310031	10/30/2023	10-2630-410-00-74-500-14	Communications Supplies	9.87	20240866	10-2630-410-00-74-500-14
	202310031	10/30/2023	10-2642-350-00-74-500-14	Advertising Human Res	187.10	20240866	10-2642-350-00-74-500-14
	202310031	10/30/2023	10-2642-410-00-74-500-14	Supplies Human Res	51.54	20240866	10-2642-410-00-74-500-14
	202310031	10/30/2023	10-2640-410-98-79-600-14	Teacher Vacancy Supplies	715.22	20240866	10-2640-410-98-79-600-14
	202310031	10/30/2023	10-158	Activity Funds	79.88	20240933	10-120
	202310031	10/30/2023	10-158	Activity Funds	40.64	20240933	10-120
	202310031	10/30/2023	10-158	Activity Funds	38.46	20240933	10-120
	202310031	10/30/2023	10-158	Activity Funds	69.19	20240933	10-120
	202310031	10/30/2023	10-158	Activity Funds	12.99	20240933	10-120
	202310031	10/30/2023	10-158	Activity Funds	132.00	20240933	10-120
	202310031	10/30/2023	10-158	Activity Funds	180.00	20240933	10-120
	202310031	10/30/2023	10-158	Activity Funds	516.00	20240933	10-120
	202310031	10/30/2023	10-158	Activity Funds	172.00	20240933	10-120



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 31 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-158	Activity Funds	248.00	20240933	10-120
	202310031	10/30/2023	10-1130-323-00-71-300-13	Repairs HS	33.99	20240934	10-1130-323-00-71-300-13
	202310031	10/30/2023	10-1130-410-00-71-300-13	Inst Supplies HS	77.97	20240934	10-1130-410-00-71-300-13
	202310031	10/30/2023	10-1558-410-00-71-300-13	VEI Supplies HS	197.46	20240934	10-1558-410-00-71-300-13
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	11.33	20240935	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	16.99	20240935	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	292.98	20240935	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	28.99	20240935	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2220-490-00-72-220-13	Media Center Tech Marlowe	73.37	20240936	10-2220-490-00-72-220-13
	202310031	10/30/2023	10-158	Activity Funds	181.55	20240936	10-120
	202310031	10/30/2023	10-158	Activity Funds	287.32	20240936	10-120
	202310031	10/30/2023	10-2220-490-00-72-220-13	Media Center Tech Marlowe	251.79	20240936	10-2220-490-00-72-220-13
	202310031	10/30/2023	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	60.99	20240936	10-2410-410-00-72-220-14
	202310031	10/30/2023	10-158	Activity Funds	135.31	20240936	10-120
	202310031	10/30/2023	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	23.06	20240937	10-1800-410-82-79-605-14
	202310031	10/30/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	372.00	20240937	10-2212-310-00-79-505-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	37.86	20240937	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	116.59	20240937	10-2213-415-00-74-500-14
	202310031	10/30/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	(53.13)	20240937	10-2212-332-00-74-500-14
	202310031	10/30/2023	10-1800-310-84-79-605-14	Title III LIPLEPS Pur Svc	4,472.65	20240937	10-1800-310-84-79-605-14
	202310031	10/30/2023	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	17.46	20240937	10-2213-415-00-74-500-14
	202310031	10/30/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	349.00	20240937	10-2212-332-00-74-500-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	453.50	20240937	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	11.98	20240937	10-1800-410-82-79-605-14
	202310031	10/30/2023	10-1100-423-00-74-500-14	New Adoption 6-12	133.26	20240937	10-1100-423-00-74-500-14
	202310031	10/30/2023	10-1100-423-00-74-500-14	New Adoption 6-12	87.69	20240937	10-1100-423-00-74-500-14
	202310031	10/30/2023	10-1100-423-00-74-500-14	New Adoption 6-12	86.83	20240937	10-1100-423-00-74-500-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	278.08	20240937	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	104.80	20240937	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	104.28	20240937	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	172.24	20240937	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	100.00	20240937	10-2212-332-00-74-500-14
	202310031	10/30/2023	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	168.49	20240937	10-2210-490-00-74-500-14
	202310031	10/30/2023	10-1100-423-00-74-500-14	New Adoption 6-12	25.64	20240937	10-1100-423-00-74-500-14
	202310031	10/30/2023	10-2520-410-00-74-500-14	Supplies Fiscal	46.29	20240938	10-2520-410-00-74-500-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 32 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-2520-410-00-74-500-14	Supplies Fiscal	72.55	20240938	10-2520-410-00-74-500-14
	202310031	10/30/2023	10-2546-490-00-79-600-14	Security Officer Supplies	700.43	20240939	10-2546-490-00-79-600-14
	202310031	10/30/2023	10-2546-490-00-79-600-14	Security Officer Supplies	31.44	20240939	10-2546-490-00-79-600-14
	202310031	10/30/2023	10-2546-490-00-79-600-14	Security Officer Supplies	102.40	20240939	10-2546-490-00-79-600-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	92.31	20240940	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	49.99	20240940	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	35.00	20240940	10-2210-314-92-79-605-14
	202310031	10/30/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	300.00	20240940	10-2210-314-92-79-605-14
	202310031	10/30/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	300.00	20240940	10-2210-314-92-79-605-14
	202310031	10/30/2023	10-1200-310-66-71-300-13	STEP Purchased Services	300.00	20240940	10-1200-310-66-71-300-13
	202310031	10/30/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	42.00	20240940	10-2130-410-92-79-605-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	440.53	20240940	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	115.96	20240940	10-2210-410-92-79-600-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	51.98	20240940	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	119.98	20240940	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	50.10	20240940	10-2130-410-92-79-605-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	61.35	20240940	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	191.23	20240940	10-2130-410-92-79-605-14
	202310031	10/30/2023	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	83.82	20240940	10-2150-410-92-79-605-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	58.19	20240940	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	99.79	20240940	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	108.87	20240940	10-1200-410-92-79-600-14
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	28.74	20240941	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	40.72	20240941	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	191.75	20240941	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	50.97	20240941	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	444.33	20240941	10-2410-410-00-74-210-14
	202310031	10/30/2023	10-1120-360-00-74-210-13	Printing Heineman	159.80	20240941	10-1120-360-00-74-210-13
	202310031	10/30/2023	10-2410-410-00-74-210-13	Office Supplies Heineman	25.98	20240941	10-2410-410-00-74-210-13
	202310031	10/30/2023	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	163.45	20240941	10-1120-323-00-74-210-13
	202310031	10/30/2023	10-1120-410-02-74-210-13	Art Supplies Heineman	21.98	20240941	10-1120-410-02-74-210-13
	202310031	10/30/2023	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	27.00	20240941	10-1120-323-00-74-210-13
	202310031	10/30/2023	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	89.86	20240941	10-2213-415-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	57.60	20240941	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	216.44	20240941	10-2410-410-00-74-210-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 33 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	57.20	20240941	10-2213-415-00-74-210-13
	202310031	10/30/2023	10-2220-430-00-74-210-13	Media Center Heineman	5.95	20240941	10-2220-430-00-74-210-13
	202310031	10/30/2023	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	207.89	20240941	10-1120-490-02-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	255.96	20240941	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-2410-410-00-74-210-13	Office Supplies Heineman	50.07	20240941	10-2410-410-00-74-210-13
	202310031	10/30/2023	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	129.51	20240941	10-1120-490-02-74-210-13
	202310031	10/30/2023	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	240.05	20240941	10-1120-490-02-74-210-13
	202310031	10/30/2023	10-2220-430-00-74-210-13	Media Center Heineman	17.99	20240941	10-2220-430-00-74-210-13
	202310031	10/30/2023	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	13.65	20240941	10-1120-410-12-74-210-13
	202310031	10/30/2023	10-158	Activity Funds	50.38	20240941	10-120
	202310031	10/30/2023	10-2220-430-00-74-210-13	Media Center Heineman	8.49	20240941	10-2220-430-00-74-210-13
	202310031	10/30/2023	10-2220-430-00-74-210-13	Media Center Heineman	162.60	20240941	10-2220-430-00-74-210-13
	202310031	10/30/2023	10-2220-430-00-74-210-13	Media Center Heineman	212.26	20240941	10-2220-430-00-74-210-13
	202310031	10/30/2023	10-1120-410-00-74-210-13	Inst Supplies Heineman	89.97	20240941	10-1120-410-00-74-210-13
	202310031	10/30/2023	10-2210-640-92-79-605-14	IDEA Other Objects	51.13	20240942	10-2210-640-92-79-605-14
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	7.99	20240943	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-2410-410-00-72-120-13	Office Supplies Martin	15.40	20240943	10-2410-410-00-72-120-13
	202310031	10/30/2023	10-2410-410-00-72-120-13	Office Supplies Martin	22.36	20240943	10-2410-410-00-72-120-13
	202310031	10/30/2023	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	412.00	20240943	10-2213-415-00-72-120-13
	202310031	10/30/2023	10-2220-430-00-72-120-13	Media Center Martin	100.23	20240943	10-2220-430-00-72-120-13
	202310031	10/30/2023	10-2220-430-00-72-120-13	Media Center Martin	66.90	20240943	10-2220-430-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	118.00	20240943	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	6.30	20240943	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-158	Activity Funds	29.99	20240943	10-120
	202310031	10/30/2023	10-2410-410-00-72-120-13	Office Supplies Martin	15.66	20240943	10-2410-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	34.80	20240943	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-12-72-120-13	Music SuppliesMartin	296.44	20240943	10-1110-410-12-72-120-13
	202310031	10/30/2023	10-158	Activity Funds	27.80	20240943	10-120
	202310031	10/30/2023	10-158	Activity Funds	29.22	20240943	10-120
	202310031	10/30/2023	10-2410-410-00-72-120-13	Office Supplies Martin	19.98	20240943	10-2410-410-00-72-120-13
	202310031	10/30/2023	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	64.14	20240943	10-2213-415-00-72-120-13
	202310031	10/30/2023	10-2220-430-00-72-120-13	Media Center Martin	11.99	20240943	10-2220-430-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	84.09	20240943	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-2410-410-00-72-120-13	Office Supplies Martin	84.48	20240943	10-2410-410-00-72-120-13
	202310031	10/30/2023	10-158	Activity Funds	25.97	20240943	10-120



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 34 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-158	Activity Funds	29.95	20240943	10-120
	202310031	10/30/2023	10-158	Activity Funds	105.51	20240943	10-120
	202310031	10/30/2023	10-158	Activity Funds	12.90	20240943	10-120
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	9.89	20240943	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-2220-490-00-72-120-13	Media Center Tech Martin	12.77	20240943	10-2220-490-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	36.58	20240943	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-1110-410-00-72-120-13	Inst Supplies Martin	18.89	20240943	10-1110-410-00-72-120-13
	202310031	10/30/2023	10-2220-490-00-72-110-13	Media Center Tech Chesak	135.76	20240944	10-2220-490-00-72-110-13
	202310031	10/30/2023	10-1110-410-00-72-110-13	Inst Supplies Chesak	101.26	20240944	10-1110-410-00-72-110-13
	202310031	10/30/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	28.99	20240944	10-1110-410-02-72-110-13
	202310031	10/30/2023	10-2223-323-00-79-600-14	PAC Repairs	73.18	20240945	10-2223-323-00-79-600-14
	202310031	10/30/2023	10-1400-410-09-71-300-13	Home Economics Supplies	99.68	20240945	10-1400-410-09-71-300-13
	202310031	10/30/2023	10-2120-410-00-71-300-13	Supplies Counseling HS	250.00	20240945	10-2120-410-00-71-300-13
	202310031	10/30/2023	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	12.99	20240945	10-1130-410-50-71-300-13
	202310031	10/30/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	583.81	20240945	10-2223-490-00-79-600-14
	202310031	10/30/2023	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	184.15	20240945	10-2213-415-00-71-300-13
	202310031	10/30/2023	10-1130-332-00-71-300-13	Teacher Travel HS	388.28	20240945	10-1130-332-00-71-300-13
	202310031	10/30/2023	10-1130-332-00-71-300-13	Teacher Travel HS	408.20	20240945	10-1130-332-00-71-300-13
	202310031	10/30/2023	10-1130-410-13-71-300-13	Science Supplies HS	14.99	20240945	10-1130-410-13-71-300-13
	202310031	10/30/2023	10-1130-410-67-71-300-13	PLTW Supplies 6-12	83.50	20240945	10-1130-410-67-71-300-13
	202310031	10/30/2023	10-2220-430-00-71-300-13	Media Center HS	269.89	20240945	10-2220-430-00-71-300-13
	202310031	10/30/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	245.31	20240945	10-2223-490-00-79-600-14
	202310031	10/30/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	35.00	20240945	10-2210-314-92-79-605-14
	202310031	10/30/2023	10-2410-410-00-71-300-13	Office Supplies HS	77.64	20240945	10-2410-410-00-71-300-13
	202310031	10/30/2023	10-1130-310-00-71-300-13	General Pur Svcs HS	777.38	20240945	10-1130-310-00-71-300-13
	202310031	10/30/2023	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	39.99	20240945	10-1130-410-50-71-300-13
	202310031	10/30/2023	10-1400-410-03-71-300-13	Business Supplies	34.78	20240945	10-1400-410-03-71-300-13
	202310031	10/30/2023	10-2410-410-00-71-300-13	Office Supplies HS	25.82	20240945	10-2410-410-00-71-300-13
	202310031	10/30/2023	10-2220-430-00-71-300-13	Media Center HS	9.84	20240945	10-2220-430-00-71-300-13
	202310031	10/30/2023	10-2220-430-00-71-300-13	Media Center HS	61.65	20240945	10-2220-430-00-71-300-13
	202310031	10/30/2023	10-1130-332-00-71-300-13	Teacher Travel HS	433.44	20240945	10-1130-332-00-71-300-13
	202310031	10/30/2023	10-1130-323-00-71-300-13	Repairs HS	29.70	20240945	10-1130-323-00-71-300-13
	202310031	10/30/2023	10-1400-410-09-71-300-13	Home Economics Supplies	25.95	20240945	10-1400-410-09-71-300-13
	202310031	10/30/2023	10-2520-410-00-74-500-14	Supplies Fiscal	473.80	20240945	10-2520-410-00-74-500-14
	202310031	10/30/2023	10-1558-410-00-71-300-13	VEI Supplies HS	1,575.00	20240945	10-1558-410-00-71-300-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 35 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-1130-323-00-71-300-13	Repairs HS	24.00	20240945	10-1130-323-00-71-300-13
	202310031	10/30/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	749.00	20240945	10-2223-490-00-79-600-14
	202310031	10/30/2023	10-1130-323-00-71-300-13	Repairs HS	187.50	20240945	10-1130-323-00-71-300-13
	202310031	10/30/2023	10-1130-323-00-71-300-13	Repairs HS	187.50	20240945	10-1130-323-00-71-300-13
	202310031	10/30/2023	10-2220-430-00-71-300-13	Media Center HS	28.70	20240945	10-2220-430-00-71-300-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	66.95	20240946	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	389.97	20240946	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-35-74-150-13	Conley Band Supplies	67.99	20240946	10-1110-410-35-74-150-13
	202310031	10/30/2023	10-1110-410-35-74-150-13	Conley Band Supplies	40.00	20240946	10-1110-410-35-74-150-13
	202310031	10/30/2023	10-1110-410-35-74-150-13	Conley Band Supplies	157.98	20240946	10-1110-410-35-74-150-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	41.34	20240946	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	24.99	20240946	10-1110-410-00-74-150-13
	202310031	10/30/2023	10-158	Activity Funds	(25.59)	20240946	10-120
	202310031	10/30/2023	10-2220-490-00-74-150-13	Media Center Tech Conley	81.88	20240946	10-2220-490-00-74-150-13
	202310031	10/30/2023	10-158	Activity Funds	9.95	20240946	10-120
	202310031	10/30/2023	10-2220-490-00-71-100-13	Media Center Tech Leggee	12.69	20240947	10-2220-490-00-71-100-13
	202310031	10/30/2023	10-158	Activity Funds	8.97	20240947	10-120
	202310031	10/30/2023	10-158	Activity Funds	201.65	20240947	10-120
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	191.28	20240947	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	(239.87)	20240947	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	125.00	20240947	10-2210-314-92-79-605-14
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	169.00	20240947	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	51.66	20240947	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-1110-410-12-72-100-13	Music Supplies Leggee	478.21	20240947	10-1110-410-12-72-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	119.99	20240947	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	10.99	20240947	10-1110-410-00-71-100-13
	202310031	10/30/2023	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee	29.99	20240947	10-1110-323-00-71-100-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	36.49	20240948	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-2120-410-00-72-220-13	Supplies Guidance Marlowe	19.88	20240948	10-2120-410-00-72-220-13
	202310031	10/30/2023	10-2410-410-00-72-220-13	Office Supplies Marlowe	21.39	20240948	10-2410-410-00-72-220-13
	202310031	10/30/2023	10-2220-490-00-72-220-13	Media Center Tech Marlowe	121.97	20240948	10-2220-490-00-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	98.00	20240948	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	73.80	20240948	10-2220-430-00-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	15.66	20240948	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	97.75	20240948	10-2220-430-00-72-220-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 36 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	191.26	20240948	10-2220-430-00-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	65.73	20240948	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	59.75	20240948	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	5.60	20240948	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	104.02	20240948	10-1120-410-09-72-220-13
	202310031	10/30/2023	10-1120-410-06-72-220-13	Foreign Lang Supplies Marlowe	76.87	20240948	10-1120-410-06-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	13.00	20240948	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	195.81	20240948	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	18.62	20240948	10-2220-430-00-72-220-13
	202310031	10/30/2023	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	50.00	20240948	10-1120-490-00-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	8.77	20240948	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	35.99	20240948	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	10.98	20240948	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	30.99	20240948	10-1120-410-00-72-220-13
	202310031	10/30/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	101.77	20240948	10-1120-410-13-72-220-08
	202310031	10/30/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	86.03	20240948	10-1120-410-13-72-220-08
	202310031	10/30/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	269.70	20240948	10-1120-410-13-72-220-08
	202310031	10/30/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	488.74	20240948	10-1120-410-13-72-220-08
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	402.57	20240948	10-2220-430-00-72-220-13
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	414.61	20240948	10-2220-430-00-72-220-13
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	43.18	20240948	10-2220-430-00-72-220-13
	202310031	10/30/2023	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	85.46	20240948	10-1120-410-13-72-220-08
	202310031	10/30/2023	10-2220-430-00-72-220-13	Media Center Marlowe	29.50	20240948	10-2220-430-00-72-220-13
	202310031	10/30/2023	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	144.90	20240948	10-1120-410-12-72-220-13
	202310031	10/30/2023	10-158	Activity Funds	408.20	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	408.20	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	408.20	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	408.20	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	408.20	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	408.20	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	408.20	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	408.20	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	94.87	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	408.20	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	408.20	20240949	10-120



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 37 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-158	Activity Funds	408.20	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	50.98	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	408.20	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	54.95	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	408.20	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	5.72	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	42.90	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	149.10	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	459.94	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	48.98	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	809.50	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	221.00	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	408.20	20240949	10-120
	202310031	10/30/2023	10-158	Activity Funds	125.38	20240949	10-120
	202310031	10/30/2023	10-1120-410-09-74-210-13	Home Ec Heineman	95.14	20240950	10-1120-410-09-74-210-13
	202310031	10/30/2023	10-158	Activity Funds	145.00	20240950	10-120
	202310031	10/30/2023	10-158	Activity Funds	488.67	20240950	10-120
	202310031	10/30/2023	10-1120-410-09-74-210-13	Home Ec Heineman	8.38	20240950	10-1120-410-09-74-210-13
	202310031	10/30/2023	10-1120-410-09-74-210-13	Home Ec Heineman	12.40	20240950	10-1120-410-09-74-210-13
	202310031	10/30/2023	10-1200-410-66-71-300-13	STEP Supplies	75.82	20240951	10-1200-410-66-71-300-13
	202310031	10/30/2023	10-1200-410-66-71-300-13	STEP Supplies	156.00	20240951	10-1200-410-66-71-300-13
	202310031	10/30/2023	10-1200-410-66-71-300-13	STEP Supplies	80.00	20240951	10-1200-410-66-71-300-13
	202310031	10/30/2023	10-2321-410-00-74-500-14	Supplies Supt	75.43	20240952	10-2321-410-00-74-500-14
	202310031	10/30/2023	10-2310-410-00-74-500-14	Supplies Board	120.79	20240952	10-2310-410-00-74-500-14
	202310031	10/30/2023	10-1110-410-00-74-140-13	Inst Supplies Mackeben	39.88	20240953	10-1110-410-00-74-140-13
	202310031	10/30/2023	10-1110-410-00-74-140-13	Inst Supplies Mackeben	246.68	20240953	10-1110-410-00-74-140-13
	202310031	10/30/2023	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	230.38	20240953	10-2410-410-00-74-140-14
	202310031	10/30/2023	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	38.41	20240953	10-2410-491-00-74-140-13
	202310031	10/30/2023	10-2410-410-00-74-140-13	Office Supplies Mackeben	24.61	20240953	10-2410-410-00-74-140-13
	202310031	10/30/2023	10-1110-410-00-74-140-13	Inst Supplies Mackeben	29.57	20240953	10-1110-410-00-74-140-13
	202310031	10/30/2023	10-1110-410-00-74-140-13	Inst Supplies Mackeben	31.96	20240953	10-1110-410-00-74-140-13
	202310031	10/30/2023	10-1110-410-00-74-140-13	Inst Supplies Mackeben	119.80	20240953	10-1110-410-00-74-140-13
	202310031	10/30/2023	10-1110-410-00-74-140-13	Inst Supplies Mackeben	22.11	20240953	10-1110-410-00-74-140-13
	202310031	10/30/2023	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	29.62	20240953	10-2410-410-00-74-140-14
	202310031	10/30/2023	10-1110-410-00-74-140-13	Inst Supplies Mackeben	237.06	20240953	10-1110-410-00-74-140-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 38 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-1110-410-00-74-140-13	Inst Supplies Mackeben	31.96	20240953	10-1110-410-00-74-140-13
	202310031	10/30/2023	10-1125-490-00-79-600-14	Supplies Preschool	5.99	20240954	10-1125-490-00-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	17.99	20240954	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-2560-415-95-79-600-14	ECE Snacks	53.48	20240954	10-2560-415-95-79-600-14
	202310031	10/30/2023	10-2300-410-97-79-600-14	All Children Gen Admin Sup	149.99	20240954	10-2300-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	1,470.85	20240954	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1225-410-95-79-600-14	ECE Instr Supplies	144.29	20240954	10-1225-410-95-79-600-14
	202310031	10/30/2023	10-1125-490-00-79-600-14	Supplies Preschool	13.99	20240954	10-1125-490-00-79-600-14
	202310031	10/30/2023	10-1225-410-95-79-600-14	ECE Instr Supplies	70.53	20240954	10-1225-410-95-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	141.84	20240954	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	25.85	20240954	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	50.24	20240954	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-90-79-600-14	Supplies Parent-Tot	24.49	20240954	10-1125-410-90-79-600-14
	202310031	10/30/2023	10-1125-410-90-79-600-14	Supplies Parent-Tot	91.97	20240954	10-1125-410-90-79-600-14
	202310031	10/30/2023	10-1125-410-90-79-600-14	Supplies Parent-Tot	49.98	20240954	10-1125-410-90-79-600-14
	202310031	10/30/2023	10-2300-410-97-79-600-14	All Children Gen Admin Sup	32.29	20240954	10-2300-410-97-79-600-14
	202310031	10/30/2023	10-1125-410-97-79-600-14	All Children Supplies	182.44	20240954	10-1125-410-97-79-600-14
	202310031	10/30/2023	10-1225-410-95-79-600-14	ECE Instr Supplies	20.49	20240954	10-1225-410-95-79-600-14
	202310031	10/30/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	39.91	20240955	10-2560-415-00-72-220-13
	202310031	10/30/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	39.98	20240955	10-2560-410-00-72-220-13
	202310031	10/30/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	22.73	20240955	10-2560-410-00-74-210-13
	202310031	10/30/2023	10-2560-410-00-72-120-13	Cafe Supplies Martin	141.30	20240955	10-2560-410-00-72-120-13
	202310031	10/30/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	69.21	20240955	10-2560-410-00-74-210-13
	202310031	10/30/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	141.30	20240955	10-2560-410-00-72-220-13
	202310031	10/30/2023	10-2560-415-00-71-300-13	Cafe Food HS	45.07	20240955	10-2560-415-00-71-300-13
	202310031	10/30/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	32.38	20240955	10-2560-415-00-74-210-13
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	333.30	20240956	20-2542-410-00-79
	202310031	10/30/2023	20-2540-640-00-79	Dues & Fees	310.00	20240956	20-2540-640-00-79
	202310031	10/30/2023	20-2540-640-00-79	Dues & Fees	139.00	20240956	20-2540-640-00-79
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	140.17	20240956	20-2542-410-00-79
	202310031	10/30/2023	20-2540-640-00-79	Dues & Fees	30.00	20240956	20-2540-640-00-79
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	629.55	20240956	20-2542-410-00-79
	202310031	10/30/2023	20-2542-410-00-79	Supplies B & G	86.00	20240956	20-2542-410-00-79
	202310031	10/30/2023	20-2540-410-00-79	Office Supplies B & G	111.53	20240956	20-2540-410-00-79
	202310031	10/30/2023	20-2540-410-00-79	Office Supplies B & G	96.49	20240956	20-2540-410-00-79



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 39 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	75.10	20240957	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-2660-410-00-79-600-14	Supplies Tech	75.96	20240957	10-2660-410-00-79-600-14
	202310031	10/30/2023	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	581.70	20240958	10-1500-410-00-71-300-13
	202310031	10/30/2023	10-158	Activity Funds	12.82	20240958	10-120
	202310031	10/30/2023	10-158	Activity Funds	90.00	20240958	10-120
	202310031	10/30/2023	10-158	Activity Funds	519.00	20240958	10-120
	202310031	10/30/2023	10-158	Activity Funds	1,110.00	20240958	10-120
	202310031	10/30/2023	10-158	Activity Funds	65.00	20240958	10-120
	202310031	10/30/2023	10-158	Activity Funds	30.50	20240958	10-120
					\$169,923.36	<b>Payee Vendor Total</b>	
<b>Boelter Companies</b>							
	69260	11/10/2023	10-2560-540-00-74-210-13	Cafe Equipment Heineman	5,173.97	20240621	10-2560-540-00-74-210-13
					\$5,173.97	<b>Payee Vendor Total</b>	
<b>Bolger, Laurie A</b>							
	69175	11/10/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	225.00	0	10-2210-314-92-79-605-14
					\$225.00	<b>Payee Vendor Total</b>	
<b>Bolingbrook High School</b>							
	69067	11/03/2023	10-1543-640-00-71-305-13	Activities Fees	160.00	0	10-1543-640-00-71-305-13
					\$160.00	<b>Payee Vendor Total</b>	
<b>Boom Learning</b>							
	69091	11/03/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	146.94	20240427	10-1200-310-92-79-600-14
	69091	11/03/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	303.87	20240427	10-1200-310-92-79-600-14
	69091	11/03/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	9.99	20240427	10-1200-310-92-79-600-14
					\$460.80	<b>Payee Vendor Total</b>	
<b>Brucker Company</b>							
	69092	11/03/2023	20-2542-410-00-79	Supplies B & G	638.16	20240571	20-2542-410-00-79
	69092	11/03/2023	20-2542-410-00-79	Supplies B & G	2,469.19	20240571	20-2542-410-00-79
	69092	11/03/2023	20-2542-410-00-79	Supplies B & G	5,875.43	20240571	20-2542-410-00-79
	69092	11/03/2023	20-2542-410-00-79	Supplies B & G	2,641.70	20240571	20-2542-410-00-79
	69092	11/03/2023	20-2542-410-00-79	Supplies B & G	1,327.25	20240571	20-2542-410-00-79
	69092	11/03/2023	20-2542-410-00-79	Supplies B & G	2,592.80	20240571	20-2542-410-00-79
	69092	11/03/2023	20-2542-410-00-79	Supplies B & G	3,106.80	20240571	20-2542-410-00-79
	69092	11/03/2023	20-2542-410-00-79	Supplies B & G	1,964.95	20240571	20-2542-410-00-79
	69092	11/03/2023	20-2542-410-00-79	Supplies B & G	2,474.70	20240571	20-2542-410-00-79



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 40 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					<u>\$23,090.98</u>	<b>Payee Vendor Total</b>	
<b>BryMax Enterprises Inc</b>							
	69261	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	950.40	24101907	10-2560-415-00-71-300-13
	69364	11/14/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	941.60	24101917	10-2560-415-00-72-220-13
	69364	11/14/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,320.00	24111917	10-2560-415-00-72-220-13
	69364	11/14/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	475.20	24101927	10-2560-415-00-74-210-13
					<u>\$3,687.20</u>	<b>Payee Vendor Total</b>	
<b>Buffalo Grove H.S. c/o At</b>							
	69211	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13
					<u>\$250.00</u>	<b>Payee Vendor Total</b>	
<b>Build Capacity Consulting</b>							
	69262	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	119.87	20241319	10-2212-310-00-79-505-14
	69262	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	16.85	20241319	10-2212-310-00-79-505-14
	69262	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	105.40	20241319	10-2212-310-00-79-505-14
					<u>\$242.12</u>	<b>Payee Vendor Total</b>	
<b>Building Wings LLC</b>							
	69263	11/10/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	585.60	20240603	10-1200-310-92-79-600-14
	69263	11/10/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	3,125.00	20240603	10-1200-310-92-79-600-14
	69263	11/10/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	4,195.00	20240603	10-1200-310-92-79-600-14
					<u>\$7,905.60</u>	<b>Payee Vendor Total</b>	
<b>C &amp; L</b>							
	69264	11/10/2023	20-2543-323-00-79	Repairs-Grounds	216.00	20241232	20-2543-323-00-79
					<u>\$216.00</u>	<b>Payee Vendor Total</b>	
<b>Camelot Therapeutic Schoo</b>							
	69093	11/03/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	3,591.54	24080517	10-4220-670-00-79-600-14
					<u>\$3,591.54</u>	<b>Payee Vendor Total</b>	
<b>Capstone Press</b>							
	67461	10/27/2023	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	(2,399.00)	20233352	10-2212-310-00-79-505-25
	69029	10/27/2023	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	2,399.00	20233352	10-2212-310-00-79-505-25
					<u>\$0.00</u>	<b>Payee Vendor Total</b>	
<b>Cary Grove High School</b>							
	69068	11/03/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	176.00	0	10-1500-640-00-71-300-13
					<u>\$176.00</u>	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 41 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>Castle PrinTech</b>							
	69265	11/10/2023	10-1520-410-30-71-305-13	HS Newspaper Supplies	1,284.75	20241276	10-1520-410-30-71-305-13
					<b>\$1,284.75</b>	<b>Payee Vendor Total</b>	
<b>CDW Government Inc</b>							
	69035	10/27/2023	10-3100-310-71-79-600-14	ARP CP Comm Svcs Pur Svc	1,157.92	20240672	10-3100-310-71-79-600-14
	69266	11/10/2023	10-1110-710-00-71-100-13	Non-Cap Eqpt Leggee	1,475.00	20241121	10-1110-710-00-71-100-13
	69266	11/10/2023	10-2220-430-00-71-100-13	Media Center Leggee	12.99	20240354	10-2220-430-00-71-100-13
	69266	11/10/2023	10-2220-430-00-71-100-13	Media Center Leggee	430.00	20240354	10-2220-430-00-71-100-13
	69266	11/10/2023	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	11,010.00	20241077	10-2660-490-00-79-600-14
	69365	11/14/2023	10-2220-490-00-74-150-13	Media Center Tech Conley	109.00	20232185	10-2220-490-00-74-150-13
	69365	11/14/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	2.66	20240605	10-2223-490-00-79-600-14
	69365	11/14/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	97.56	20240605	10-2223-490-00-79-600-14
	69423	11/17/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	1,925.00	20240327	10-1200-410-92-79-600-14
	69423	11/17/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	7,375.00	20240327	10-1200-410-92-79-600-14
					<b>\$23,595.13</b>	<b>Payee Vendor Total</b>	
<b>CDWG Capital One</b>							
	992300380	11/14/2023	10-1110-410-99-79-600-14	Digital Equity Supplies	65,509.75	20240103	10-1110-410-99-79-600-14
	992300380	11/14/2023	10-1110-410-99-79-600-14	Digital Equity Supplies	2,387.09	20240103	10-1110-410-99-79-600-14
	992300380	11/14/2023	10-1110-410-99-79-600-14	Digital Equity Supplies	2,177.18	20240103	10-1110-410-99-79-600-14
					<b>\$70,074.02</b>	<b>Payee Vendor Total</b>	
<b>Ceithaml, Patrick</b>							
	69176	11/10/2023	20-2540-332-00-79	Travel	340.86	0	20-2540-332-00-79
	69176	11/10/2023	20-2540-332-00-79	Travel	12.18	0	20-2540-332-00-79
	69176	11/10/2023	20-2540-332-00-79	Travel	442.91	0	20-2540-332-00-79
					<b>\$795.95</b>	<b>Payee Vendor Total</b>	
<b>Central High School</b>							
	69074	11/03/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	100.00	0	10-1500-640-00-71-300-13
	69212	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	330.00	0	10-1500-640-00-71-300-13
	69074	11/03/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	183.90	0	10-1500-640-00-71-300-13
					<b>\$613.90</b>	<b>Payee Vendor Total</b>	
<b>Central States Bus Sales</b>							
	69094	11/03/2023	40-2554-410-00-79	Fleet Supplies	223.76	24100727	40-2554-410-00-79
	69424	11/17/2023	40-2554-410-00-79	Fleet Supplies	73.98	24100727	40-2554-410-00-79
	69424	11/17/2023	40-2554-410-00-79	Fleet Supplies	78.02	24100727	40-2554-410-00-79



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 42 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69424	11/17/2023	40-2554-410-00-79	Fleet Supplies	78.02	24100727	40-2554-410-00-79
	69424	11/17/2023	40-2554-410-00-79	Fleet Supplies	619.44	24100727	40-2554-410-00-79
					\$1,073.22	<b>Payee Vendor Total</b>	
<b>Century Springs</b>							
	69267	11/10/2023	10-1200-310-66-71-300-13	STEP Purchased Services	33.75	20241204	10-1200-310-66-71-300-13
	69267	11/10/2023	10-1200-310-66-71-300-13	STEP Purchased Services	12.00	20241289	10-1200-310-66-71-300-13
	69267	11/10/2023	10-1200-310-66-71-300-13	STEP Purchased Services	4.99	20241289	10-1200-310-66-71-300-13
	69267	11/10/2023	10-1200-410-66-71-300-13	STEP Supplies	57.52	20241289	10-1200-410-66-71-300-13
					\$108.26	<b>Payee Vendor Total</b>	
<b>Chornei, Maria</b>							
	69002	10/27/2023	10-1811	Textbook Fees	77.50	0	10-1811
					\$77.50	<b>Payee Vendor Total</b>	
<b>Christiansen, Ann</b>							
	69075	11/03/2023	10475	AP Payroll Net Checks	858.08	0	10-475
					\$858.08	<b>Payee Vendor Total</b>	
<b>Chupeyda, Mark</b>							
	69076	11/03/2023	10-1611-305	Student Food Svc - HS	7.05	0	10-1611-305
					\$7.05	<b>Payee Vendor Total</b>	
<b>CINTAS</b>							
	992300359	10/30/2023	40-2550-325-00-79	Rental Trans	203.85	24100757	40-2550-325-00-79
	992300364	11/08/2023	40-2550-325-00-79	Rental Trans	203.85	24100757	40-2550-325-00-79
	992300364	11/08/2023	40-2550-325-00-79	Rental Trans	75.30	24110757	40-2550-325-00-79
	992300384	11/20/2023	40-2550-325-00-79	Rental Trans	233.40	24110757	40-2550-325-00-79
	992300384	11/20/2023	40-2550-325-00-79	Rental Trans	233.40	24110757	40-2550-325-00-79
	992300364	11/08/2023	40-2550-325-00-79	Rental Trans	148.79	24080757	40-2550-325-00-79
					\$1,098.59	<b>Payee Vendor Total</b>	
<b>Clare Woods Academy</b>							
	69268	11/10/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,705.00	24100607	10-4220-670-00-79-600-14
					\$4,705.00	<b>Payee Vendor Total</b>	
<b>Clever Prototypes LLC</b>							
	69036	10/27/2023	10-2220-490-00-74-150-13	Media Center Tech Conley	1,919.50	20240507	10-2220-490-00-74-150-13
					\$1,919.50	<b>Payee Vendor Total</b>	
<b>Colley Elevator Co</b>							



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 43 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69269	11/10/2023	20-2542-323-00-79	Repairs & Maint Buildings	691.00	20241322	20-2542-323-00-79
	69269	11/10/2023	20-2542-520-00-79	Building projects	228.00	20241322	20-2542-520-00-79
	69366	11/14/2023	20-2542-520-00-79	Building projects	1,139.00	20241156	20-2542-520-00-79
	69366	11/14/2023	20-2542-323-00-79	Repairs & Maint Buildings	9,994.00	20241005	20-2542-323-00-79
					<b>\$12,052.00</b>	<b>Payee Vendor Total</b>	
<b>Comcast Business</b>							
	69425	11/17/2023	20-2540-340-00-79	Telephone - Districtwide	294.85	24110367	20-2540-340-00-79
					<b>\$294.85</b>	<b>Payee Vendor Total</b>	
<b>ComEd</b>							
	69405	11/17/2023	20-2540-466-00-79	Electric	20,892.75	0	20-2540-466-00-79
	69405	11/17/2023	20-2540-466-00-79	Electric	19,322.24	0	20-2540-466-00-79
	69405	11/17/2023	20-2540-466-00-79	Electric	16,758.81	0	20-2540-466-00-79
	69405	11/17/2023	20-2540-466-00-79	Electric	13,855.32	0	20-2540-466-00-79
					<b>\$70,829.12</b>	<b>Payee Vendor Total</b>	
<b>ComEd</b>							
	69426	11/17/2023	20-2540-466-00-79	Electric	213.47	0	20-2540-466-00-79
					<b>\$213.47</b>	<b>Payee Vendor Total</b>	
<b>Conserv FS Inc</b>							
	992300365	11/08/2023	20-2543-410-00-79	Grounds Supplies	2,591.68	20241116	20-2543-410-00-79
					<b>\$2,591.68</b>	<b>Payee Vendor Total</b>	
<b>Control Technology &amp; Solu</b>							
	69095	11/03/2023	20-2542-410-00-79	Supplies B & G	8,736.00	20220699	20-2542-410-00-79
					<b>\$8,736.00</b>	<b>Payee Vendor Total</b>	
<b>Conway, Juli</b>							
	69135	11/10/2023	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	100.00	0	10-2210-410-92-79-600-14
					<b>\$100.00</b>	<b>Payee Vendor Total</b>	
<b>Cooper, Jason</b>							
	69402	11/16/2023	10-2210-310-98-79-600-14	Temp Instr Pur Svc	803.85	0	10-2210-310-98-79-600-14
	69402	11/16/2023	10-2210-310-98-79-600-14	Temp Instr Pur Svc	803.85	0	10-2210-310-98-79-600-14
	69402	11/16/2023	10-2210-310-98-79-600-14	Temp Instr Pur Svc	803.85	0	10-2210-310-98-79-600-14
					<b>\$2,411.55</b>	<b>Payee Vendor Total</b>	
<b>Corpolongo, Mary Beth</b>							
	69177	11/10/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	59.99	0	10-2560-410-00-74-210-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 44 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69177	11/10/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	39.99	0	10-2560-410-00-74-210-13
					\$99.98	<b>Payee Vendor Total</b>	
<b>Correct Digital Displays</b>							
	69270	11/10/2023	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	1,635.00	20241227	10-1500-410-00-71-300-13
					\$1,635.00	<b>Payee Vendor Total</b>	
<b>Council for Exceptional C</b>							
	69271	11/10/2023	10-2210-640-92-79-605-14	IDEA Other Objects	195.00	20241290	10-2210-640-92-79-605-14
					\$195.00	<b>Payee Vendor Total</b>	
<b>Creative Conners Inc</b>							
	69096	11/03/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	12,450.00	20240698	10-2223-490-00-79-600-14
	69096	11/03/2023	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	4,570.00	20240698	10-1130-490-02-71-300-13
					\$17,020.00	<b>Payee Vendor Total</b>	
<b>Crick Software</b>							
	69097	11/03/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	6,750.00	20240328	10-1200-310-92-79-600-14
	69097	11/03/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	5,450.00	20240328	10-1200-310-92-79-600-14
					\$12,200.00	<b>Payee Vendor Total</b>	
<b>Crystal Lake School Distr</b>							
	69272	11/10/2023	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	131.25	20241291	10-4120-310-92-79-600-14
					\$131.25	<b>Payee Vendor Total</b>	
<b>CT Veach Inc</b>							
	69273	11/10/2023	20-2543-323-00-79	Repairs-Grounds	4,475.00	20241277	20-2543-323-00-79
					\$4,475.00	<b>Payee Vendor Total</b>	
<b>Cuevas, Marcelino</b>							
	69003	10/27/2023	10-1811	Textbook Fees	95.00	0	10-1811
					\$95.00	<b>Payee Vendor Total</b>	
<b>Curriculum Associates LLC</b>							
	69098	11/03/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	33.08	20240355	10-1110-410-00-71-100-13
	69098	11/03/2023	10-1110-410-00-71-100-13	Inst Supplies Leggee	275.65	20240355	10-1110-410-00-71-100-13
					\$308.73	<b>Payee Vendor Total</b>	
<b>Dabe, Aimee</b>							
	69178	11/10/2023	10-1200-410-66-71-300-13	STEP Supplies	125.63	0	10-1200-410-66-71-300-13
					\$125.63	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 45 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>Danner, Christopher</b>	69136	11/10/2023	10-1500-332-00-72-220-13	Athletic Travel Marlowe	28.82	0	10-1500-332-00-72-220-13
					\$28.82	<b>Payee Vendor Total</b>	
<b>DeFrancesco, Christine</b>	69179	11/10/2023	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	122.97	0	10-1130-490-02-71-300-13
					\$122.97	<b>Payee Vendor Total</b>	
<b>DeKalb High School</b>	69213	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	450.00	0	10-1500-640-00-71-300-13
					\$450.00	<b>Payee Vendor Total</b>	
<b>Dekalb Huntley Middle Sch</b>	69274	11/10/2023	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	300.00	20240733	10-1500-640-00-74-210-13
					\$300.00	<b>Payee Vendor Total</b>	
<b>Delahanty, Eileen</b>	69180	11/10/2023	10-2630-332-00-74-500-14	Communications Travel	31.44	0	10-2630-332-00-74-500-14
					\$31.44	<b>Payee Vendor Total</b>	
<b>Delizo, Marites</b>	69004	10/27/2023	10-1811	Textbook Fees	172.50	0	10-1811
					\$172.50	<b>Payee Vendor Total</b>	
<b>Demco Inc</b>	69275	11/10/2023	10-2220-430-00-74-210-13	Media Center Heineman	342.92	20241170	10-2220-430-00-74-210-13
					\$342.92	<b>Payee Vendor Total</b>	
<b>Demirci, Ebru</b>	69077	11/03/2023	10-1611-125	Student Food Svc - Martin	13.00	0	10-1611-125
					\$13.00	<b>Payee Vendor Total</b>	
<b>Direct Fitness Solutions</b>	69276	11/10/2023	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	952.00	20241171	10-1120-323-00-74-210-13
	69276	11/10/2023	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	428.89	20241171	10-1120-323-00-74-210-13
	69276	11/10/2023	10-1120-323-00-72-220-13	Repairs Marlowe	1,050.00	20241292	10-1120-323-00-72-220-13
	69276	11/10/2023	10-1120-323-00-72-220-13	Repairs Marlowe	85.00	20241292	10-1120-323-00-72-220-13
	69276	11/10/2023	10-1120-323-00-72-220-13	Repairs Marlowe	112.50	20241292	10-1120-323-00-72-220-13
	69276	11/10/2023	10-1120-323-00-72-220-13	Repairs Marlowe	195.20	20241292	10-1120-323-00-72-220-13
	69276	11/10/2023	10-1120-323-00-72-220-13	Repairs Marlowe	40.29	20241292	10-1120-323-00-72-220-13
					\$2,863.88	<b>Payee Vendor Total</b>	

115



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 46 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>Disabato, Amy</b>							
	69181	11/10/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	38.89	0	10-1200-410-92-79-600-14
	69181	11/10/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	123.55	0	10-1200-410-92-79-600-14
					<b>\$162.44</b>	<b>Payee Vendor Total</b>	
<b>Downers Grove North</b>							
	69214	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	500.00	0	10-1500-640-00-71-300-13
					<b>\$500.00</b>	<b>Payee Vendor Total</b>	
<b>Dreisilker Electric Motor</b>							
	992300373	11/12/2023	20-2542-410-00-79	Supplies B & G	881.90	20241159	20-2542-410-00-79
					<b>\$881.90</b>	<b>Payee Vendor Total</b>	
<b>Dundee Crown HS c/o Sarah</b>							
	69078	11/03/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	159.16	0	10-1500-640-00-71-300-13
	69215	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	975.00	0	10-1500-640-00-71-300-13
	69215	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	550.00	0	10-1500-640-00-71-300-13
	69215	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	475.00	0	10-1500-640-00-71-300-13
	69277	11/10/2023	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	100.00	20241154	10-1500-640-00-74-210-13
					<b>\$2,259.16</b>	<b>Payee Vendor Total</b>	
<b>DuPage Federation on Huma</b>							
	69278	11/10/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	344.08	20241205	10-1200-310-92-79-600-14
					<b>\$344.08</b>	<b>Payee Vendor Total</b>	
<b>Easterseals</b>							
	69099	11/03/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	25,549.80	24091557	10-4220-670-00-79-600-14
	69427	11/17/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	5,600.00	24100597	10-2210-314-92-79-605-14
					<b>\$31,149.80</b>	<b>Payee Vendor Total</b>	
<b>Edge Sports Apparel LLC</b>							
	69279	11/10/2023	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	3,150.50	20241320	10-1500-410-00-71-300-13
					<b>\$3,150.50</b>	<b>Payee Vendor Total</b>	
<b>EDpuzzle Inc</b>							
	69100	11/03/2023	10-1120-390-00-72-220-13	Marlowe Purchased Service	2,740.00	20240466	10-1120-390-00-72-220-13
					<b>\$2,740.00</b>	<b>Payee Vendor Total</b>	
<b>Eds Automotive</b>							
	69428	11/17/2023	40-2550-310-00-79	Prof & Tech Service Trans	880.00	24100707	40-2550-310-00-79
					<b>\$880.00</b>	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 47 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>Edvotek</b>							
	69037	10/27/2023	10-1130-410-13-71-300-13	Science Supplies HS	139.48	20240509	10-1130-410-13-71-300-13
	69037	10/27/2023	10-1130-410-13-71-300-13	Science Supplies HS	995.00	20240509	10-1130-410-13-71-300-13
	69037	10/27/2023	10-1130-410-13-71-300-13	Science Supplies HS	273.00	20240509	10-1130-410-13-71-300-13
					<b>\$1,407.48</b>	<b>Payee Vendor Total</b>	
<b>Edwards, Elizabeth</b>							
	69137	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					<b>\$390.00</b>	<b>Payee Vendor Total</b>	
<b>Elevator Inspection Servi</b>							
	69280	11/10/2023	20-2542-390-00-79	Other Purchased Service	175.00	20241160	20-2542-390-00-79
					<b>\$175.00</b>	<b>Payee Vendor Total</b>	
<b>EMS LINQ Inc</b>							
	69429	11/17/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	4,578.00	20240607	10-2520-310-00-74-500-14
					<b>\$4,578.00</b>	<b>Payee Vendor Total</b>	
<b>Enabling Development</b>							
	69038	10/27/2023	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	20.00	20232153	10-1100-410-72-79-600-14
					<b>\$20.00</b>	<b>Payee Vendor Total</b>	
<b>Engler Callaway Baasten &amp;</b>							
	69281	11/10/2023	10-2310-318-00-74-500-14	Legal Board	3,276.00	20241222	10-2310-318-00-74-500-14
					<b>\$3,276.00</b>	<b>Payee Vendor Total</b>	
<b>eSpecial Needs LLC</b>							
	69039	10/27/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	159.80	20240763	10-2130-410-92-79-605-14
					<b>\$159.80</b>	<b>Payee Vendor Total</b>	
<b>ESSCOE</b>							
	69282	11/10/2023	20-2542-410-00-79	Supplies B & G	1,820.00	20241117	20-2542-410-00-79
					<b>\$1,820.00</b>	<b>Payee Vendor Total</b>	
<b>Evans Marshall &amp; Pease PC</b>							
	69455	11/20/2023	10-2310-317-00-74-500-14	CPA Audit	33,600.00	20241530	10-2310-317-00-74-500-14
					<b>\$33,600.00</b>	<b>Payee Vendor Total</b>	
<b>Evenson, Emily</b>							
	69138	11/10/2023	10-2210-312-97-79-600-14	All Children Prof Dev	214.05	0	10-2210-312-97-79-600-14
					<b>\$214.05</b>	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 48 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>Everyday Speech LLC</b>							
	69283	11/10/2023	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	5,667.96	20240608	10-2150-310-92-79-600-14
	69283	11/10/2023	10-2110-310-92-79-600-14	IDEA Social Work Pur Svc	11,947.51	20240608	10-2110-310-92-79-600-14
					<b>\$17,615.47</b>	<b>Payee Vendor Total</b>	
<b>Fastsigns Crystal Lake</b>							
	69284	11/10/2023	10-1130-410-00-71-300-13	Inst Supplies HS	942.23	20241278	10-1130-410-00-71-300-13
	69284	11/10/2023	10-1130-410-13-71-300-13	Science Supplies HS	942.24	20241278	10-1130-410-13-71-300-13
					<b>\$1,884.47</b>	<b>Payee Vendor Total</b>	
<b>Ferrarini, Angela</b>							
	69139	11/10/2023	10-1200-332-00-79-600-14	Travel Sp Ed	74.02	0	10-1200-332-00-79-600-14
					<b>\$74.02</b>	<b>Payee Vendor Total</b>	
<b>FFP Fund IV Lessee2 LLC</b>							
	69406	11/17/2023	20-2540-466-00-79	Electric	4,132.38	0	20-2540-466-00-79
	69406	11/17/2023	20-2540-466-00-79	Electric	3,427.54	0	20-2540-466-00-79
	69406	11/17/2023	20-2540-466-00-79	Electric	5,257.92	0	20-2540-466-00-79
					<b>\$12,817.84</b>	<b>Payee Vendor Total</b>	
<b>Filippo, Angelo</b>							
	69005	10/27/2023	10-1811	Textbook Fees	155.00	0	10-1811
					<b>\$155.00</b>	<b>Payee Vendor Total</b>	
<b>Flight, Sharon</b>							
	69140	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					<b>\$390.00</b>	<b>Payee Vendor Total</b>	
<b>Flinn Scientific Inc</b>							
	69040	10/27/2023	10-1130-410-13-71-300-13	Science Supplies HS	254.95	20240510	10-1130-410-13-71-300-13
	69040	10/27/2023	10-1130-410-13-71-300-13	Science Supplies HS	9.95	20240975	10-1130-410-13-71-300-13
	69040	10/27/2023	10-1130-410-13-71-300-13	Science Supplies HS	40.50	20240975	10-1130-410-13-71-300-13
	69040	10/27/2023	10-1130-410-13-71-300-13	Science Supplies HS	33.28	20240975	10-1130-410-13-71-300-13
					<b>\$338.68</b>	<b>Payee Vendor Total</b>	
<b>Foley, Joseph</b>							
	69006	10/27/2023	10-1811	Textbook Fees	190.00	0	10-1811
					<b>\$190.00</b>	<b>Payee Vendor Total</b>	
<b>Fox Valley Fire Safety</b>							
	992300360	10/30/2023	20-2542-323-00-79	Repairs & Maint Buildings	372.00	24100097	20-2542-323-00-79

118



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 49 of 96

119

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	992300366	11/08/2023	20-2542-323-00-79	Repairs & Maint Buildings	352.79	24100097	20-2542-323-00-79
	992300366	11/08/2023	20-2542-323-00-79	Repairs & Maint Buildings	70.21	24110097	20-2542-323-00-79
	992300366	11/08/2023	20-2542-390-00-79	Other Purchased Service	801.00	24110817	20-2542-390-00-79
	992300366	11/08/2023	20-2542-323-00-79	Repairs & Maint Buildings	891.14	24110097	20-2542-323-00-79
	992300374	11/12/2023	20-2542-390-00-79	Other Purchased Service	20.00	20241279	20-2542-390-00-79
	992300374	11/12/2023	20-2542-390-00-79	Other Purchased Service	20.00	20241279	20-2542-390-00-79
	992300374	11/12/2023	20-2542-390-00-79	Other Purchased Service	20.00	20241279	20-2542-390-00-79
	992300374	11/12/2023	20-2542-390-00-79	Other Purchased Service	20.00	20241279	20-2542-390-00-79
	992300374	11/12/2023	20-2542-390-00-79	Other Purchased Service	20.00	20241279	20-2542-390-00-79
	992300374	11/12/2023	20-2542-390-00-79	Other Purchased Service	20.00	20241279	20-2542-390-00-79
	992300374	11/12/2023	20-2542-390-00-79	Other Purchased Service	20.00	20241279	20-2542-390-00-79
	992300374	11/12/2023	20-2542-390-00-79	Other Purchased Service	20.00	20241279	20-2542-390-00-79
	992300374	11/12/2023	20-2542-390-00-79	Other Purchased Service	20.00	20241279	20-2542-390-00-79
	992300374	11/12/2023	20-2542-390-00-79	Other Purchased Service	20.00	20241280	20-2542-390-00-79
	992300374	11/12/2023	20-2542-390-00-79	Other Purchased Service	20.00	20241280	20-2542-390-00-79
					\$2,707.14	<b>Payee Vendor Total</b>	
<b>Freeport High School</b>							
	69216	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13
	69216	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13
					\$500.00	<b>Payee Vendor Total</b>	
<b>Fuentes, Mario</b>							
	69141	11/10/2023	20-2540-332-00-79	Travel	15.85	0	20-2540-332-00-79
	69141	11/10/2023	20-2540-332-00-79	Travel	19.91	0	20-2540-332-00-79
	69141	11/10/2023	20-2540-332-00-79	Travel	32.23	0	20-2540-332-00-79
					\$67.99	<b>Payee Vendor Total</b>	
<b>Fun and Function</b>							
	69041	10/27/2023	10-1200-410-66-71-300-13	STEP Supplies	1,415.49	20240234	10-1200-410-66-71-300-13
					\$1,415.49	<b>Payee Vendor Total</b>	
<b>Gallagher, Dean</b>							
	69407	11/17/2023	10-1543-310-00-71-305-13	Activities Judges/Officials	75.00	0	10-1543-310-00-71-305-13
					\$75.00	<b>Payee Vendor Total</b>	
<b>Garcia, Pamela</b>							
	69408	11/17/2023	10-1811	Textbook Fees	100.00	0	10-1811
					\$100.00	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 50 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>Garcia-Desjarlait, Maria</b>							
	69285	11/10/2023	10-1100-410-71-79-600-14	ARP CP Instruc Supplies	300.00	20241272	10-1100-410-71-79-600-14
					<b>\$300.00</b>	<b>Payee Vendor Total</b>	
<b>General Parts LLC</b>							
	992300375	11/12/2023	10-2560-323-00-74-210-13	Cafe Repairs Heineman	1,411.30	24101727	10-2560-323-00-74-210-13
	992300375	11/12/2023	10-2560-323-00-74-210-13	Cafe Repairs Heineman	256.51	24101727	10-2560-323-00-74-210-13
	992300375	11/12/2023	10-2560-323-00-74-210-13	Cafe Repairs Heineman	1,468.67	24101727	10-2560-323-00-74-210-13
	992300375	11/12/2023	10-2560-323-00-74-210-13	Cafe Repairs Heineman	93.75	24101727	10-2560-323-00-74-210-13
	992300375	11/12/2023	10-2560-323-00-74-210-13	Cafe Repairs Heineman	1,379.86	24101727	10-2560-323-00-74-210-13
	992300375	11/12/2023	10-2560-323-00-72-110-13	Cafe Repairs Chesak	536.51	24101677	10-2560-323-00-72-110-13
	992300375	11/12/2023	10-2560-323-00-72-110-13	Cafe Repairs Chesak	1,396.64	24101677	10-2560-323-00-72-110-13
	992300375	11/12/2023	10-2560-323-00-72-110-13	Cafe Repairs Chesak	1,367.36	24101677	10-2560-323-00-72-110-13
	992300375	11/12/2023	10-2560-323-00-72-120-13	Cafe Repairs Martin	289.95	24101687	10-2560-323-00-72-120-13
	992300375	11/12/2023	10-2560-323-00-71-300-13	Cafe Repairs HS	1,545.25	24101667	10-2560-323-00-71-300-13
	992300375	11/12/2023	10-2560-323-00-71-300-13	Cafe Repairs HS	237.45	24101667	10-2560-323-00-71-300-13
	992300375	11/12/2023	10-2560-323-00-71-300-13	Cafe Repairs HS	1,554.70	24101667	10-2560-323-00-71-300-13
	992300375	11/12/2023	10-2560-323-00-74-150-13	Cafe Repairs Conley	3,831.98	24101717	10-2560-323-00-74-150-13
	992300375	11/12/2023	10-2560-323-00-74-150-13	Cafe Repairs Conley	578.70	24101717	10-2560-323-00-74-150-13
					<b>\$15,948.63</b>	<b>Payee Vendor Total</b>	
<b>Generation Genius Inc</b>							
	69430	11/17/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	(398.00)	20240292	10-2212-310-00-79-505-14
	69430	11/17/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	2,500.00	20240292	10-2212-310-00-79-505-14
	69430	11/17/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	3,975.00	20240292	10-2212-310-00-79-505-14
					<b>\$6,077.00</b>	<b>Payee Vendor Total</b>	
<b>Gill, Dede</b>							
	69182	11/10/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	53.78	0	10-2210-314-92-79-605-14
	69182	11/10/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	30.00	0	10-2210-314-92-79-605-14
	69182	11/10/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	4.20	0	10-2210-314-92-79-605-14
	69182	11/10/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	18.91	0	10-2210-314-92-79-605-14
	69182	11/10/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	13.95	0	10-2210-314-92-79-605-14
					<b>\$120.84</b>	<b>Payee Vendor Total</b>	
<b>Gopher Performance</b>							
	69042	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	59.88	20240331	10-1200-410-92-79-600-14
	69042	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	499.00	20240331	10-1200-410-92-79-600-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 51 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69101	11/03/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	131.88	20240906	10-1200-410-92-79-600-14
	69101	11/03/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	1,099.00	20240906	10-1200-410-92-79-600-14
	69367	11/14/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	240.22	20240912	10-1200-410-92-79-600-14
	69367	11/14/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	149.00	20240912	10-1200-410-92-79-600-14
	69367	11/14/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	538.00	20240912	10-1200-410-92-79-600-14
	69367	11/14/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	84.95	20240912	10-1200-410-92-79-600-14
	69367	11/14/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	99.95	20240912	10-1200-410-92-79-600-14
	69367	11/14/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	109.90	20240912	10-1200-410-92-79-600-14
	69367	11/14/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	389.00	20240912	10-1200-410-92-79-600-14
	69367	11/14/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	439.60	20240912	10-1200-410-92-79-600-14
	69367	11/14/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	191.40	20240912	10-1200-410-92-79-600-14
					<b>\$4,031.78</b>	<b>Payee Vendor Total</b>	
<b>Gordon Flesch Co Inc</b>							
	992300376	11/12/2023	10-2900-390-00-79-600-14	Copier Maintenance	736.48	20241180	10-2900-390-00-79-600-14
	992300376	11/12/2023	10-2900-390-00-79-600-14	Copier Maintenance	2,288.71	20241180	10-2900-390-00-79-600-14
	992300376	11/12/2023	10-2900-390-00-79-600-14	Copier Maintenance	1,091.09	20241180	10-2900-390-00-79-600-14
	992300376	11/12/2023	10-2900-390-00-79-600-14	Copier Maintenance	5,492.31	20241180	10-2900-390-00-79-600-14
	992300376	11/12/2023	10-2900-390-00-79-600-14	Copier Maintenance	1,377.39	20241180	10-2900-390-00-79-600-14
	992300376	11/12/2023	10-2900-390-00-79-600-14	Copier Maintenance	1,256.71	20241180	10-2900-390-00-79-600-14
					<b>\$12,242.69</b>	<b>Payee Vendor Total</b>	
<b>Gordon Food Service</b>							
	69043	10/27/2023	10-2560-415-97-79-600-14	All Children Snacks	91.64	20240414	10-2560-415-97-79-600-14
	69043	10/27/2023	10-2560-415-97-79-600-14	All Children Snacks	34.69	20240414	10-2560-415-97-79-600-14
	69043	10/27/2023	10-2560-415-97-79-600-14	All Children Snacks	273.03	20240414	10-2560-415-97-79-600-14
	69043	10/27/2023	10-1400-410-09-71-300-13	Home Economics Supplies	99.57	20240309	10-1400-410-09-71-300-13
	69286	11/10/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	4,370.81	24101307	10-2560-415-00-74-210-13
	69286	11/10/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	3,111.75	24101307	10-2560-415-00-74-210-13
	69286	11/10/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	6,117.47	24101307	10-2560-415-00-74-210-13
	69286	11/10/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	1,654.65	24101307	10-2560-415-00-74-210-13
	69286	11/10/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	3,750.06	24101307	10-2560-415-00-74-210-13
	69286	11/10/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	650.19	24101257	10-2560-415-00-72-110-13
	69286	11/10/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	1,732.93	24101257	10-2560-415-00-72-110-13
	69286	11/10/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	1,526.39	24101257	10-2560-415-00-72-110-13
	69286	11/10/2023	10-2560-415-00-72-120-13	Cafe Food Martin	149.40	24101267	10-2560-415-00-72-120-13
	69286	11/10/2023	10-2560-415-00-72-120-13	Cafe Food Martin	363.32	24101267	10-2560-415-00-72-120-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 52 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69286	11/10/2023	10-2560-415-00-72-120-13	Cafe Food Martin	129.68	24101267	10-2560-415-00-72-120-13
	69286	11/10/2023	10-2560-415-00-72-120-13	Cafe Food Martin	(30.28)	24101267	10-2560-415-00-72-120-13
	69286	11/10/2023	10-2560-415-00-72-120-13	Cafe Food Martin	2,057.92	24101267	10-2560-415-00-72-120-13
	69286	11/10/2023	10-2560-415-00-72-120-13	Cafe Food Martin	1,742.18	24101267	10-2560-415-00-72-120-13
	69286	11/10/2023	10-2560-415-00-72-120-13	Cafe Food Martin	1,042.65	24101267	10-2560-415-00-72-120-13
	69286	11/10/2023	10-2560-415-00-72-120-13	Cafe Food Martin	1,790.80	24101267	10-2560-415-00-72-120-13
	69286	11/10/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	65.84	24101287	10-2560-415-00-74-140-13
	69286	11/10/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	683.35	24101287	10-2560-415-00-74-140-13
	69286	11/10/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,071.77	24101287	10-2560-415-00-74-140-13
	69286	11/10/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,272.31	24101287	10-2560-415-00-74-140-13
	69286	11/10/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	741.79	24101287	10-2560-415-00-74-140-13
	69286	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	988.09	24101297	10-2560-415-00-74-150-13
	69286	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	423.84	24101297	10-2560-415-00-74-150-13
	69286	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	1,434.65	24101297	10-2560-415-00-74-150-13
	69286	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	565.12	24101297	10-2560-415-00-74-150-13
	69286	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	415.01	24101297	10-2560-415-00-74-150-13
	69286	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	262.83	24101297	10-2560-415-00-74-150-13
	69286	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	1,517.04	24101297	10-2560-415-00-74-150-13
	69286	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	32.87	24101297	10-2560-415-00-74-150-13
	69286	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	211.92	24101297	10-2560-415-00-74-150-13
	69286	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	176.60	24101297	10-2560-415-00-74-150-13
	69286	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	354.34	24101297	10-2560-415-00-74-150-13
	69286	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	76.70	24101297	10-2560-415-00-74-150-13
	69286	11/10/2023	10-2560-415-00-74-150-13	Cafe Food Conley	972.18	24101297	10-2560-415-00-74-150-13
	69286	11/10/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	21.81	24101277	10-2560-415-00-72-220-13
	69286	11/10/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	143.62	24101277	10-2560-415-00-72-220-13
	69286	11/10/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	65.45	24101277	10-2560-415-00-72-220-13
	69286	11/10/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	4,167.59	24101277	10-2560-415-00-72-220-13
	69286	11/10/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	690.96	24101277	10-2560-415-00-72-220-13
	69286	11/10/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	4,914.65	24101277	10-2560-415-00-72-220-13
	69286	11/10/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	27.19	24101277	10-2560-415-00-72-220-13
	69286	11/10/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,886.43	24101277	10-2560-415-00-72-220-13
	69286	11/10/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	2,938.23	24101277	10-2560-415-00-72-220-13
	69286	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	152.76	24101237	10-2560-415-00-71-100-13
	69286	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	385.39	24101237	10-2560-415-00-71-100-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 53 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69286	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	926.73	24101237	10-2560-415-00-71-100-13
	69286	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	151.40	24101237	10-2560-415-00-71-100-13
	69286	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	1,293.62	24101237	10-2560-415-00-71-100-13
	69286	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	1,576.70	24101237	10-2560-415-00-71-100-13
	69286	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	353.20	24101237	10-2560-415-00-71-100-13
	69286	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	212.93	24101237	10-2560-415-00-71-100-13
	69286	11/10/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	96.02	24101237	10-2560-415-00-71-100-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	22.48	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	3,387.90	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	613.74	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	170.41	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	(340.05)	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	349.80	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	7,745.84	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	176.33	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	5,373.24	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	103.64	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	6,167.12	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,505.78	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	433.89	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	4,824.19	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,181.60	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	57.95	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	213.00	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	4,686.64	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	2,207.88	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	638.92	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	91.30	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	878.05	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	6,678.71	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	151.45	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	71.08	24101207	10-2560-410-00-74-140-13
	69286	11/10/2023	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	217.85	24101207	10-2560-410-00-74-140-13
	69286	11/10/2023	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	372.69	24101207	10-2560-410-00-74-140-13
	69286	11/10/2023	10-2560-410-00-74-150-13	Cafe Supplies Conley	355.86	24101217	10-2560-410-00-74-150-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 54 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69286	11/10/2023	10-2560-410-00-74-150-13	Cafe Supplies Conley	211.70	24101217	10-2560-410-00-74-150-13
	69286	11/10/2023	10-2560-410-00-74-150-13	Cafe Supplies Conley	127.70	24101217	10-2560-410-00-74-150-13
	69286	11/10/2023	10-2560-410-00-74-150-13	Cafe Supplies Conley	225.50	24101217	10-2560-410-00-74-150-13
	69286	11/10/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	690.23	24101227	10-2560-410-00-74-210-13
	69286	11/10/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	358.81	24101227	10-2560-410-00-74-210-13
	69286	11/10/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	139.01	24101227	10-2560-410-00-74-210-13
	69286	11/10/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	48.22	24101227	10-2560-410-00-74-210-13
	69286	11/10/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	553.51	24101227	10-2560-410-00-74-210-13
	69286	11/10/2023	10-2560-410-00-72-110-13	Cafe Supplies Chesak	398.55	24101177	10-2560-410-00-72-110-13
	69286	11/10/2023	10-2560-410-00-72-110-13	Cafe Supplies Chesak	303.42	24101177	10-2560-410-00-72-110-13
	69286	11/10/2023	10-2560-410-00-72-110-13	Cafe Supplies Chesak	83.08	24111177	10-2560-410-00-72-110-13
	69286	11/10/2023	10-2560-410-00-72-120-13	Cafe Supplies Martin	230.48	24101187	10-2560-410-00-72-120-13
	69286	11/10/2023	10-2560-410-00-72-120-13	Cafe Supplies Martin	633.67	24101187	10-2560-410-00-72-120-13
	69286	11/10/2023	10-2560-410-00-72-120-13	Cafe Supplies Martin	174.82	24101187	10-2560-410-00-72-120-13
	69286	11/10/2023	10-2560-410-00-72-120-13	Cafe Supplies Martin	52.44	24101187	10-2560-410-00-72-120-13
	69286	11/10/2023	10-2560-410-00-72-120-13	Cafe Supplies Martin	83.08	24101187	10-2560-410-00-72-120-13
	69286	11/10/2023	10-2560-410-00-72-120-13	Cafe Supplies Martin	83.88	24101187	10-2560-410-00-72-120-13
	69286	11/10/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	(54.79)	24101197	10-2560-410-00-72-220-13
	69286	11/10/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	374.04	24101197	10-2560-410-00-72-220-13
	69286	11/10/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	714.26	24101197	10-2560-410-00-72-220-13
	69286	11/10/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	198.02	24101197	10-2560-410-00-72-220-13
	69286	11/10/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	221.56	24101197	10-2560-410-00-72-220-13
	69286	11/10/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	148.39	24101197	10-2560-410-00-72-220-13
	69286	11/10/2023	10-2560-410-00-71-100-13	Cafe Supplies Leggee	229.36	24101157	10-2560-410-00-71-100-13
	69286	11/10/2023	10-2560-410-00-71-100-13	Cafe Supplies Leggee	366.14	24101157	10-2560-410-00-71-100-13
	69286	11/10/2023	10-2560-410-00-71-100-13	Cafe Supplies Leggee	581.08	24101157	10-2560-410-00-71-100-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	136.18	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	505.67	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	288.97	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	209.08	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	825.58	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	64.11	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	41.90	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	300.01	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	42.16	24101167	10-2560-410-00-71-300-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 55 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	7.65	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	227.14	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	36.70	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	165.91	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	22.47	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	366.46	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	738.81	24101167	10-2560-410-00-71-300-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	45.60	20241163	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	148.04	20241163	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	5.84	20241163	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	50.60	20241163	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	4.70	20241163	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	22.98	20241163	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	57.94	20241164	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	35.96	20241164	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	32.21	20241164	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	53.70	20241164	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	46.77	20241164	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	4.70	20241164	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	26.96	20241165	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	6.05	20241165	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	28.50	20241165	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	26.06	20241165	10-1120-410-09-72-220-13
	69286	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	18.39	20241165	10-1120-410-09-72-220-13
	69368	11/14/2023	10-1400-410-09-71-300-13	Home Economics Supplies	369.23	20240309	10-1400-410-09-71-300-13
	69431	11/17/2023	10-1400-410-09-71-300-13	Home Economics Supplies	224.06	20240309	10-1400-410-09-71-300-13
	69431	11/17/2023	10-1400-410-09-71-300-13	Home Economics Supplies	51.32	20240309	10-1400-410-09-71-300-13
	69431	11/17/2023	10-2560-415-97-79-600-14	All Children Snacks	156.10	20240414	10-2560-415-97-79-600-14
	69043	10/27/2023	10-2560-415-97-79-600-14	All Children Snacks	2,695.09	20240414	10-2560-415-97-79-600-14
	69286	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,370.18	24101247	10-2560-415-00-71-300-13
	69286	11/10/2023	10-2560-410-00-72-110-13	Cafe Supplies Chesak	(50.74)	24101177	10-2560-410-00-72-110-13
					\$126,852.27	<b>Payee Vendor Total</b>	
<b>Grayslake Central HS c/o</b>							
	69217	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	500.00	0	10-1500-640-00-71-300-13
					\$500.00	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 56 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>Green, Max</b>	69007	10/27/2023	10-1130-332-00-71-300-13	Teacher Travel HS	201.74	0	10-1130-332-00-71-300-13
					<u>\$201.74</u>	<b>Payee Vendor Total</b>	
<b>GSF USA Inc</b>	69432	11/17/2023	20-2542-310-00-79	Custodial Contract Service	188,274.31	24110207	20-2542-310-00-79
	69432	11/17/2023	40-2550-321-00-79	Bus Sanitation	3,507.79	24110187	40-2550-321-00-79
					<u>\$191,782.10</u>	<b>Payee Vendor Total</b>	
<b>Hajek, Jill</b>	69142	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14
	69142	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14
					<u>\$330.00</u>	<b>Payee Vendor Total</b>	
<b>Halloran &amp; Yauch Inc</b>	69044	10/27/2023	20-2542-390-00-79	Other Purchased Service	500.00	20232342	20-2542-390-00-79
	69044	10/27/2023	20-2542-390-00-79	Other Purchased Service	500.00	20232342	20-2542-390-00-79
	69102	11/03/2023	20-2542-390-00-79	Other Purchased Service	1,575.00	20232342	20-2542-390-00-79
					<u>\$2,575.00</u>	<b>Payee Vendor Total</b>	
<b>Harlem High School</b>	69218	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	300.00	0	10-1500-640-00-71-300-13
	69218	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	300.00	0	10-1500-640-00-71-300-13
	69218	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	500.00	0	10-1500-640-00-71-300-13
					<u>\$1,100.00</u>	<b>Payee Vendor Total</b>	
<b>Harmann, Jennifer</b>	69008	10/27/2023	10-1811	Textbook Fees	95.00	0	10-1811
					<u>\$95.00</u>	<b>Payee Vendor Total</b>	
<b>Hartgraves, Valerie</b>	69183	11/10/2023	10-2640-410-98-79-600-14	Teacher Vacancy Supplies	35.00	0	10-2640-410-98-79-600-14
					<u>\$35.00</u>	<b>Payee Vendor Total</b>	
<b>Hershey Creamery Company</b>	69291	11/10/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	847.20	24101807	10-2560-415-00-72-220-13
	69291	11/10/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	248.64	24101817	10-2560-415-00-74-210-13
	69291	11/10/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	273.84	24101817	10-2560-415-00-74-210-13
					<u>\$1,369.68</u>	<b>Payee Vendor Total</b>	
<b>Hoffman Estates High Scho</b>							



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 57 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69219	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	385.00	0	10-1500-640-00-71-300-13
	69409	11/17/2023	10-1543-640-00-71-305-13	Activities Fees	150.00	0	10-1543-640-00-71-305-13
					\$535.00	<b>Payee Vendor Total</b>	
<b>Hoffmann, Darleen</b>							
	69184	11/10/2023	10-2520-332-00-74-500-14	Travel Fiscal	50.70	0	10-2520-332-00-74-500-14
	69184	11/10/2023	10-2520-332-00-74-500-14	Travel Fiscal	56.16	0	10-2520-332-00-74-500-14
	69184	11/10/2023	10-2520-332-00-74-500-14	Travel Fiscal	731.12	0	10-2520-332-00-74-500-14
	69184	11/10/2023	10-2520-332-00-74-500-14	Travel Fiscal	27.30	0	10-2520-332-00-74-500-14
	69184	11/10/2023	10-2520-332-00-74-500-14	Travel Fiscal	7.09	0	10-2520-332-00-74-500-14
	69184	11/10/2023	10-2520-332-00-74-500-14	Travel Fiscal	17.70	0	10-2520-332-00-74-500-14
	69184	11/10/2023	10-2520-332-00-74-500-14	Travel Fiscal	7.09	0	10-2520-332-00-74-500-14
	69184	11/10/2023	10-2520-332-00-74-500-14	Travel Fiscal	7.09	0	10-2520-332-00-74-500-14
	69184	11/10/2023	10-2520-332-00-74-500-14	Travel Fiscal	21.95	0	10-2520-332-00-74-500-14
	69184	11/10/2023	10-2520-332-00-74-500-14	Travel Fiscal	41.95	0	10-2520-332-00-74-500-14
	69184	11/10/2023	10-2520-332-00-74-500-14	Travel Fiscal	44.02	0	10-2520-332-00-74-500-14
	69184	11/10/2023	10-2520-332-00-74-500-14	Travel Fiscal	10.83	0	10-2520-332-00-74-500-14
					\$1,023.00	<b>Payee Vendor Total</b>	
<b>Home Depot Credit Service</b>							
	69369	11/14/2023	20-2542-410-00-79	Supplies B & G	55.06	24090067	20-2542-410-00-79
	69369	11/14/2023	20-2542-410-00-79	Supplies B & G	57.16	24090067	20-2542-410-00-79
	69369	11/14/2023	20-2542-410-00-79	Supplies B & G	18.51	24090067	20-2542-410-00-79
	69369	11/14/2023	20-2542-410-00-79	Supplies B & G	28.02	24090067	20-2542-410-00-79
	69369	11/14/2023	20-2542-410-00-79	Supplies B & G	38.46	24090067	20-2542-410-00-79
	69369	11/14/2023	20-2542-410-00-79	Supplies B & G	12.60	24090067	20-2542-410-00-79
	69369	11/14/2023	20-2542-410-00-79	Supplies B & G	25.94	24090067	20-2542-410-00-79
	69369	11/14/2023	20-2542-410-00-79	Supplies B & G	3.92	24090067	20-2542-410-00-79
	69369	11/14/2023	20-2542-410-00-79	Supplies B & G	51.75	24090067	20-2542-410-00-79
	69369	11/14/2023	20-2542-410-00-79	Supplies B & G	34.73	24090067	20-2542-410-00-79
	69369	11/14/2023	20-2542-410-00-79	Supplies B & G	37.98	24090067	20-2542-410-00-79
	69369	11/14/2023	20-2542-410-00-79	Supplies B & G	18.16	24090067	20-2542-410-00-79
	69369	11/14/2023	20-2542-410-00-79	Supplies B & G	205.58	24090067	20-2542-410-00-79
	69369	11/14/2023	20-2542-410-00-79	Supplies B & G	55.24	24090067	20-2542-410-00-79
					\$643.11	<b>Payee Vendor Total</b>	
<b>Hononegah Community HS</b>							
	69220	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 58 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					<b>\$250.00</b>	<b>Payee Vendor Total</b>	
<b>Hooper, Laura</b>							
	69185	11/10/2023	40-2550-310-00-79	Prof & Tech Service Trans	88.64	0	40-2550-310-00-79
					<b>\$88.64</b>	<b>Payee Vendor Total</b>	
<b>Houghton Mifflin Harcourt</b>							
	69243	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	512.96	20240110	10-2212-310-00-79-505-14
	69243	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	3,537.61	20240110	10-2212-310-00-79-505-14
	69243	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	1,685.77	20240110	10-2212-310-00-79-505-14
	69243	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	426.54	20240110	10-2212-310-00-79-505-14
	69243	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	2,941.67	20240110	10-2212-310-00-79-505-14
	69243	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	1,401.79	20240110	10-2212-310-00-79-505-14
	69243	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	511.94	20240110	10-2212-310-00-79-505-14
	69243	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	3,530.62	20240110	10-2212-310-00-79-505-14
	69243	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	1,682.44	20240110	10-2212-310-00-79-505-14
	992300298	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	(512.96)	20240110	10-2212-310-00-79-505-14
	992300298	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	(3,537.61)	20240110	10-2212-310-00-79-505-14
	992300298	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	(1,685.77)	20240110	10-2212-310-00-79-505-14
	992300298	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	(426.54)	20240110	10-2212-310-00-79-505-14
	992300298	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	(2,941.67)	20240110	10-2212-310-00-79-505-14
	992300298	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	(1,401.79)	20240110	10-2212-310-00-79-505-14
	992300298	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	(511.94)	20240110	10-2212-310-00-79-505-14
	992300298	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	(3,530.62)	20240110	10-2212-310-00-79-505-14
	992300298	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	(1,682.44)	20240110	10-2212-310-00-79-505-14
					<b>\$0.00</b>	<b>Payee Vendor Total</b>	
<b>Huntley Fire Protection D</b>							
	69292	11/10/2023	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	328.10	20241228	10-1500-410-00-71-300-13
					<b>\$328.10</b>	<b>Payee Vendor Total</b>	
<b>IASBO</b>							
	69400	11/14/2023	10-2520-332-00-74-500-14	Travel Fiscal	265.00	20241439	10-2520-332-00-74-500-14
					<b>\$265.00</b>	<b>Payee Vendor Total</b>	
<b>Iddings, Jodi</b>							
	69143	11/10/2023	10-2210-312-97-79-600-14	All Children Prof Dev	214.19	0	10-2210-312-97-79-600-14
					<b>\$214.19</b>	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 59 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69293	11/10/2023	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	160.00	20241151	10-1500-640-00-74-210-13
	69293	11/10/2023	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	75.00	20241152	10-1500-640-00-74-210-13
					\$235.00	<b>Payee Vendor Total</b>	
<b>Illinois Science &amp; Techno</b>							
	69294	11/10/2023	10-2213-410-00-79-600-14	Special Svcs Supplies	1,500.00	20241326	10-2213-410-00-79-600-14
					\$1,500.00	<b>Payee Vendor Total</b>	
<b>Illinois Tollway Violatio</b>							
	69295	11/10/2023	40-2552-640-00-79	Dues & Fees	66.35	20241327	40-2552-640-00-79
	69295	11/10/2023	40-2552-640-00-79	Dues & Fees	19.80	20241183	40-2552-640-00-79
	69295	11/10/2023	40-2552-640-00-79	Dues & Fees	136.10	20241332	40-2552-640-00-79
	69295	11/10/2023	40-2552-640-00-79	Dues & Fees	59.60	20241332	40-2552-640-00-79
					\$281.85	<b>Payee Vendor Total</b>	
<b>IL-TSA</b>							
	69296	11/10/2023	10-1400-410-10-71-300-13	Ind Arts Supplies	120.00	20241281	10-1400-410-10-71-300-13
					\$120.00	<b>Payee Vendor Total</b>	
<b>ImaginAble Solutions Inc</b>							
	69454	11/20/2023	10-1200-410-66-71-300-13	STEP Supplies	38.00	20241122	10-1200-410-66-71-300-13
	69454	11/20/2023	10-1200-410-66-71-300-13	STEP Supplies	629.00	20241122	10-1200-410-66-71-300-13
					\$667.00	<b>Payee Vendor Total</b>	
<b>Industrial Door Company</b>							
	69103	11/03/2023	20-2542-323-00-79	Repairs & Maint Buildings	976.00	20241079	20-2542-323-00-79
					\$976.00	<b>Payee Vendor Total</b>	
<b>Instrument Barn, The</b>							
	69297	11/10/2023	10-1110-410-12-72-120-13	Music SuppliesMartin	178.50	20241175	10-1110-410-12-72-120-13
					\$178.50	<b>Payee Vendor Total</b>	
<b>Iowa City Area Sports Com</b>							
	69221	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	500.00	0	10-1500-640-00-71-300-13
					\$500.00	<b>Payee Vendor Total</b>	
<b>iTouch Biometrics LLC</b>							
	69298	11/10/2023	10-2546-490-00-79-600-14	Security Officer Supplies	990.00	20241293	10-2546-490-00-79-600-14
					\$990.00	<b>Payee Vendor Total</b>	
<b>IXL Learning Inc</b>							
	69045	10/27/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	400.00	20240431	10-1200-310-92-79-600-14

129



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 60 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69104	11/03/2023	10-1100-410-56-79-605-14	Rtl Materials 6-12	2,550.00	20240473	10-1100-410-56-79-605-14
					\$2,950.00	<b>Payee Vendor Total</b>	
<b>J.W. Pepper &amp; Son Inc</b>							
	69046	10/27/2023	10-1130-410-12-71-300-13	Music Supplies HS	22.99	20240612	10-1130-410-12-71-300-13
	69046	10/27/2023	10-1130-410-12-71-300-13	Music Supplies HS	108.00	20240612	10-1130-410-12-71-300-13
	69046	10/27/2023	10-1130-410-12-71-300-13	Music Supplies HS	328.05	20240612	10-1130-410-12-71-300-13
					\$459.04	<b>Payee Vendor Total</b>	
<b>Jablonska, Ewa</b>							
	69009	10/27/2023	10-1811	Textbook Fees	95.00	0	10-1811
					\$95.00	<b>Payee Vendor Total</b>	
<b>Jacobson, Jessica</b>							
	69144	11/10/2023	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	77.29	0	10-2210-332-82-79-605-14
					\$77.29	<b>Payee Vendor Total</b>	
<b>Jaekel, Samantha</b>							
	69145	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	69145	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	69145	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					\$1,170.00	<b>Payee Vendor Total</b>	
<b>Jensens Plumbing &amp; Heatin</b>							
	69105	11/03/2023	20-2542-520-00-79	Building projects	1,800.00	20231757	20-2542-520-00-79
					\$1,800.00	<b>Payee Vendor Total</b>	
<b>Johnsburg High School</b>							
	69222	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	400.00	0	10-1500-640-00-71-300-13
					\$400.00	<b>Payee Vendor Total</b>	
<b>Johnson Floor Co</b>							
	69047	10/27/2023	20-2542-410-00-79	Supplies B & G	249.00	20240172	20-2542-410-00-79
	69047	10/27/2023	20-2542-410-00-79	Supplies B & G	181.00	20240172	20-2542-410-00-79
	69299	11/10/2023	20-2542-323-00-79	Repairs & Maint Buildings	927.75	20241161	20-2542-323-00-79
	69299	11/10/2023	20-2542-323-00-79	Repairs & Maint Buildings	2,252.00	20241161	20-2542-323-00-79
					\$3,609.75	<b>Payee Vendor Total</b>	
<b>Jones, Carrie</b>							
	69186	11/10/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	99.00	0	10-2130-410-92-79-605-14
					\$99.00	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 61 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>Jostens</b>							
	69433	11/17/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	264.95	20240723	10-1120-410-00-72-220-13
	69433	11/17/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	1,710.00	20240723	10-1120-410-00-72-220-13
					\$1,974.95	<b>Payee Vendor Total</b>	
<b>Kaneland High School</b>							
	69223	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	200.00	0	10-1500-640-00-71-300-13
					\$200.00	<b>Payee Vendor Total</b>	
<b>Keller, Crendon</b>							
	69010	10/27/2023	10-1500-319-00-71-300-13	Sports Officials HS	104.00	0	10-1500-319-00-71-300-13
					\$104.00	<b>Payee Vendor Total</b>	
<b>Kelly College Prep</b>							
	69224	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	300.00	0	10-1500-640-00-71-300-13
					\$300.00	<b>Payee Vendor Total</b>	
<b>Kelso Burnett Co</b>							
	69048	10/27/2023	10-2546-323-00-79-600-14	Security Officer Repairs	2,375.00	20240615	10-2546-323-00-79-600-14
	69106	11/03/2023	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	12,123.00	20233347	10-2546-390-00-79-600-14
	69106	11/03/2023	10-2546-323-00-79-600-14	Security Officer Repairs	24,943.00	20233065	10-2546-323-00-79-600-14
	69300	11/10/2023	10-2546-323-00-79-600-14	Security Officer Repairs	1,632.00	20241119	10-2546-323-00-79-600-14
	69300	11/10/2023	10-2546-323-00-79-600-14	Security Officer Repairs	84.00	20241176	10-2546-323-00-79-600-14
	69300	11/10/2023	10-2546-323-00-79-600-14	Security Officer Repairs	2,120.00	20241176	10-2546-323-00-79-600-14
	69300	11/10/2023	10-2546-323-00-79-600-14	Security Officer Repairs	910.00	20241176	10-2546-323-00-79-600-14
	69434	11/17/2023	10-2560-540-00-71-300-13	Cafe Equipment HS	947.00	20240513	10-2560-540-00-71-300-13
					\$45,134.00	<b>Payee Vendor Total</b>	
<b>Kempf, Thomas</b>							
	69187	11/10/2023	10-2410-332-00-71-300-13	Prin Travel HS	121.18	0	10-2410-332-00-71-300-13
	69187	11/10/2023	10-2410-332-00-71-300-13	Prin Travel HS	107.42	0	10-2410-332-00-71-300-13
	69187	11/10/2023	10-2410-332-00-71-300-13	Prin Travel HS	4.25	0	10-2410-332-00-71-300-13
	69187	11/10/2023	10-2410-332-00-71-300-13	Prin Travel HS	42.40	0	10-2410-332-00-71-300-13
					\$275.25	<b>Payee Vendor Total</b>	
<b>Kenefick, Michelle</b>							
	69146	11/10/2023	10-1120-332-00-72-220-13	Teacher Travel Marlowe	19.65	0	10-1120-332-00-72-220-13
					\$19.65	<b>Payee Vendor Total</b>	
<b>Kennedy, Michael</b>							



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 62 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69188	11/10/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	13.10	0	10-2212-332-00-74-500-14
	69188	11/10/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	13.10	0	10-2212-332-00-74-500-14
	69188	11/10/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	58.95	0	10-2212-332-00-74-500-14
	69188	11/10/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	422.48	0	10-2212-332-00-74-500-14
					<b>\$507.63</b>	<b>Payee Vendor Total</b>	
<b>Klein Thorpe &amp; Jenkins Lt</b>							
	69301	11/10/2023	10-2310-318-00-74-500-14	Legal Board	112.47	20241294	10-2310-318-00-74-500-14
					<b>\$112.47</b>	<b>Payee Vendor Total</b>	
<b>K-Log Inc</b>							
	992300367	11/08/2023	10-1130-410-00-71-300-13	Inst Supplies HS	679.74	20240402	10-1130-410-00-71-300-13
	992300367	11/08/2023	10-1130-410-00-71-300-13	Inst Supplies HS	2,704.65	20240402	10-1130-410-00-71-300-13
	992300367	11/08/2023	10-1130-410-00-71-300-13	Inst Supplies HS	698.25	20240402	10-1130-410-00-71-300-13
					<b>\$4,082.64</b>	<b>Payee Vendor Total</b>	
<b>Kowalski, Jim</b>							
	69011	10/27/2023	10-1811	Textbook Fees	77.50	0	10-1811
					<b>\$77.50</b>	<b>Payee Vendor Total</b>	
<b>Kresal, Nicole</b>							
	69012	10/27/2023	10-1811	Textbook Fees	55.00	0	10-1811
					<b>\$55.00</b>	<b>Payee Vendor Total</b>	
<b>LaGreca, Karen</b>							
	69013	10/27/2023	10-1811	Textbook Fees	190.00	0	10-1811
					<b>\$190.00</b>	<b>Payee Vendor Total</b>	
<b>Lake Park HS</b>							
	69225	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	325.00	0	10-1500-640-00-71-300-13
					<b>\$325.00</b>	<b>Payee Vendor Total</b>	
<b>Landvick, Matthew</b>							
	69189	11/10/2023	10-1500-335-00-71-300-13	Conference Travel HS	20.04	0	10-1500-335-00-71-300-13
	69189	11/10/2023	10-1500-335-00-71-300-13	Conference Travel HS	42.71	0	10-1500-335-00-71-300-13
	69189	11/10/2023	10-1500-335-00-71-300-13	Conference Travel HS	48.34	0	10-1500-335-00-71-300-13
	69189	11/10/2023	10-1500-335-00-71-300-13	Conference Travel HS	49.52	0	10-1500-335-00-71-300-13
	69189	11/10/2023	10-1500-335-00-71-300-13	Conference Travel HS	17.94	0	10-1500-335-00-71-300-13
					<b>\$178.55</b>	<b>Payee Vendor Total</b>	
<b>Laprea Education Inc</b>							



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 63 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69107	11/03/2023	10-1100-410-75-79-600-14	ESSER III Instruc Supplies	(1,662.50)	20240889	10-1100-410-75-79-600-14
	69107	11/03/2023	10-1100-410-75-79-600-14	ESSER III Instruc Supplies	6,650.00	20240889	10-1100-410-75-79-600-14
	69107	11/03/2023	10-1100-410-75-79-600-14	ESSER III Instruc Supplies	(1,662.50)	20240890	10-1100-410-75-79-600-14
	69107	11/03/2023	10-1100-410-75-79-600-14	ESSER III Instruc Supplies	6,650.00	20240890	10-1100-410-75-79-600-14
	69107	11/03/2023	10-1100-410-75-79-600-14	ESSER III Instruc Supplies	(1,662.50)	20240891	10-1100-410-75-79-600-14
	69107	11/03/2023	10-1100-410-75-79-600-14	ESSER III Instruc Supplies	6,650.00	20240891	10-1100-410-75-79-600-14
					\$14,962.50	<b>Payee Vendor Total</b>	
<b>Laser Pro Company</b>							
	69108	11/03/2023	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	137.99	20241224	10-2410-410-00-74-150-14
	69108	11/03/2023	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	230.00	20241224	10-2410-410-00-74-150-14
	69108	11/03/2023	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	198.00	20241224	10-2410-410-00-74-150-14
					\$565.99	<b>Payee Vendor Total</b>	
<b>Latoria, Kristy</b>							
	69190	11/10/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	100.00	0	10-2210-314-92-79-605-14
	69190	11/10/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	225.00	0	10-2210-314-92-79-605-14
					\$325.00	<b>Payee Vendor Total</b>	
<b>Leach Enterprises Inc</b>							
	992300361	10/30/2023	40-2554-410-00-79	Fleet Supplies	998.92	24100787	40-2554-410-00-79
	992300368	11/08/2023	40-2554-410-00-79	Fleet Supplies	59.24	24100787	40-2554-410-00-79
	992300368	11/08/2023	40-2554-410-00-79	Fleet Supplies	360.24	24100787	40-2554-410-00-79
	992300385	11/20/2023	40-2554-410-00-79	Fleet Supplies	(573.30)	24100787	40-2554-410-00-79
	992300385	11/20/2023	40-2554-410-00-79	Fleet Supplies	(405.00)	24100787	40-2554-410-00-79
	992300385	11/20/2023	40-2554-410-00-79	Fleet Supplies	(270.00)	24100787	40-2554-410-00-79
	992300385	11/20/2023	40-2554-410-00-79	Fleet Supplies	1,349.90	24100787	40-2554-410-00-79
	992300385	11/20/2023	40-2554-410-00-79	Fleet Supplies	1,185.07	24100787	40-2554-410-00-79
					\$2,705.07	<b>Payee Vendor Total</b>	
<b>LearnWell</b>							
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	236.40	24101587	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	394.00	24101587	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	394.00	24101587	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	78.80	24101587	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	236.40	24101587	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	236.40	24101587	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	78.80	24101587	10-4210-670-00-79-600-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 64 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	157.60	20241206	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	630.44	20241206	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	394.00	20241206	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	157.60	20241206	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	591.00	20241206	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	394.00	20241206	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	315.22	20241207	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	354.60	20241207	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	295.50	20241207	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	315.20	20241207	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	177.30	20241207	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	591.00	20241207	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	275.80	20241207	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	157.60	20241208	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	315.20	20241208	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	394.00	20241208	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	78.80	20241295	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	551.60	20241296	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	945.60	20241296	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	315.20	20241296	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	472.80	20241296	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	236.41	20241296	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	591.00	20241296	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	157.60	20241297	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	788.05	20241297	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	157.60	20241297	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	236.40	20241297	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	315.22	20241297	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	354.60	20241297	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	157.60	20241297	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	78.80	20241298	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	472.82	20241298	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	236.40	20241298	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	315.20	20241299	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	394.00	20241299	10-4210-670-00-79-600-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 65 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	78.80	20241299	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	433.40	20241299	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	394.00	20241299	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	236.40	24111587	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	236.40	24111587	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	1,103.27	24111587	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	315.20	24111587	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	788.03	24111587	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	472.80	24111587	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	354.60	24111587	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	78.80	24111587	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	354.60	24111587	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	394.00	24111587	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	236.40	24111587	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	1,024.46	24111587	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	157.60	24111587	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	78.80	24111587	10-4210-670-00-79-600-14
	69435	11/17/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	157.60	24111587	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	236.40	24101587	10-4210-670-00-79-600-14
	69302	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	236.40	20241206	10-4210-670-00-79-600-14
					\$21,394.52	<b>Payee Vendor Total</b>	
<b>Letheby, Corey</b>	69147	11/10/2023	20-2540-332-00-79	Travel	90.39	0	20-2540-332-00-79
					\$90.39	<b>Payee Vendor Total</b>	
<b>Lincoln National Life</b>	69109	11/03/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	17,213.92	24110447	10-2310-220-00-79-600-14
	69109	11/03/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	842.38	24110447	10-2310-220-00-79-600-14
					\$18,056.30	<b>Payee Vendor Total</b>	
<b>Lindquist, Kevin</b>	69191	11/10/2023	20-2540-332-00-79	Travel	191.26	0	20-2540-332-00-79
	69191	11/10/2023	20-2540-640-00-79	Dues & Fees	6.10	0	20-2540-640-00-79
	69191	11/10/2023	20-2540-640-00-79	Dues & Fees	17.08	0	20-2540-640-00-79
	69191	11/10/2023	20-2540-640-00-79	Dues & Fees	12.81	0	20-2540-640-00-79
					\$227.25	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 66 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>Little City Foundation</b>							
	69304	11/10/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	10,467.29	20241300	10-4220-670-00-79-600-14
					\$10,467.29	<b>Payee Vendor Total</b>	
<b>Lockport Twp HS</b>							
	69226	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	300.00	0	10-1500-640-00-71-300-13
					\$300.00	<b>Payee Vendor Total</b>	
<b>Logistics Recycling Inc</b>							
	69110	11/03/2023	20-2542-321-00-79	Sanitation/Exterminating	1,028.58	20240994	20-2542-321-00-79
					\$1,028.58	<b>Payee Vendor Total</b>	
<b>Maine East High School</b>							
	69227	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13
					\$250.00	<b>Payee Vendor Total</b>	
<b>Mangan, Michelle</b>							
	69192	11/10/2023	10-2210-310-98-79-600-14	Temp Instr Pur Svc	2,559.55	0	10-2210-310-98-79-600-14
	69192	11/10/2023	10-2640-410-98-79-600-14	Teacher Vacancy Supplies	58.50	0	10-2640-410-98-79-600-14
					\$2,618.05	<b>Payee Vendor Total</b>	
<b>Marklund Children's Home</b>							
	69305	11/10/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	8,724.60	20241209	10-4220-670-00-79-600-14
	69436	11/17/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	436.23	24100507	10-4220-670-00-79-600-14
	69436	11/17/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	9,160.83	24100507	10-4220-670-00-79-600-14
	69436	11/17/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	9,160.83	24100507	10-4220-670-00-79-600-14
					\$27,482.49	<b>Payee Vendor Total</b>	
<b>Math Learning Center</b>							
	69049	10/27/2023	10-1100-410-56-79-605-14	Rtl Materials 6-12	148.80	20240965	10-1100-410-56-79-605-14
	69049	10/27/2023	10-1100-410-56-79-605-14	Rtl Materials 6-12	150.00	20240965	10-1100-410-56-79-605-14
	69049	10/27/2023	10-1100-410-56-79-605-14	Rtl Materials 6-12	375.00	20240965	10-1100-410-56-79-605-14
	69049	10/27/2023	10-1100-410-56-79-605-14	Rtl Materials 6-12	510.00	20240965	10-1100-410-56-79-605-14
	69049	10/27/2023	10-1100-410-56-79-605-14	Rtl Materials 6-12	825.00	20240965	10-1100-410-56-79-605-14
					\$2,008.80	<b>Payee Vendor Total</b>	
<b>McGraw Hill School Educat</b>							
	69306	11/10/2023	10-1200-310-66-71-300-13	STEP Purchased Services	177.66	20240237	10-1200-310-66-71-300-13
	69306	11/10/2023	10-1200-310-66-71-300-13	STEP Purchased Services	173.73	20240237	10-1200-310-66-71-300-13
	69306	11/10/2023	10-1200-310-66-71-300-13	STEP Purchased Services	55.88	20240237	10-1200-310-66-71-300-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 67 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69306	11/10/2023	10-1100-423-00-74-500-14	New Adoption 6-12	25,487.67	20240089	10-1100-423-00-74-500-14
					\$25,894.94	<b>Payee Vendor Total</b>	
<b>McHenry Community HS Dist</b>							
	69307	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	900.00	20241273	10-2212-310-00-79-505-14
					\$900.00	<b>Payee Vendor Total</b>	
<b>McHenry County College</b>							
	69308	11/10/2023	10-1400-310-00-74-305-13	Voc Ed Tuition	21,377.54	20241301	10-1400-310-00-74-305-13
	69308	11/10/2023	10-1400-310-00-74-305-13	Voc Ed Tuition	18,454.75	20241173	10-1400-310-00-74-305-13
					\$39,832.29	<b>Payee Vendor Total</b>	
<b>McHenry County Sheriffs O</b>							
	69309	11/10/2023	10-1500-310-00-71-300-13	Supervision HS	280.00	20241302	10-1500-310-00-71-300-13
	69309	11/10/2023	10-1500-310-00-71-300-13	Supervision HS	280.00	20241174	10-1500-310-00-71-300-13
					\$560.00	<b>Payee Vendor Total</b>	
<b>McHenry High School West</b>							
	69228	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	315.00	0	10-1500-640-00-71-300-13
					\$315.00	<b>Payee Vendor Total</b>	
<b>McLaughlin, Tanya</b>							
	69148	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	69193	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					\$780.00	<b>Payee Vendor Total</b>	
<b>McMaster Carr Supply Co</b>							
	69310	11/10/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	(42.44)	20241303	10-2223-490-00-79-600-14
	69310	11/10/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	42.44	20241303	10-2223-490-00-79-600-14
	69310	11/10/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	33.30	20241303	10-2223-490-00-79-600-14
					\$33.30	<b>Payee Vendor Total</b>	
<b>MDC Environmental Serv</b>							
	69370	11/14/2023	20-2542-321-00-79	Sanitation/Exterminating	3,354.86	24110117	20-2542-321-00-79
					\$3,354.86	<b>Payee Vendor Total</b>	
<b>Medco Supply Company</b>							
	69050	10/27/2023	10-1130-410-33-71-305-13	Academies Supplies	74.31	20240059	10-1130-410-33-71-305-13
					\$74.31	<b>Payee Vendor Total</b>	
<b>Menards Inc</b>							
	69111	11/03/2023	20-2542-410-00-79	Supplies B & G	115.29	24080127	20-2542-410-00-79



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 68 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69111	11/03/2023	20-2542-410-00-79	Supplies B & G	145.92	24080127	20-2542-410-00-79
	69437	11/17/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	227.82	20241123	10-2223-490-00-79-600-14
	69437	11/17/2023	10-2223-490-00-79-600-14	PAC Invent Supplies	689.63	20241123	10-2223-490-00-79-600-14
					<b>\$1,178.66</b>	<b>Payee Vendor Total</b>	
<b>Mesirow Insurance Service</b>							
	69311	11/10/2023	10-1100-220-00-79-600-14	Regular Programs Insurance	16,500.00	24110467	10-1100-220-00-79-600-14
					<b>\$16,500.00</b>	<b>Payee Vendor Total</b>	
<b>Metea Valley HS</b>							
	69229	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13
					<b>\$250.00</b>	<b>Payee Vendor Total</b>	
<b>Metlife</b>							
	69438	11/17/2023	10-1100-220-00-79-600-14	Regular Programs Insurance	69,865.94	24111597	10-1100-220-00-79-600-14
					<b>\$69,865.94</b>	<b>Payee Vendor Total</b>	
<b>Metro Prep</b>							
	69112	11/03/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11,253.60	24091958	10-4220-670-00-79-600-14
					<b>\$11,253.60</b>	<b>Payee Vendor Total</b>	
<b>Midwest Transit Equip Kan</b>							
	69312	11/10/2023	40-2552-490-00-79	Inventoriable Supplies	2,009.86	20241184	40-2552-490-00-79
					<b>\$2,009.86</b>	<b>Payee Vendor Total</b>	
<b>Miguel, Crystal</b>							
	69149	11/10/2023	10-1200-332-00-79-600-14	Travel Sp Ed	24.89	0	10-1200-332-00-79-600-14
					<b>\$24.89</b>	<b>Payee Vendor Total</b>	
<b>Miller Hall &amp; Triggs LLC</b>							
	69051	10/27/2023	10-2310-318-00-74-500-14	Legal Board	3,056.00	24091527	10-2310-318-00-74-500-14
					<b>\$3,056.00</b>	<b>Payee Vendor Total</b>	
<b>Minooka Community HS</b>							
	69230	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	300.00	0	10-1500-640-00-71-300-13
					<b>\$300.00</b>	<b>Payee Vendor Total</b>	
<b>Morrison, Victoria</b>							
	69014	10/27/2023	10-1611-145	Student Food Svc - Mackeben	8.50	0	10-1611-145
	69014	10/27/2023	10-1611-145	Student Food Svc - Mackeben	5.80	0	10-1611-145
					<b>\$14.30</b>	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 69 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>Mosyle Corporation</b>							
	69371	11/14/2023	10-2660-319-61-79-600-14	Software Maintenance	206.50	20241181	10-2660-319-61-79-600-14
					<u>\$206.50</u>	<b>Payee Vendor Total</b>	
<b>Naperville Psychiatric Ve</b>							
	69313	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	62.40	20241210	10-4210-670-00-79-600-14
					<u>\$62.40</u>	<b>Payee Vendor Total</b>	
<b>Nasco Education</b>							
	69052	10/27/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	256.78	20240358	10-1110-410-02-72-110-13
	69052	10/27/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	105.12	20240358	10-1110-410-02-72-110-13
	69052	10/27/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	164.08	20240358	10-1110-410-02-72-110-13
	69052	10/27/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	14.28	20240358	10-1110-410-02-72-110-13
	69052	10/27/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	18.08	20240358	10-1110-410-02-72-110-13
	69052	10/27/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	14.28	20240358	10-1110-410-02-72-110-13
	69052	10/27/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	14.28	20240358	10-1110-410-02-72-110-13
	69052	10/27/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	14.28	20240358	10-1110-410-02-72-110-13
	69052	10/27/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	14.28	20240358	10-1110-410-02-72-110-13
	69052	10/27/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	14.28	20240358	10-1110-410-02-72-110-13
	69052	10/27/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	14.28	20240358	10-1110-410-02-72-110-13
	69052	10/27/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	14.28	20240358	10-1110-410-02-72-110-13
	69052	10/27/2023	10-1110-410-02-72-110-13	Art Supplies Chesak	14.26	20240358	10-1110-410-02-72-110-13
					<u>\$644.00</u>	<b>Payee Vendor Total</b>	
<b>NCPERS Group Life Ins</b>							
	69113	11/03/2023	50454	IMRF & SS (Board)	16.00	0	50-481
					<u>\$16.00</u>	<b>Payee Vendor Total</b>	
<b>NCS Pearson Inc.</b>							
	69114	11/03/2023	10-1400-410-03-71-300-13	Business Supplies	5,299.00	20241058	10-1400-410-03-71-300-13
	69114	11/03/2023	10-1400-410-03-71-300-13	Business Supplies	2,565.00	20241058	10-1400-410-03-71-300-13
					<u>\$7,864.00</u>	<b>Payee Vendor Total</b>	
<b>Neuro Educational Special</b>							
	69314	11/10/2023	10-2140-310-92-79-600-14	IDEA Psychological Services	5,500.00	20241323	10-2140-310-92-79-600-14
					<u>\$5,500.00</u>	<b>Payee Vendor Total</b>	
<b>New Connections Academy</b>							
	69315	11/10/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	3,204.81	20241211	10-4220-670-00-79-600-14
	69315	11/10/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,765.71	20241211	10-4220-670-00-79-600-14
					<u>\$9,970.52</u>	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 70 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>New England Center for Ch</b>							
	69316	11/10/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	733.95	24071057	10-1200-310-92-79-600-14
	69316	11/10/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	733.95	24081057	10-1200-310-92-79-600-14
	69316	11/10/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	733.95	24091057	10-1200-310-92-79-600-14
	69316	11/10/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	733.95	24101057	10-1200-310-92-79-600-14
					<b>\$2,935.80</b>	<b>Payee Vendor Total</b>	
<b>Nicor Gas</b>							
	69015	10/27/2023	20-2540-465-00-79	Natural Gas	50.06	0	20-2540-465-00-79
	69015	10/27/2023	20-2540-465-00-79	Natural Gas	537.43	0	20-2540-465-00-79
	69015	10/27/2023	20-2540-465-00-79	Natural Gas	529.77	0	20-2540-465-00-79
	69015	10/27/2023	20-2540-465-00-79	Natural Gas	281.14	0	20-2540-465-00-79
	69015	10/27/2023	20-2540-465-00-79	Natural Gas	604.63	0	20-2540-465-00-79
	69015	10/27/2023	20-2540-465-00-79	Natural Gas	648.48	0	20-2540-465-00-79
	69015	10/27/2023	20-2540-465-00-79	Natural Gas	610.82	0	20-2540-465-00-79
	69015	10/27/2023	20-2540-465-00-79	Natural Gas	1,144.52	0	20-2540-465-00-79
	69015	10/27/2023	20-2540-465-00-79	Natural Gas	651.62	0	20-2540-465-00-79
	69015	10/27/2023	20-2540-465-00-79	Natural Gas	551.54	0	20-2540-465-00-79
					<b>\$5,610.01</b>	<b>Payee Vendor Total</b>	
<b>Nippersink Middle School</b>							
	69317	11/10/2023	10-1500-332-00-72-220-13	Athletic Travel Marlowe	104.00	20241166	10-1500-332-00-72-220-13
	69317	11/10/2023	10-1500-640-00-72-220-13	Sports Dues & Fees Marlowe	88.00	20241282	10-1500-640-00-72-220-13
					<b>\$192.00</b>	<b>Payee Vendor Total</b>	
<b>Nogueras, Damaris</b>							
	69194	11/10/2023	10-2210-310-77-79-600-14	Elevating Educators Tuition & Fees	840.00	0	10-2210-310-77-79-600-14
					<b>\$840.00</b>	<b>Payee Vendor Total</b>	
<b>North American Corporatio</b>							
	69053	10/27/2023	20-2542-410-00-79	Supplies B & G	1,609.30	24090017	20-2542-410-00-79
	69115	11/03/2023	20-2542-410-00-79	Supplies B & G	164.86	24090017	20-2542-410-00-79
	69115	11/03/2023	20-2542-410-00-79	Supplies B & G	1,628.06	24090017	20-2542-410-00-79
					<b>\$3,402.22</b>	<b>Payee Vendor Total</b>	
<b>North Shore Transit Inc</b>							
	69318	11/10/2023	40-2552-331-00-79	Contracted Transportation	1,097.08	20241330	40-2552-331-00-79
					<b>\$1,097.08</b>	<b>Payee Vendor Total</b>	
<b>Northwestern Medicine Hun</b>							



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 71 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69319	11/10/2023	10-1551-410-00-71-300-16	Swimming HS-Girls	3,570.00	20241229	10-1551-410-00-71-300-16
					\$3,570.00	<b>Payee Vendor Total</b>	
<b>Northwestern Memorial Hea</b>							
	69320	11/10/2023	10-1120-410-06-72-220-13	Foreign Lang Supplies Marlowe	100.00	20241167	10-1120-410-06-72-220-13
	69320	11/10/2023	10-2546-490-00-79-600-14	Security Officer Supplies	418.50	20241177	10-2546-490-00-79-600-14
					\$518.50	<b>Payee Vendor Total</b>	
<b>O'Neill, Brian</b>							
	69195	11/10/2023	10-1400-323-00-71-300-13	Voc Ed Repairs HS	200.00	0	10-1400-323-00-71-300-13
					\$200.00	<b>Payee Vendor Total</b>	
<b>Obabko, Alla</b>							
	69150	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					\$390.00	<b>Payee Vendor Total</b>	
<b>Omni Commercial Lighting</b>							
	69054	10/27/2023	20-2542-323-00-79	Repairs & Maint Buildings	325.24	24090177	20-2542-323-00-79
	69054	10/27/2023	20-2542-323-00-79	Repairs & Maint Buildings	297.52	24080177	20-2542-323-00-79
	69054	10/27/2023	20-2542-323-00-79	Repairs & Maint Buildings	(99.34)	24090177	20-2542-323-00-79
					\$523.42	<b>Payee Vendor Total</b>	
<b>Oswego HS</b>							
	69231	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	200.00	0	10-1500-640-00-71-300-13
	69231	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	200.00	0	10-1500-640-00-71-300-13
					\$400.00	<b>Payee Vendor Total</b>	
<b>Ottosen DiNolfo Hasenbalg</b>							
	69116	11/03/2023	10-2310-318-00-74-500-14	Legal Board	979.00	24090797	10-2310-318-00-74-500-14
	69116	11/03/2023	10-2310-318-00-74-500-14	Legal Board	736.50	24100797	10-2310-318-00-74-500-14
					\$1,715.50	<b>Payee Vendor Total</b>	
<b>P &amp; M Distributors Inc</b>							
	69321	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	(351.00)	20241194	10-2560-415-00-71-300-13
	69321	11/10/2023	10-2560-415-00-71-300-13	Cafe Food HS	517.56	20241194	10-2560-415-00-71-300-13
	69321	11/10/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	879.30	20241194	10-2560-415-00-72-220-13
					\$1,045.86	<b>Payee Vendor Total</b>	
<b>Paddock Publications Inc</b>							
	69322	11/10/2023	20-2540-350-00-79	Newspaper bids	147.20	20241304	20-2540-350-00-79
					\$147.20	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 72 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>Page, Collin</b>							
	69232	11/10/2023	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	500.00	20241283	10-1130-490-02-71-300-13
					<u>\$500.00</u>	<b>Payee Vendor Total</b>	
<b>PAHCS II Northwestern Med</b>							
	69323	11/10/2023	40-2550-310-00-79	Prof & Tech Service Trans	1,560.00	20241328	40-2550-310-00-79
	69323	11/10/2023	40-2550-310-00-79	Prof & Tech Service Trans	205.00	20241328	40-2550-310-00-79
	69323	11/10/2023	40-2550-310-00-79	Prof & Tech Service Trans	340.00	20241328	40-2550-310-00-79
	69323	11/10/2023	40-2550-310-00-79	Prof & Tech Service Trans	962.00	20241328	40-2550-310-00-79
	69439	11/17/2023	10-2642-390-00-74-500-14	Purchased Service Human Res	4.67	24111547	10-2642-390-00-74-500-14
	69439	11/17/2023	10-2130-220-00-79-600-14	Health Services Insurance	37.33	24111547	10-2130-220-00-79-600-14
	69439	11/17/2023	10-2130-220-00-79-600-14	Health Services Insurance	322.00	24111547	10-2130-220-00-79-600-14
	69439	11/17/2023	10-2130-220-00-79-600-14	Health Services Insurance	42.00	24111547	10-2130-220-00-79-600-14
	69439	11/17/2023	10-2130-220-00-79-600-14	Health Services Insurance	623.00	24111547	10-2130-220-00-79-600-14
					<u>\$4,096.00</u>	<b>Payee Vendor Total</b>	
<b>Pandher, Sukhwinder</b>							
	69016	10/27/2023	10-1811	Textbook Fees	190.00	0	10-1811
					<u>\$190.00</u>	<b>Payee Vendor Total</b>	
<b>Panier, Molly</b>							
	69151	11/10/2023	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	100.00	0	10-2210-410-92-79-600-14
					<u>\$100.00</u>	<b>Payee Vendor Total</b>	
<b>Panke, Keith</b>							
	69196	11/10/2023	10-1200-410-66-71-300-13	STEP Supplies	67.14	0	10-1200-410-66-71-300-13
					<u>\$67.14</u>	<b>Payee Vendor Total</b>	
<b>Partnering for Prevention</b>							
	69324	11/10/2023	10-1500-390-00-71-300-13	Student Drug Testing	3,150.00	24111767	10-1500-390-00-71-300-13
	69324	11/10/2023	10-2120-310-75-79-600-14	ESSER III Guidance Pur Svc	6,408.75	24111777	10-2120-310-75-79-600-14
					<u>\$9,558.75</u>	<b>Payee Vendor Total</b>	
<b>Paskon, Mirna</b>							
	69079	11/03/2023	10-1611-125	Student Food Svc - Martin	9.79	0	10-1611-125
					<u>\$9.79</u>	<b>Payee Vendor Total</b>	
<b>Patlin Inc</b>							
	69325	11/10/2023	40-2554-410-00-79	Fleet Supplies	71.25	20241185	40-2554-410-00-79
	69325	11/10/2023	40-2554-410-00-79	Fleet Supplies	54.07	20241185	40-2554-410-00-79



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 73 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	69325	11/10/2023	40-2552-490-00-79	Inventoriable Supplies	367.28	20241185	40-2552-490-00-79	
					\$492.60	<b>Payee Vendor Total</b>		
<b>Pauwels, Sheryl</b>								
	69152	11/10/2023	10-1125-332-00-79-600-14	Travel Preschool	214.05	0	10-1125-332-00-79-600-14	
					\$214.05	<b>Payee Vendor Total</b>		
<b>Pear Deck, Inc</b>								
	69326	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	12,020.40	20241231	10-2212-310-00-79-505-14	
					\$12,020.40	<b>Payee Vendor Total</b>		
<b>Peisert, McKenzie</b>								
	69153	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14	
					\$390.00	<b>Payee Vendor Total</b>		
<b>Pepsi-Cola Gen Bot Inc</b>								
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,674.36	24101487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	2,571.00	24101487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	263.34	24101487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	337.44	24101487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	43.18	24101487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	535.27	24101487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	198.12	24101487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	289.56	24101487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	304.80	24101487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,152.07	24101487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	339.43	24111487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,108.74	24111487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	978.97	24111487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,251.98	24111487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,780.22	24111487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	786.13	24111487	10-2560-415-00-71-300-13	
	69117	11/03/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,103.72	24111487	10-2560-415-00-71-300-13	
					\$14,718.33	<b>Payee Vendor Total</b>		<b>143</b>
<b>Perspectives Ltd</b>								
	69327	11/10/2023	10-2510-220-00-79-600-14	Direction of Business Serv Ins	1,326.00	24110277	10-2510-220-00-79-600-14	
					\$1,326.00	<b>Payee Vendor Total</b>		
<b>Peterson, Kristin</b>								



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 74 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69154	11/10/2023	10-1200-332-00-79-600-14	Travel Sp Ed	48.01	0	10-1200-332-00-79-600-14
	69154	11/10/2023	10-1200-332-00-79-600-14	Travel Sp Ed	163.88	0	10-1200-332-00-79-600-14
					\$211.89	<b>Payee Vendor Total</b>	
<b>Petty Cash - Leggee SNAP</b>							
	69017	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	247.50	0	10-1200-410-92-79-600-14
	69069	11/03/2023	10-1200-410-00-79-600-14	Supplies Sp Ed	247.50	0	10-1200-410-00-79-600-14
	69410	11/17/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	198.00	0	10-1200-410-92-79-600-14
					\$693.00	<b>Payee Vendor Total</b>	
<b>Petty Cash-HHS SpEd</b>							
	69070	11/03/2023	10-1200-410-00-79-600-14	Supplies Sp Ed	36.00	0	10-1200-410-00-79-600-14
	69070	11/03/2023	10-1200-410-00-79-600-14	Supplies Sp Ed	97.95	0	10-1200-410-00-79-600-14
	69070	11/03/2023	10-1200-410-00-79-600-14	Supplies Sp Ed	39.08	0	10-1200-410-00-79-600-14
	69411	11/17/2023	10-1200-310-66-71-300-13	STEP Purchased Services	50.00	0	10-1200-310-66-71-300-13
	69207	11/10/2023	10-1200-410-66-71-300-13	STEP Supplies	106.94	0	10-1200-410-66-71-300-13
					\$329.97	<b>Payee Vendor Total</b>	
<b>Petty Cash-LIGHT</b>							
	69412	11/17/2023	10-1200-410-66-71-300-13	STEP Supplies	15.00	0	10-1200-410-66-71-300-13
	69018	10/27/2023	10-1200-410-66-71-300-13	STEP Supplies	126.00	0	10-1200-410-66-71-300-13
	69412	11/17/2023	10-1200-410-66-71-300-13	STEP Supplies	119.00	0	10-1200-410-66-71-300-13
					\$260.00	<b>Payee Vendor Total</b>	
<b>Picchietti, Kristie</b>							
	69155	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					\$390.00	<b>Payee Vendor Total</b>	
<b>Pinzon, Amanda</b>							
	69197	11/10/2023	10-2640-410-98-79-600-14	Teacher Vacancy Supplies	74.99	0	10-2640-410-98-79-600-14
					\$74.99	<b>Payee Vendor Total</b>	
<b>Plainfield North HS c/o</b>							
	69233	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	325.00	0	10-1500-640-00-71-300-13
					\$325.00	<b>Payee Vendor Total</b>	
<b>Pocztowski, Shaina</b>							
	69156	11/10/2023	10-1130-332-00-71-300-13	Teacher Travel HS	62.23	0	10-1130-332-00-71-300-13
					\$62.23	<b>Payee Vendor Total</b>	
<b>Pomps Tire Service Inc</b>							



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 75 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69328	11/10/2023	40-2554-410-00-79	Fleet Supplies	5,085.00	20241186	40-2554-410-00-79
					\$5,085.00	<b>Payee Vendor Total</b>	
<b>Porter Pipe &amp; Supply</b>							
	69329	11/10/2023	20-2542-410-00-79	Supplies B & G	318.68	20241162	20-2542-410-00-79
					\$318.68	<b>Payee Vendor Total</b>	
<b>Powers, Michael</b>							
	69071	11/03/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	14.00	0	10-1500-640-00-71-300-13
					\$14.00	<b>Payee Vendor Total</b>	
<b>PowerSchool Group LLC</b>							
	69330	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	2,204.00	20241188	10-2212-310-00-79-505-14
	69330	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	12,828.00	20241188	10-2212-310-00-79-505-14
	69330	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	41,499.93	20241188	10-2212-310-00-79-505-14
	69330	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	(3,840.00)	20241189	10-2212-310-00-79-505-14
	69330	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	4,500.00	20241189	10-2212-310-00-79-505-14
	69330	11/10/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	1,200.00	20241190	10-2212-310-00-79-505-14
					\$58,391.93	<b>Payee Vendor Total</b>	
<b>Pratt, Basak</b>							
	69198	11/10/2023	10-2210-310-98-79-600-14	Temp Instr Pur Svc	3,887.11	0	10-2210-310-98-79-600-14
	69403	11/16/2023	10-2210-310-98-79-600-14	Temp Instr Pur Svc	1,270.03	0	10-2210-310-98-79-600-14
	69403	11/16/2023	10-2210-310-98-79-600-14	Temp Instr Pur Svc	1,272.03	0	10-2210-310-98-79-600-14
					\$6,429.17	<b>Payee Vendor Total</b>	
<b>PrioHealth</b>							
	69331	11/10/2023	10-2130-310-92-79-600-14	IDEA Health Services	1,807.00	20241305	10-2130-310-92-79-600-14
					\$1,807.00	<b>Payee Vendor Total</b>	
<b>Pro Ed Inc</b>							
	69440	11/17/2023	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	308.00	20240339	10-2150-410-92-79-605-14
					\$308.00	<b>Payee Vendor Total</b>	
<b>Quest Food Management</b>							
	69332	11/10/2023	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	1,598.85	20241195	10-2560-310-00-71-300-13
	69332	11/10/2023	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	4,207.50	20241195	10-2560-310-00-71-300-13
	69332	11/10/2023	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	3,000.00	20241195	10-2560-315-00-74-500-14
					\$8,806.35	<b>Payee Vendor Total</b>	
<b>Quillin, Hope</b>							



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 76 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69157	11/10/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	65.04	0	10-2560-410-00-72-220-13
	69157	11/10/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	34.96	0	10-2560-410-00-72-220-13
					\$100.00	<b>Payee Vendor Total</b>	
<b>Radcliffe, Andrea</b>							
	69158	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					\$390.00	<b>Payee Vendor Total</b>	
<b>Ream, Andrew</b>							
	69159	11/10/2023	10-1500-332-00-72-220-13	Athletic Travel Marlowe	60.00	0	10-1500-332-00-72-220-13
	69159	11/10/2023	10-1500-332-00-72-220-13	Athletic Travel Marlowe	161.13	0	10-1500-332-00-72-220-13
	69159	11/10/2023	10-1500-332-00-72-220-13	Athletic Travel Marlowe	161.13	0	10-1500-332-00-72-220-13
	69159	11/10/2023	10-1500-332-00-72-220-13	Athletic Travel Marlowe	56.00	0	10-1500-332-00-72-220-13
					\$438.26	<b>Payee Vendor Total</b>	
<b>Redden, Scott</b>							
	69160	11/10/2023	20-2540-332-00-79	Travel	22.40	0	20-2540-332-00-79
	69160	11/10/2023	20-2540-332-00-79	Travel	22.40	0	20-2540-332-00-79
	69160	11/10/2023	20-2540-332-00-79	Travel	22.40	0	20-2540-332-00-79
					\$67.20	<b>Payee Vendor Total</b>	
<b>Regan, Bridget</b>							
	69161	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					\$390.00	<b>Payee Vendor Total</b>	
<b>Renkosik, Doug</b>							
	69162	11/10/2023	20-2540-332-00-79	Travel	89.08	0	20-2540-332-00-79
	69199	11/10/2023	20-2540-332-00-79	Travel	49.13	0	20-2540-332-00-79
					\$138.21	<b>Payee Vendor Total</b>	
<b>Robotics Education &amp; Comp</b>							
	69072	11/03/2023	10-1543-640-00-71-305-13	Activities Fees	195.00	0	10-1543-640-00-71-305-13
	69072	11/03/2023	10-1543-640-00-71-305-13	Activities Fees	315.00	0	10-1543-640-00-71-305-13
	69072	11/03/2023	10-1543-640-00-71-305-13	Activities Fees	285.00	0	10-1543-640-00-71-305-13
					\$795.00	<b>Payee Vendor Total</b>	
<b>Rockford Auburn High Scho</b>							
	69234	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	300.00	0	10-1500-640-00-71-300-13
					\$300.00	<b>Payee Vendor Total</b>	
<b>Rockford East High School</b>							



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 77 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69235	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13
	69235	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13
					\$500.00	<b>Payee Vendor Total</b>	
<b>Rockford T-shirt Company</b>							
	69333	11/10/2023	10-1120-412-50-72-220-13	PE Uniforms Marlowe	125.00	20241168	10-1120-412-50-72-220-13
	69333	11/10/2023	10-1120-412-50-72-220-13	PE Uniforms Marlowe	30.00	20241168	10-1120-412-50-72-220-13
	69333	11/10/2023	10-1120-412-50-72-220-13	PE Uniforms Marlowe	3,412.50	20241168	10-1120-412-50-72-220-13
	69333	11/10/2023	10-1120-412-50-72-220-13	PE Uniforms Marlowe	3,847.50	20241168	10-1120-412-50-72-220-13
					\$7,415.00	<b>Payee Vendor Total</b>	
<b>Rosenberg, Katherine</b>							
	69163	11/10/2023	10-1200-410-66-71-300-13	STEP Supplies	58.69	0	10-1200-410-66-71-300-13
					\$58.69	<b>Payee Vendor Total</b>	
<b>Rush Truck Center Huntley</b>							
	69118	11/03/2023	40-2554-410-00-79	Fleet Supplies	887.36	24100747	40-2554-410-00-79
	69118	11/03/2023	40-2554-410-00-79	Fleet Supplies	126.70	24090747	40-2554-410-00-79
	69118	11/03/2023	40-2554-410-00-79	Fleet Supplies	203.56	24090747	40-2554-410-00-79
	69118	11/03/2023	40-2554-410-00-79	Fleet Supplies	1,073.06	24090747	40-2554-410-00-79
	69118	11/03/2023	40-2554-410-00-79	Fleet Supplies	129.99	24090747	40-2554-410-00-79
	69118	11/03/2023	40-2554-410-00-79	Fleet Supplies	45.51	24090747	40-2554-410-00-79
	69118	11/03/2023	40-2554-410-00-79	Fleet Supplies	64.22	24090747	40-2554-410-00-79
	69118	11/03/2023	40-2554-410-00-79	Fleet Supplies	(532.00)	24090747	40-2554-410-00-79
	69118	11/03/2023	40-2554-410-00-79	Fleet Supplies	640.06	24090747	40-2554-410-00-79
	69118	11/03/2023	40-2554-410-00-79	Fleet Supplies	407.88	24090747	40-2554-410-00-79
	69118	11/03/2023	40-2550-323-00-79	Repairs and Maintenance	1,870.24	24090737	40-2550-323-00-79
	69118	11/03/2023	40-2554-410-00-79	Fleet Supplies	(651.75)	24090747	40-2554-410-00-79
	69334	11/10/2023	40-2552-464-00-79	Diesel/Gasoline	3,968.80	20241221	40-2552-464-00-79
	69334	11/10/2023	40-2552-464-00-79	Diesel/Gasoline	169.56	20241221	40-2552-464-00-79
	69334	11/10/2023	40-2552-464-00-79	Diesel/Gasoline	31.30	20241221	40-2552-464-00-79
	69334	11/10/2023	40-2552-464-00-79	Diesel/Gasoline	563.32	20241221	40-2552-464-00-79
	69441	11/17/2023	40-2554-410-00-79	Fleet Supplies	440.93	24110747	40-2554-410-00-79
	69441	11/17/2023	40-2554-410-00-79	Fleet Supplies	30.14	24110747	40-2554-410-00-79
	69441	11/17/2023	40-2554-410-00-79	Fleet Supplies	170.58	24110747	40-2554-410-00-79
	69441	11/17/2023	40-2554-410-00-79	Fleet Supplies	715.20	24110747	40-2554-410-00-79
	69441	11/17/2023	40-2554-410-00-79	Fleet Supplies	2,690.04	24110747	40-2554-410-00-79
	69441	11/17/2023	40-2554-410-00-79	Fleet Supplies	82.07	24110747	40-2554-410-00-79



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 78 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69441	11/17/2023	40-2554-410-00-79	Fleet Supplies	240.54	24110747	40-2554-410-00-79
	69441	11/17/2023	40-2554-410-00-79	Fleet Supplies	(2,619.64)	24110747	40-2554-410-00-79
	69441	11/17/2023	40-2554-410-00-79	Fleet Supplies	(174.23)	24110747	40-2554-410-00-79
	69441	11/17/2023	40-2554-410-00-79	Fleet Supplies	(66.50)	24110747	40-2554-410-00-79
	69441	11/17/2023	40-2554-410-00-79	Fleet Supplies	8.98	24110747	40-2554-410-00-79
	69441	11/17/2023	40-2554-410-00-79	Fleet Supplies	240.54	24110747	40-2554-410-00-79
	69441	11/17/2023	40-2554-410-00-79	Fleet Supplies	2,731.26	24110747	40-2554-410-00-79
	69441	11/17/2023	40-2554-410-00-79	Fleet Supplies	905.15	24110747	40-2554-410-00-79
	69118	11/03/2023	10-1000-310-98-79-600-14	Teacher Vacancy Purch Svcs	495.00	24070737	10-1000-310-98-79-600-14
	69334	11/10/2023	40-2552-464-00-79	Diesel/Gasoline	(31.30)	20241221	40-2552-464-00-79
					<b>\$14,856.57</b>	<b>Payee Vendor Total</b>	
<b>Rychtarczyk, Dorota</b>							
	69164	11/10/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	27.27	0	10-2560-410-00-72-220-13
	69164	11/10/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	59.99	0	10-2560-410-00-72-220-13
					<b>\$87.26</b>	<b>Payee Vendor Total</b>	
<b>S&amp;P Global Ratings</b>							
	69335	11/10/2023	30-5900-690	Bond Service Charge	9,800.00	20241223	30-5900-690
					<b>\$9,800.00</b>	<b>Payee Vendor Total</b>	
<b>Safe &amp; Civil Schools</b>							
	992300377	11/12/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	21.67	20241192	10-2212-310-00-79-505-14
	992300377	11/12/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	79.47	20241192	10-2212-310-00-79-505-14
	992300377	11/12/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	177.07	20241192	10-2212-310-00-79-505-14
	992300377	11/12/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	96.99	20241192	10-2212-310-00-79-505-14
	992300377	11/12/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	1,196.40	20241192	10-2212-310-00-79-505-14
	992300377	11/12/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	6,000.00	20241192	10-2212-310-00-79-505-14
					<b>\$7,571.60</b>	<b>Payee Vendor Total</b>	
<b>Salm, Debra C</b>							
	69336	11/10/2023	10-2520-390-00-74-500-14	Purch Serv Fiscal	750.00	20241331	10-2520-390-00-74-500-14
					<b>\$750.00</b>	<b>Payee Vendor Total</b>	
<b>Sanchez, Kirsten</b>							
	69200	11/10/2023	10-2640-410-98-79-600-14	Teacher Vacancy Supplies	79.99	0	10-2640-410-98-79-600-14
	69404	11/16/2023	10-2210-310-98-79-600-14	Temp Instr Pur Svc	803.85	0	10-2210-310-98-79-600-14
	69404	11/16/2023	10-2210-310-98-79-600-14	Temp Instr Pur Svc	753.85	0	10-2210-310-98-79-600-14
	69404	11/16/2023	10-2210-310-98-79-600-14	Temp Instr Pur Svc	803.85	0	10-2210-310-98-79-600-14

148



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 79 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					\$2,441.54	<b>Payee Vendor Total</b>	
<b>Sandwich HS c/o Athletics</b>							
	69236	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	275.00	0	10-1500-640-00-71-300-13
					\$275.00	<b>Payee Vendor Total</b>	
<b>Savage Pro Audio Inc</b>							
	69337	11/10/2023	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	220.00	20241233	10-1500-410-00-71-300-13
	69337	11/10/2023	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	32.00	20241233	10-1500-410-00-71-300-13
					\$252.00	<b>Payee Vendor Total</b>	
<b>Savvas Learning Co LLC</b>							
	69055	10/27/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	2,760.00	20240420	10-2212-310-00-79-505-14
	69055	10/27/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	2,760.00	20240420	10-2212-310-00-79-505-14
	69055	10/27/2023	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	3,450.00	20240420	10-2212-310-00-79-505-14
	69119	11/03/2023	10-1100-423-00-74-500-14	New Adoption 6-12	679.92	20240092	10-1100-423-00-74-500-14
	69119	11/03/2023	10-1100-423-00-74-500-14	New Adoption 6-12	8,499.00	20240092	10-1100-423-00-74-500-14
					\$18,148.92	<b>Payee Vendor Total</b>	
<b>Schmuhl, Jessica</b>							
	69201	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	21.12	0	10-1120-410-09-72-220-13
	69201	11/10/2023	10-1120-410-09-72-220-13	Home Ec Marlowe	25.27	0	10-1120-410-09-72-220-13
					\$46.39	<b>Payee Vendor Total</b>	
<b>Schocks Towing</b>							
	69338	11/10/2023	40-2550-323-00-79	Repairs and Maintenance	425.00	20241333	40-2550-323-00-79
					\$425.00	<b>Payee Vendor Total</b>	
<b>Scholastic Inc</b>							
	69339	11/10/2023	10-1120-390-00-72-220-13	Marlowe Purchased Service	466.95	20241169	10-1120-390-00-72-220-13
					\$466.95	<b>Payee Vendor Total</b>	
<b>Scholl, Julie</b>							
	69165	11/10/2023	10-1100-423-00-74-500-14	New Adoption 6-12	14.99	0	10-1100-423-00-74-500-14
	69165	11/10/2023	10-1100-423-00-74-500-14	New Adoption 6-12	14.98	0	10-1100-423-00-74-500-14
	69165	11/10/2023	10-1100-423-00-74-500-14	New Adoption 6-12	17.86	0	10-1100-423-00-74-500-14
	69165	11/10/2023	10-1100-423-00-74-500-14	New Adoption 6-12	33.86	0	10-1100-423-00-74-500-14
	69165	11/10/2023	10-1100-423-00-74-500-14	New Adoption 6-12	17.86	0	10-1100-423-00-74-500-14
	69165	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	69165	11/10/2023	10-1100-423-00-74-500-14	New Adoption 6-12	13.93	0	10-1100-423-00-74-500-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 80 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					<b>\$503.48</b>	<b>Payee Vendor Total</b>	
<b>School Health Corporation</b>							
	69120	11/03/2023	10-2130-410-00-79-600-14	Supplies Health	63.40	20240038	10-2130-410-00-79-600-14
	69120	11/03/2023	10-2130-410-00-79-600-14	Supplies Health	36.55	20240032	10-2130-410-00-79-600-14
	69442	11/17/2023	10-2130-410-00-79-600-14	Supplies Health	45.99	20240038	10-2130-410-00-79-600-14
	69442	11/17/2023	10-2130-410-00-79-600-14	Supplies Health	78.67	20240033	10-2130-410-00-79-600-14
					<b>\$224.61</b>	<b>Payee Vendor Total</b>	
<b>School Specialty LLC</b>							
	992300369	11/08/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	9.65	20240617	10-2130-410-92-79-605-14
	992300369	11/08/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	9.65	20240617	10-2130-410-92-79-605-14
	992300369	11/08/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	9.65	20240617	10-2130-410-92-79-605-14
	992300369	11/08/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	9.65	20240617	10-2130-410-92-79-605-14
	992300369	11/08/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	9.65	20240617	10-2130-410-92-79-605-14
	992300369	11/08/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	9.65	20240617	10-2130-410-92-79-605-14
	992300369	11/08/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11.24	20240617	10-2130-410-92-79-605-14
	992300369	11/08/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	54.58	20240617	10-2130-410-92-79-605-14
	992300369	11/08/2023	10-1130-410-02-71-300-13	Art Supplies HS	3,027.34	20240144	10-1130-410-02-71-300-13
					<b>\$3,151.06</b>	<b>Payee Vendor Total</b>	
<b>Schoolbells Ltd</b>							
	69206	11/10/2023	40-2552-331-00-79	Contracted Transportation	31,541.00	24100657	40-2552-331-00-79
					<b>\$31,541.00</b>	<b>Payee Vendor Total</b>	
<b>Schuring &amp; Schuring Inc</b>							
	69443	11/17/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	61.89	24091367	10-2560-415-00-74-140-13
	69443	11/17/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	185.67	24091367	10-2560-415-00-74-140-13
	69443	11/17/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	233.01	24091367	10-2560-415-00-74-140-13
	69443	11/17/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	186.90	24091367	10-2560-415-00-74-140-13
	69443	11/17/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	217.23	24091367	10-2560-415-00-74-140-13
	69443	11/17/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	247.56	24091367	10-2560-415-00-74-140-13
	69443	11/17/2023	10-2560-415-00-74-150-13	Cafe Food Conley	188.13	24091377	10-2560-415-00-74-150-13
	69443	11/17/2023	10-2560-415-00-74-150-13	Cafe Food Conley	31.56	24091377	10-2560-415-00-74-150-13
	69443	11/17/2023	10-2560-415-00-74-150-13	Cafe Food Conley	234.24	24091377	10-2560-415-00-74-150-13
	69443	11/17/2023	10-2560-415-00-74-150-13	Cafe Food Conley	234.24	24091377	10-2560-415-00-74-150-13
	69443	11/17/2023	10-2560-415-00-74-150-13	Cafe Food Conley	234.24	24091377	10-2560-415-00-74-150-13
	69443	11/17/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	155.34	24091387	10-2560-415-00-74-210-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 81 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69443	11/17/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	155.34	24091387	10-2560-415-00-74-210-13
	69443	11/17/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	155.34	24091387	10-2560-415-00-74-210-13
	69443	11/17/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	155.34	24091387	10-2560-415-00-74-210-13
	69443	11/17/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	188.13	24091373	10-2560-415-00-72-110-13
	69443	11/17/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	140.79	24091373	10-2560-415-00-72-110-13
	69443	11/17/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	235.47	24091373	10-2560-415-00-72-110-13
	69443	11/17/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	203.91	24091373	10-2560-415-00-72-110-13
	69443	11/17/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	281.58	24091373	10-2560-415-00-72-110-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	123.78	24091374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	94.68	24091374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	233.01	24091374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	172.35	24091374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	155.34	24091374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	140.79	24091374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	92.22	24091375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	47.34	24091375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	63.12	24091375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	46.11	24091375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	92.22	24091375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	47.34	24091375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	77.67	24091375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	47.34	24091375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	314.37	24091317	10-2560-415-00-71-100-13
	69443	11/17/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	234.24	24091317	10-2560-415-00-71-100-13
	69443	11/17/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	344.70	24091317	10-2560-415-00-71-100-13
	69443	11/17/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	375.03	24091317	10-2560-415-00-71-100-13
	69443	11/17/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	344.70	24091317	10-2560-415-00-71-100-13
	69443	11/17/2023	10-2560-415-00-71-300-13	Cafe Food HS	304.69	24091327	10-2560-415-00-71-300-13
	69443	11/17/2023	10-2560-415-00-71-300-13	Cafe Food HS	138.33	24091327	10-2560-415-00-71-300-13
	69443	11/17/2023	10-2560-415-00-71-300-13	Cafe Food HS	387.63	24091327	10-2560-415-00-71-300-13
	69443	11/17/2023	10-2560-415-00-71-300-13	Cafe Food HS	138.33	24091327	10-2560-415-00-71-300-13
	69443	11/17/2023	10-2560-415-00-71-300-13	Cafe Food HS	373.15	24091327	10-2560-415-00-71-300-13
	69443	11/17/2023	10-2560-415-00-71-300-13	Cafe Food HS	86.31	24091327	10-2560-415-00-71-300-13
	69443	11/17/2023	10-2560-415-00-71-300-13	Cafe Food HS	92.22	24091327	10-2560-415-00-71-300-13
	69443	11/17/2023	10-2560-415-00-71-300-13	Cafe Food HS	321.38	24091327	10-2560-415-00-71-300-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 82 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69443	11/17/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	219.07	24101367	10-2560-415-00-74-140-13
	69443	11/17/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	156.65	24101367	10-2560-415-00-74-140-13
	69443	11/17/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	141.97	24101367	10-2560-415-00-74-140-13
	69443	11/17/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	156.65	24101367	10-2560-415-00-74-140-13
	69443	11/17/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	124.83	24101367	10-2560-415-00-74-140-13
	69443	11/17/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	79.55	24101367	10-2560-415-00-74-140-13
	69443	11/17/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	219.07	24101367	10-2560-415-00-74-140-13
	69443	11/17/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	141.97	24101367	10-2560-415-00-74-140-13
	69443	11/17/2023	10-2560-415-00-74-150-13	Cafe Food Conley	236.20	24101377	10-2560-415-00-74-150-13
	69443	11/17/2023	10-2560-415-00-74-150-13	Cafe Food Conley	141.97	24101377	10-2560-415-00-74-150-13
	69443	11/17/2023	10-2560-415-00-74-150-13	Cafe Food Conley	236.20	24101377	10-2560-415-00-74-150-13
	69443	11/17/2023	10-2560-415-00-74-150-13	Cafe Food Conley	252.11	24101377	10-2560-415-00-74-150-13
	69443	11/17/2023	10-2560-415-00-74-150-13	Cafe Food Conley	237.43	24101377	10-2560-415-00-74-150-13
	69443	11/17/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	124.83	24101387	10-2560-415-00-74-210-13
	69443	11/17/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	156.65	24101387	10-2560-415-00-74-210-13
	69443	11/17/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	156.65	24101387	10-2560-415-00-74-210-13
	69443	11/17/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	156.65	24101387	10-2560-415-00-74-210-13
	69443	11/17/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	156.65	24101387	10-2560-415-00-74-210-13
	69443	11/17/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	124.83	24101373	10-2560-415-00-72-110-13
	69443	11/17/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	283.93	24101373	10-2560-415-00-72-110-13
	69443	11/17/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	205.61	24101373	10-2560-415-00-72-110-13
	69443	11/17/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	205.61	24101373	10-2560-415-00-72-110-13
	69443	11/17/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	282.71	24101373	10-2560-415-00-72-110-13
	69443	11/17/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	282.71	24101373	10-2560-415-00-72-110-13
	69443	11/17/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	110.15	24101373	10-2560-415-00-72-110-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	127.28	24101374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	139.52	24101374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	47.73	24101374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	141.97	24101374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	237.43	24101374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	156.65	24101374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	188.47	24101374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	156.65	24101374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	127.28	24101374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	63.64	24101375	10-2560-415-00-72-220-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 83 of 96

153

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	46.51	24101375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	46.51	24101375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	47.73	24101375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	62.42	24101375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	47.73	24101375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	78.33	24101375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	78.33	24101375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	47.73	24101375	10-2560-415-00-72-220-13
	69443	11/17/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	140.74	24101317	10-2560-415-00-71-100-13
	69443	11/17/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	252.11	24101317	10-2560-415-00-71-100-13
	69443	11/17/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	252.11	24101317	10-2560-415-00-71-100-13
	69443	11/17/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	362.26	24101317	10-2560-415-00-71-100-13
	69443	11/17/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	441.81	24101317	10-2560-415-00-71-100-13
	69443	11/17/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	188.47	24101317	10-2560-415-00-71-100-13
	69443	11/17/2023	10-2560-415-00-71-300-13	Cafe Food HS	146.21	24101327	10-2560-415-00-71-300-13
	69443	11/17/2023	10-2560-415-00-71-300-13	Cafe Food HS	293.78	24101327	10-2560-415-00-71-300-13
	69443	11/17/2023	10-2560-415-00-71-300-13	Cafe Food HS	406.49	24101327	10-2560-415-00-71-300-13
	69443	11/17/2023	10-2560-415-00-71-300-13	Cafe Food HS	139.52	24101327	10-2560-415-00-71-300-13
	69443	11/17/2023	10-2560-415-00-71-300-13	Cafe Food HS	250.81	24101327	10-2560-415-00-71-300-13
	69443	11/17/2023	10-2560-415-00-71-300-13	Cafe Food HS	307.50	24101327	10-2560-415-00-71-300-13
	69443	11/17/2023	10-2560-415-00-74-150-13	Cafe Food Conley	267.03	24091377	10-2560-415-00-74-150-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	126.24	24091374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-120-13	Cafe Food Martin	186.90	24091374	10-2560-415-00-72-120-13
	69443	11/17/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	29.10	24091373	10-2560-415-00-72-110-13
					\$18,837.94	<b>Payee Vendor Total</b>	
<b>Schwartz, Tracey</b>							
	69202	11/10/2023	10-1100-423-00-74-500-14	New Adoption 6-12	73.88	0	10-1100-423-00-74-500-14
	69202	11/10/2023	10-1100-423-00-74-500-14	New Adoption 6-12	10.54	0	10-1100-423-00-74-500-14
	69202	11/10/2023	10-1100-423-00-74-500-14	New Adoption 6-12	5.68	0	10-1100-423-00-74-500-14
	69202	11/10/2023	10-1100-423-00-74-500-14	New Adoption 6-12	35.72	0	10-1100-423-00-74-500-14
					\$125.82	<b>Payee Vendor Total</b>	
<b>Secretary of State 12</b>							
	69372	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110957	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 10</b>							



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 84 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69383	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110937	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 11</b>							
	69373	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110947	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 13</b>							
	69374	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110967	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 1</b>							
	69382	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110847	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 14</b>							
	69375	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110977	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 15</b>							
	69376	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110987	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 16</b>							
	69377	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110997	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 17</b>							
	69378	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24111007	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 18</b>							
	69379	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24111017	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 19</b>							
	69380	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24111027	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 20</b>							
	69381	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24111037	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 85 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>Secretary of State 2</b>							
	69384	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110857	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 3</b>							
	69385	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110867	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 4</b>							
	69386	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110877	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 5</b>							
	69387	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110887	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 6</b>							
	69388	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110897	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 7</b>							
	69389	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110907	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 8</b>							
	69390	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110917	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>Secretary of State 9</b>							
	69391	11/14/2023	40-2550-310-00-79	Prof & Tech Service Trans	4.00	24110927	40-2550-310-00-79
					\$4.00	<b>Payee Vendor Total</b>	
<b>SEDOM of McHenry County</b>							
	69340	11/10/2023	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	800.00	24101537	10-4210-670-00-79-600-14
					\$800.00	<b>Payee Vendor Total</b>	
<b>Service Sanitation Inc</b>							
	69341	11/10/2023	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	739.88	20241172	10-1500-320-00-71-300-13
					\$739.88	<b>Payee Vendor Total</b>	
<b>Sherwin Williams Co</b>							
	69342	11/10/2023	20-2542-410-00-79	Supplies B & G	150.39	20241226	20-2542-410-00-79



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 86 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69342	11/10/2023	20-2542-410-00-79	Supplies B & G	190.87	20241226	20-2542-410-00-79
					\$341.26	<b>Payee Vendor Total</b>	
<b>Sonova USA Inc</b>							
	69121	11/03/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	100.00	20241125	10-2130-410-92-79-605-14
	69447	11/17/2023	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	100.00	20241355	10-2150-410-92-79-605-14
					\$200.00	<b>Payee Vendor Total</b>	
<b>South Campus</b>							
	69392	11/14/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,783.60	24101961	10-4220-670-00-79-600-14
	69392	11/14/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,216.40	24101961	10-4220-670-00-79-600-14
					\$10,000.00	<b>Payee Vendor Total</b>	
<b>South Elgin HS c/o Jane/A</b>							
	69237	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13
					\$250.00	<b>Payee Vendor Total</b>	
<b>Southpaw Enterprises</b>							
	69056	10/27/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	352.87	20240344	10-2130-410-92-79-605-14
	69056	10/27/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	2,250.00	20240344	10-2130-410-92-79-605-14
					\$2,602.87	<b>Payee Vendor Total</b>	
<b>Spears, Lindsay</b>							
	69166	11/10/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	7.86	0	10-2212-332-00-74-500-14
	69166	11/10/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	148.03	0	10-2212-332-00-74-500-14
	69166	11/10/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	75.33	0	10-2212-332-00-74-500-14
					\$231.22	<b>Payee Vendor Total</b>	
<b>Spoeth, Holly</b>							
	69203	11/10/2023	10-1200-410-66-71-300-13	STEP Supplies	135.85	0	10-1200-410-66-71-300-13
					\$135.85	<b>Payee Vendor Total</b>	
<b>Sports Imports Inc</b>							
	69343	11/10/2023	10-1120-710-00-74-210-13	Heineman Non-Capitalized Eqpt	4,842.40	20241153	10-1120-710-00-74-210-13
					\$4,842.40	<b>Payee Vendor Total</b>	
<b>Spotter Staffing LLC</b>							
	69122	11/03/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,185.00	24100647	10-1101-310-00-79-605-14
	69122	11/03/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,975.00	24100647	10-1101-310-00-79-605-14
	69344	11/10/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,962.50	24100647	10-1101-310-00-79-605-14
	69448	11/17/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,962.50	24100647	10-1101-310-00-79-605-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 87 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					\$9,085.00	<b>Payee Vendor Total</b>	
<b>Stagg High School</b>							
	69238	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	200.00	0	10-1500-640-00-71-300-13
					\$200.00	<b>Payee Vendor Total</b>	
<b>Stanczyk, Angieszka</b>							
	69019	10/27/2023	10-1811	Textbook Fees	190.00	0	10-1811
					\$190.00	<b>Payee Vendor Total</b>	
<b>Steiner Electric Company</b>							
	69449	11/17/2023	20-2542-410-00-79	Supplies B & G	325.35	24091637	20-2542-410-00-79
					\$325.35	<b>Payee Vendor Total</b>	
<b>Stevenson HS</b>							
	69239	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	175.00	0	10-1500-640-00-71-300-13
					\$175.00	<b>Payee Vendor Total</b>	
<b>Stewart, Danielle</b>							
	69167	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					\$390.00	<b>Payee Vendor Total</b>	
<b>Stor-Loc</b>							
	69057	10/27/2023	10-1400-500-64-71-305-13	PerkinsCapital Eqpt	12,100.00	20240478	10-1400-500-64-71-305-13
					\$12,100.00	<b>Payee Vendor Total</b>	
<b>Summit Professional Educa</b>							
	69450	11/17/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	4,000.00	20240871	10-2210-314-92-79-605-14
					\$4,000.00	<b>Payee Vendor Total</b>	
<b>Summit School Inc</b>							
	69345	11/10/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,435.40	20241212	10-4220-670-00-79-600-14
					\$5,435.40	<b>Payee Vendor Total</b>	
<b>Sunderlage, Jean</b>							
	69168	11/10/2023	10-1200-332-00-79-600-14	Travel Sp Ed	25.55	0	10-1200-332-00-79-600-14
					\$25.55	<b>Payee Vendor Total</b>	
<b>Sunrise Southwest LLC</b>							
	69346	11/10/2023	40-2552-331-00-79	Contracted Transportation	4,528.92	20241187	40-2552-331-00-79
	69346	11/10/2023	40-2552-331-00-79	Contracted Transportation	3,087.90	20241187	40-2552-331-00-79
					\$7,616.82	<b>Payee Vendor Total</b>	



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 88 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
<b>Surjan, Katherine</b>							
	69169	11/10/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	136.04	0	10-1110-410-00-74-150-13
	69169	11/10/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	125.14	0	10-1110-410-00-74-150-13
	69169	11/10/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	8.97	0	10-1110-410-00-74-150-13
	69205	11/10/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	12.99	0	10-1110-410-00-74-150-13
	69169	11/10/2023	10-1110-410-00-74-150-13	Inst Supplies Conley	64.84	0	10-1110-410-00-74-150-13
					\$347.98	<b>Payee Vendor Total</b>	
<b>Svensen, Trisha</b>							
	69170	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					\$390.00	<b>Payee Vendor Total</b>	
<b>Sycamore HS c/o Athletics</b>							
	69240	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	350.00	0	10-1500-640-00-71-300-13
					\$350.00	<b>Payee Vendor Total</b>	
<b>Symmetry Energy Solutions</b>							
	69020	10/27/2023	20-2540-465-00-79	Natural Gas	2,447.54	0	20-2540-465-00-79
					\$2,447.54	<b>Payee Vendor Total</b>	
<b>Synwolt, Kara</b>							
	69021	10/27/2023	10-1811	Textbook Fees	48.00	0	10-1811
					\$48.00	<b>Payee Vendor Total</b>	
<b>Talerico Martin Corp</b>							
	69393	11/14/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	130.08	24100377	10-2560-415-00-74-210-13
	69393	11/14/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	130.08	24100377	10-2560-415-00-74-210-13
	69393	11/14/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	130.08	24100377	10-2560-415-00-74-210-13
	69393	11/14/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	130.08	24100377	10-2560-415-00-74-210-13
	69393	11/14/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	130.08	24100377	10-2560-415-00-74-210-13
	69393	11/14/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	43.28	24100377	10-2560-415-00-74-210-13
	69393	11/14/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	130.08	24100377	10-2560-415-00-74-210-13
	69393	11/14/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	130.56	24100377	10-2560-415-00-74-210-13
	69393	11/14/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	130.56	24100377	10-2560-415-00-74-210-13
	69393	11/14/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	34.04	24100377	10-2560-415-00-74-210-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	441.25	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	441.25	24100378	10-2560-415-00-71-300-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 89 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	441.25	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	25.36	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	25.36	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	441.25	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	441.25	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	441.25	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	441.25	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	441.25	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	51.00	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	441.25	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	441.25	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	441.25	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	441.25	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	83.22	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	441.25	24100378	10-2560-415-00-71-300-13
	69393	11/14/2023	10-2560-415-00-71-300-13	Cafe Food HS	441.25	24100378	10-2560-415-00-71-300-13
					<b>\$8,979.32</b>	<b>Payee Vendor Total</b>	
<b>Team Reil Inc</b>	69058	10/27/2023	20-2543-410-00-79	Grounds Supplies	50.00	20240995	20-2543-410-00-79



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 90 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69058	10/27/2023	20-2543-410-00-79	Grounds Supplies	2,484.00	20240995	20-2543-410-00-79
					<b>\$2,534.00</b>	<b>Payee Vendor Total</b>	
<b>Therapy Shoppe Inc</b>							
	69123	11/03/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	15.29	20240875	10-2130-410-92-79-605-14
	69123	11/03/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	19.98	20240875	10-2130-410-92-79-605-14
	69123	11/03/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	19.98	20240875	10-2130-410-92-79-605-14
	69123	11/03/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	19.99	20240875	10-2130-410-92-79-605-14
	69123	11/03/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	29.99	20240875	10-2130-410-92-79-605-14
	69123	11/03/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	19.99	20240875	10-2130-410-92-79-605-14
	69123	11/03/2023	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	42.99	20240875	10-2130-410-92-79-605-14
					<b>\$168.21</b>	<b>Payee Vendor Total</b>	
<b>Therapy Staff Aequor Heal</b>							
	69124	11/03/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,265.18	24100547	10-1101-310-00-79-605-14
	69347	11/10/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,795.85	24100547	10-1101-310-00-79-605-14
	69395	11/14/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,795.85	24100547	10-1101-310-00-79-605-14
					<b>\$4,856.88</b>	<b>Payee Vendor Total</b>	
<b>Thermosystems Building Sy</b>							
	992300378	11/12/2023	20-2542-410-00-79	Supplies B & G	2,010.00	20240876	20-2542-410-00-79
	992300378	11/12/2023	20-2542-410-00-79	Supplies B & G	13,731.00	20240876	20-2542-410-00-79
	992300381	11/14/2023	20-2542-410-00-79	Supplies B & G	1,926.18	20240542	20-2542-410-00-79
					<b>\$17,667.18</b>	<b>Payee Vendor Total</b>	
<b>Thomson Reuters</b>							
	69396	11/14/2023	10-2660-319-61-79-600-14	Software Maintenance	1,024.23	24110307	10-2660-319-61-79-600-14
					<b>\$1,024.23</b>	<b>Payee Vendor Total</b>	
<b>TouchMath Acquisition LLC</b>							
	69059	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	798.72	20240925	10-1200-410-92-79-600-14
	69059	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	3,499.00	20240925	10-1200-410-92-79-600-14
	69059	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	1,429.00	20240925	10-1200-410-92-79-600-14
	69059	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	185.00	20240925	10-1200-410-92-79-600-14
	69059	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	114.00	20240925	10-1200-410-92-79-600-14
	69059	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	1,429.00	20240925	10-1200-410-92-79-600-14
					<b>\$7,454.72</b>	<b>Payee Vendor Total</b>	
<b>Touchsource LLC</b>							
	69348	11/10/2023	10-1130-310-00-71-300-13	General Pur Svcs HS	389.00	20241284	10-1130-310-00-71-300-13



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 91 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					<u>\$389.00</u>	<b>Payee Vendor Total</b>	
<b>Tountas, Alma</b>							
	69171	11/10/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	100.00	0	10-2560-410-00-74-210-13
					<u>\$100.00</u>	<b>Payee Vendor Total</b>	
<b>TPI Tyler Press Inc</b>							
	69349	11/10/2023	40-2552-464-00-79	Diesel/Gasoline	291.90	20241285	40-2552-464-00-79
					<u>\$291.90</u>	<b>Payee Vendor Total</b>	
<b>Track Surfaces Company</b>							
	69125	11/03/2023	20-2549-323-00-74-600	Insurance Claim Repair	2,500.00	20240959	20-2549-323-00-74-600
					<u>\$2,500.00</u>	<b>Payee Vendor Total</b>	
<b>Trane</b>							
	992300362	10/30/2023	20-2542-410-00-79	Supplies B & G	15.42	20241060	20-2542-410-00-79
					<u>\$15.42</u>	<b>Payee Vendor Total</b>	
<b>Tremco/Weatherproofing Te</b>							
	69451	11/17/2023	20-2542-323-00-79	Repairs & Maint Buildings	1,490.00	20240626	20-2542-323-00-79
					<u>\$1,490.00</u>	<b>Payee Vendor Total</b>	
<b>Trimark Marlinn LLC</b>							
	69060	10/27/2023	10-2560-540-00-72-220-13	Cafe Equipment Marlowe	11,444.80	20240068	10-2560-540-00-72-220-13
	69060	10/27/2023	10-2560-540-00-74-210-13	Cafe Equipment Heineman	11,444.80	20240068	10-2560-540-00-74-210-13
	69126	11/03/2023	10-2560-540-00-71-300-13	Cafe Equipment HS	1,349.70	20240638	10-2560-540-00-71-300-13
					<u>\$24,239.30</u>	<b>Payee Vendor Total</b>	
<b>Tyler Technologies Inc</b>							
	69350	11/10/2023	40-2550-310-00-79	Prof & Tech Service Trans	2,995.00	20241329	40-2550-310-00-79
					<u>\$2,995.00</u>	<b>Payee Vendor Total</b>	
<b>UMB Bank NA</b>							
	69351	11/10/2023	30-5900-690	Bond Service Charge	318.00	20241213	30-5900-690
	69351	11/10/2023	30-5900-690	Bond Service Charge	318.00	20241213	30-5900-690
					<u>\$636.00</u>	<b>Payee Vendor Total</b>	
<b>United Way of McHenry Co</b>							
	69061	10/27/2023	10461	United Way Payable	11.43	0	10-498
	69061	10/27/2023	10461	United Way Payable	11.43	0	10-498
	69061	10/27/2023	10461	United Way Payable	11.43	0	10-498
	69061	10/27/2023	10461	United Way Payable	11.43	0	10-498



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 92 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69061	10/27/2023	10461	United Way Payable	11.43	0	10-498
	69061	10/27/2023	10461	United Way Payable	11.43	0	10-498
					\$68.58	<b>Payee Vendor Total</b>	
<b>Unity School Bus Parts, I</b>							
	69352	11/10/2023	40-2554-410-00-79	Fleet Supplies	367.88	20241334	40-2554-410-00-79
					\$367.88	<b>Payee Vendor Total</b>	
<b>Vaught, Kathy</b>							
	69022	10/27/2023	10-1811	Textbook Fees	190.00	0	10-1811
					\$190.00	<b>Payee Vendor Total</b>	
<b>Veregy Central LLC</b>							
	69353	11/10/2023	20-2542-520-00-79	Building projects	7,478.00	20241286	20-2542-520-00-79
					\$7,478.00	<b>Payee Vendor Total</b>	
<b>Verizon Wireless</b>							
	69127	11/03/2023	20-2540-340-00-79	Telephone - Districtwide	3,217.71	24111607	20-2540-340-00-79
	69452	11/17/2023	20-2540-340-00-79	Telephone - Districtwide	512.01	24111607	20-2540-340-00-79
	69452	11/17/2023	20-2540-340-00-79	Telephone - Districtwide	126.44	24111607	20-2540-340-00-79
					\$3,856.16	<b>Payee Vendor Total</b>	
<b>Vernier Software &amp; Tech</b>							
	69062	10/27/2023	10-1130-410-13-71-300-13	Science Supplies HS	18.01	20240408	10-1130-410-13-71-300-13
					\$18.01	<b>Payee Vendor Total</b>	
<b>VEX Robotics Inc</b>							
	69128	11/03/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	157.54	20240752	10-1120-410-00-72-220-13
	69128	11/03/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	799.00	20240752	10-1120-410-00-72-220-13
					\$956.54	<b>Payee Vendor Total</b>	
<b>VILLAGE OF ALGONQUIN</b>							
	69023	10/27/2023	20-2540-370-00-79	Water/Sewer	1,178.86	0	20-2540-370-00-79
	69023	10/27/2023	20-2540-370-00-79	Water/Sewer	10.00	0	20-2540-370-00-79
	69023	10/27/2023	20-2540-370-00-79	Water/Sewer	1,144.98	0	20-2540-370-00-79
	69023	10/27/2023	20-2540-370-00-79	Water/Sewer	1,365.20	0	20-2540-370-00-79
	69023	10/27/2023	20-2540-370-00-79	Water/Sewer	365.74	0	20-2540-370-00-79
	69129	11/03/2023	20-2546-310-00-71-305	Resource Officer	10,473.97	24110137	20-2546-310-00-71-305
					\$14,538.75	<b>Payee Vendor Total</b>	

Village of Huntley



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 93 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69024	10/27/2023	20-2540-370-00-79	Water/Sewer	935.08	0	20-2540-370-00-79
	69024	10/27/2023	20-2540-370-00-79	Water/Sewer	201.56	0	20-2540-370-00-79
	69024	10/27/2023	20-2540-370-00-79	Water/Sewer	1,062.28	0	20-2540-370-00-79
	69024	10/27/2023	20-2540-370-00-79	Water/Sewer	4,802.24	0	20-2540-370-00-79
	69024	10/27/2023	20-2540-370-00-79	Water/Sewer	462.80	0	20-2540-370-00-79
	69024	10/27/2023	20-2540-370-00-79	Water/Sewer	1,820.72	0	20-2540-370-00-79
	69024	10/27/2023	20-2540-370-00-79	Water/Sewer	39.52	0	20-2540-370-00-79
	69024	10/27/2023	20-2540-370-00-79	Water/Sewer	977.48	0	20-2540-370-00-79
					<b>\$10,301.68</b>		<b>Payee Vendor Total</b>
<b>Village of Huntley</b>							
	69063	10/27/2023	20-2546-310-00-71-305	Resource Officer	6,235.29	24101517	20-2546-310-00-71-305
	69354	11/10/2023	20-2546-310-00-71-305	Resource Officer	292.50	20241178	20-2546-310-00-71-305
	69354	11/10/2023	20-2546-310-00-71-305	Resource Officer	487.50	20241178	20-2546-310-00-71-305
	69354	11/10/2023	20-2546-310-00-71-305	Resource Officer	292.50	20241178	20-2546-310-00-71-305
	69354	11/10/2023	20-2546-310-00-71-305	Resource Officer	487.50	20241178	20-2546-310-00-71-305
	69354	11/10/2023	20-2546-310-00-71-305	Resource Officer	260.00	20241179	20-2546-310-00-71-305
	69354	11/10/2023	20-2546-310-00-71-305	Resource Officer	260.00	20241306	20-2546-310-00-71-305
	69354	11/10/2023	20-2546-310-00-71-305	Resource Officer	292.50	20241307	20-2546-310-00-71-305
	69354	11/10/2023	20-2546-310-00-71-305	Resource Officer	260.00	20241307	20-2546-310-00-71-305
	69354	11/10/2023	20-2546-310-00-71-305	Resource Officer	455.00	20241307	20-2546-310-00-71-305
	69354	11/10/2023	20-2546-310-00-71-305	Resource Officer	195.00	20241307	20-2546-310-00-71-305
					<b>\$9,517.79</b>		<b>Payee Vendor Total</b>
<b>Village of Lake in the Hi</b>							
	69130	11/03/2023	20-2546-310-00-71-305	Resource Officer	4,848.00	24110687	20-2546-310-00-71-305
	69355	11/10/2023	20-2546-310-00-71-305	Resource Officer	728.25	20241214	20-2546-310-00-71-305
					<b>\$5,576.25</b>		<b>Payee Vendor Total</b>
<b>Virtual Connections Acade</b>							
	69397	11/14/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,010.40	24101757	10-4220-670-00-79-600-14
					<b>\$7,010.40</b>		<b>Payee Vendor Total</b>
<b>VSP of Illinois NFP</b>							
	69131	11/03/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	41.58	24110457	10-2310-220-00-79-600-14
	69356	11/10/2023	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	7,537.08	24110457	10-2310-220-00-79-600-14
					<b>\$7,578.66</b>		<b>Payee Vendor Total</b>
<b>Warehouse Direct Cardinal</b>							



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 94 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69064	10/27/2023	10-2130-410-00-79-600-14	Supplies Health	113.45	20240031	10-2130-410-00-79-600-14
	69453	11/17/2023	10-2130-410-00-79-600-14	Supplies Health	78.67	20240031	10-2130-410-00-79-600-14
					\$192.12	<b>Payee Vendor Total</b>	
<b>Wargo, Brandi</b>							
	69172	11/10/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	339.00	0	10-2212-332-00-74-500-14
	69172	11/10/2023	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	1,188.00	0	10-2212-332-00-74-500-14
					\$1,527.00	<b>Payee Vendor Total</b>	
<b>Wauconda HS</b>							
	69241	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	300.00	0	10-1500-640-00-71-300-13
					\$300.00	<b>Payee Vendor Total</b>	
<b>WeatherGuard Roofing Comp</b>							
	992300382	11/14/2023	20-2549-323-00-74-600	Insurance Claim Repair	6,250.00	20240275	20-2549-323-00-74-600
					\$6,250.00	<b>Payee Vendor Total</b>	
<b>Werner, Laura</b>							
	69025	10/27/2023	10475	AP Payroll Net Checks	96.14	0	10-475
					\$96.14	<b>Payee Vendor Total</b>	
<b>Wessex Texas</b>							
	69132	11/03/2023	10-1120-323-02-72-220-13	Instrument Repair Marlowe	760.00	20240541	10-1120-323-02-72-220-13
	69132	11/03/2023	10-1120-323-02-72-220-13	Instrument Repair Marlowe	5,605.00	20240541	10-1120-323-02-72-220-13
					\$6,365.00	<b>Payee Vendor Total</b>	
<b>WEX BANK</b>							
	69357	11/10/2023	10-1700-464-21-71-300-13	Driver Education Gasoline	616.02	24100777	10-1700-464-21-71-300-13
					\$616.02	<b>Payee Vendor Total</b>	
<b>Wheaton North FBPO</b>							
	69242	11/10/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	350.00	0	10-1500-640-00-71-300-13
					\$350.00	<b>Payee Vendor Total</b>	
<b>Wheaton North HS</b>							
	69413	11/17/2023	10-1543-640-00-71-305-13	Activities Fees	175.00	0	10-1543-640-00-71-305-13
					\$175.00	<b>Payee Vendor Total</b>	
<b>Wieser Educational</b>							
	69065	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	950.00	20240372	10-1200-410-92-79-600-14
	69065	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	157.44	20240372	10-1200-410-92-79-600-14
	69065	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	362.00	20240372	10-1200-410-92-79-600-14



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 95 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	69065	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	237.00	20240372	10-1200-410-92-79-600-14
	69065	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	328.00	20240372	10-1200-410-92-79-600-14
	69065	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	630.00	20240372	10-1200-410-92-79-600-14
	69065	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	33.98	20240372	10-1200-410-92-79-600-14
	69065	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	47.98	20240372	10-1200-410-92-79-600-14
	69065	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	71.96	20240372	10-1200-410-92-79-600-14
	69065	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	362.00	20240372	10-1200-410-92-79-600-14
	69065	10/27/2023	10-1200-410-92-79-600-14	IDEA Instructional Supplies	205.31	20240372	10-1200-410-92-79-600-14
					<b>\$3,385.67</b>	<b>Payee Vendor Total</b>	
<b>Williams, Valentin</b>							
	69026	10/27/2023	10-1811	Textbook Fees	345.00	0	10-1811
					<b>\$345.00</b>	<b>Payee Vendor Total</b>	
<b>Winston Knolls Education</b>							
	69358	11/10/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,293.28	24101747	10-4220-670-00-79-600-14
					<b>\$6,293.28</b>	<b>Payee Vendor Total</b>	
<b>Woodstock High School #20</b>							
	69027	10/27/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	225.00	0	10-1500-640-00-71-300-13
					<b>\$225.00</b>	<b>Payee Vendor Total</b>	
<b>Woodstock North HS % Athl</b>							
	69080	11/03/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	132.88	0	10-1500-640-00-71-300-13
	69414	11/17/2023	10-1500-319-00-71-300-13	Sports Officials HS	109.00	0	10-1500-319-00-71-300-13
	69414	11/17/2023	10-1500-319-00-71-300-13	Sports Officials HS	109.00	0	10-1500-319-00-71-300-13
	69414	11/17/2023	10-1500-640-00-71-300-13	Sports Dues & Fees HS	127.31	0	10-1500-640-00-71-300-13
					<b>\$478.19</b>	<b>Payee Vendor Total</b>	
<b>Woznica, Monika</b>							
	69028	10/27/2023	10-1811	Textbook Fees	95.00	0	10-1811
					<b>\$95.00</b>	<b>Payee Vendor Total</b>	
<b>WPS</b>							
	69398	11/14/2023	10-2110-310-92-79-600-14	IDEA Social Work Pur Svc	40.00	20241317	10-2110-310-92-79-600-14
	69398	11/14/2023	10-2110-310-92-79-600-14	IDEA Social Work Pur Svc	40.00	20241317	10-2110-310-92-79-600-14
					<b>\$80.00</b>	<b>Payee Vendor Total</b>	
<b>Yakimisky, Jennifer</b>							
	69204	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14

165



# Huntley Community School District 158 Disbursements

Check Date: 10/26/2023 to 11/30/2023

Printed: 11/30/2023 1:50 PM  
Page 96 of 96

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					<u>\$390.00</u>	<b>Payee Vendor Total</b>	
<b>York Community High Schoo</b>							
	69073	11/03/2023	10-1543-640-00-71-305-13	Activities Fees	125.00	0	10-1543-640-00-71-305-13
					<u>\$125.00</u>	<b>Payee Vendor Total</b>	
<b>York Educational Services</b>							
	69359	11/10/2023	10-2310-318-00-74-500-14	Legal Board	1,625.00	20241230	10-2310-318-00-74-500-14
					<u>\$1,625.00</u>	<b>Payee Vendor Total</b>	
<b>Zaleski, Angela</b>							
	69173	11/10/2023	10-1543-332-00-71-305-13	Activities Travel	61.44	0	10-1543-332-00-71-305-13
					<u>\$61.44</u>	<b>Payee Vendor Total</b>	
<b>Zieglers Ace Hardware</b>							
	69066	10/27/2023	20-2542-410-00-79	Supplies B & G	68.72	24090267	20-2542-410-00-79
	69133	11/03/2023	20-2542-410-00-79	Supplies B & G	4.59	24090267	20-2542-410-00-79
	69133	11/03/2023	20-2542-410-00-79	Supplies B & G	12.74	24090267	20-2542-410-00-79
	69399	11/14/2023	20-2542-410-00-79	Supplies B & G	25.99	24090267	20-2542-410-00-79
	69399	11/14/2023	20-2542-410-00-79	Supplies B & G	26.97	24090267	20-2542-410-00-79
					<u>\$139.01</u>	<b>Payee Vendor Total</b>	
<b>Zobott, Pamela</b>							
	69174	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	69174	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	69174	11/10/2023	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					<u>\$1,170.00</u>	<b>Payee Vendor Total</b>	
<b>Report Total</b>					<u><u>\$9,406,728.91</u></u>		



# Huntley Community School District 158

650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 7, 2023

Subject: **Monthly Fiscal Updates**  
Committee of the Whole Meeting, December 7, 2023

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Listed below are major tasks and/or projects the Fiscal Department has been working on during the month.

## GENERAL

During the month, Fiscal's primary projects included:

- ✓ **Month-end Close** - See the Executive Summary under separate cover.
- ✓ **Final Levy 2023 and Levy 2023 Abatement** – The final 2023 levy will be shared at the December 21st Levy Hearing. In addition, during the regular meeting, there will be a discussion surrounding the Levy Year 2023 abatements. *Please note, there are annual recurring abatements needed and these will be presented in January, 2024. Specifically, for the Series 2016 Debt.*
- ✓ **Operational Efficiencies** – Under Separate Cover
- ✓ **Statement of Annual Affairs** – Filed
- ✓ **FY25 Budget & 5-Year Plan** – Once negotiations are complete, we will begin preparing the FY25 Budget and 5-Year Plan.
- ✓ **Excise Taxes** – Last year we identified an opportunity to collect an Excise Tax direct credit refund from the IRS for use of our propane vehicles. The credit is equal to 50 cents per gallon of propane gas. Last year we filed returns for FY21 and FY22. The District received the credit refund for FY21 but learned that the IRS was holding the FY22 payment because they have our year end in their system as a calendar year versus a fiscal year. To date, we are still owed approximately \$23k for FY22 and now \$40k for FY23. We are continuing to work with the IRS to get this resolved, but wanted to keep the Board apprised.

## SPECIFIC TASKS TO ADDRESS DURING DECEMBER

- ✓ December 15th – School districts must submit the Annual Statement of Affairs (ASA) electronically to the Illinois State Board of Education (105 ILCS 5/10-17). Also, copies of the ASA must be available in the administrative office of the school district.
- ✓ Last Tuesday in December (December 27) – Certificate of Tax Levy (ISBE 50-02) filed with the county clerk (105 ILCS 5/17-11; 35 ILCS 200/18-15). Check with your County Clerk for any special office hours related to the holidays.



# Huntley Community School District 158

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Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

## COMING UP IN JANUARY

- ✓ Verification Summary Report for Child Nutrition Program
- ✓ Categorical Grant expenditure reports
- ✓ Quarterly and year-end payroll reports
- ✓ Preparing the list of names/addresses for Statement of Economic Interests filing



# Huntley Community School District 158

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650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 7, 2023

Subject: **Activity Fund Balance Report**  
Committee of the Whole Meeting – December 7, 2023  
Finance Committee

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Presented for the Committee's review is the Activity Fund Balance Report as of October 31, 2023.



# Huntley Community School District 158

650 Dr. John Burkey Drive  
 Algonquin, Illinois 60102  
 (847) 659-6158 • www.district158.org

## October 31, 2023 Financial Executive Summary - Activity Accounts

The Month to Date results are as follows:

Activity Accounts by Building/Class	Beginning Balance	Revenues	Expenses	Ending Balance
District Office	\$ 93,191.14	\$ 1,408.32	\$ 1,428.78	\$ 93,170.68
Scholarships	16,580.89	-	-	16,580.89
Early Childhood	3,639.91	-	38.46	3,601.45
Mackeben	8,878.00	720.00	255.00	9,343.00
Conley	20,624.39	(382.21)	68.81	20,173.37
Chesak	27,108.72	13,381.84	12,834.46	27,656.10
Leggee	26,560.02	490.82	548.91	26,501.93
Martin	32,800.02	2,681.70	3,160.50	32,321.22
Heineman	70,639.84	15,101.69	11,285.18	74,456.35
Marlowe	127,610.95	19,681.00	55,683.70	91,608.25
High School Athletics	309,897.75	49,203.30	65,884.44	293,216.61
High School Activities	277,645.85	73,448.63	48,275.84	302,818.64
<b>Total All Funds</b>	<b>\$ 1,015,602.48</b>	<b>\$ 175,735.09</b>	<b>\$ 199,489.08</b>	<b>\$ 991,848.49</b>

The material transactions involving Revenues and Expenditures for the month are as follows:

**Chesak:** The majority of the \$13,400 of revenue was from Library book fair \$7,800, and In & Out for field trips \$5,600. The majority of the (\$12,800) of expenditures was for Library book fair cost (\$7,500), and In & Out for Royal Oak Farms & Goebberts Pumpkin Patch field trips (\$5,400).

**Heineman:** The majority of the \$15,100 of revenue was from Chorus/Band \$7,800, Atwood trips \$2,700, Cheerleading \$2,600, and Student Council \$900. The majority of the (\$11,300) of expenditures was for Chorus/Band performance tickets & transportation (\$5,400), PE Color Run net proceeds to PTO (\$5,100), and Track supplies (\$500).

**Marlowe:** The majority of the \$19,700 of revenue was from Chorus/Band \$11,100, Atwood trips \$4,700, Cheerleading \$2,200, and Poms \$1,200. The majority of the (\$55,700) of expenditures was for Chorus/Band performance trip transportation (\$24,400), Atwood trips (\$21,300), Boys Basketball supplies & apparel (\$2,800), Cheerleading uniforms (\$2,700), Golf invite fees (\$2,100), Athletics dues & fees (\$1,600), and Poms competition choreography & entry fee (\$500).

**High School Athletics:** The majority of the \$49,200 of revenue was from Athletics \$25,500, Cheerleading \$7,800, Girls Volleyball \$5,700, Football \$2,700, Girls Tennis \$2,100, Girls Golf \$1,600, Swimming \$1,200, Girls Basketball \$800, and Wrestling \$800. The majority of the (\$65,900) of expenditures was for Football fundraising, yard signs, playoff game buses & shirts, and banquet catering (\$15,600), Athletics football helmet reconditioning, Cal's Angels donation from "Gold-Out" t-shirt sales, girls track championship banner, & supplies (\$14,700), Girls Volleyball balls, invite officials, & apparel (\$8,500), Cheerleading senior sashes & apparel (\$7,800), Soccer storage shed materials (\$7,700), Poms competition choreography, & apparel (\$4,200), Boys Basketball lockerroom signs, warm-up jackets, & apparel (\$2,600), Boys Track timing system (\$1,700), Softball coaches convention registration (\$1,100), and Wrestling apparel (\$900).

**High School Activities:** The majority of the \$73,500 of revenue was from Student Council \$50,200, PE/Wellness \$6,900, Journalism \$5,900, Drama Club \$4,400, Heuck Memorial Scholarship \$2,300, HOSA Medical Club \$700, and Buddies Club \$700. The majority of the (\$48,300) of expenditures was for Senior Class Gift of digital signs (\$14,100), Journalism NSPA membership dues & critique fees, convention airfare, and apparel (\$9,200), Marching Band competition percussion writing, arrangement, design, & instruction, and Colorguard uniforms (\$7,100), Industrial Arts supplies & materials (\$6,200), PE/Wellness outing & apparel (\$6,100), National Honors Society apparel (\$1,400), Activities Director Scholastic Bowl question packets (\$1,100), Auto Club tools (\$800), and Orchestral apparel (\$800).

For further detail, see attached list of major cash expenditures and revenues received.



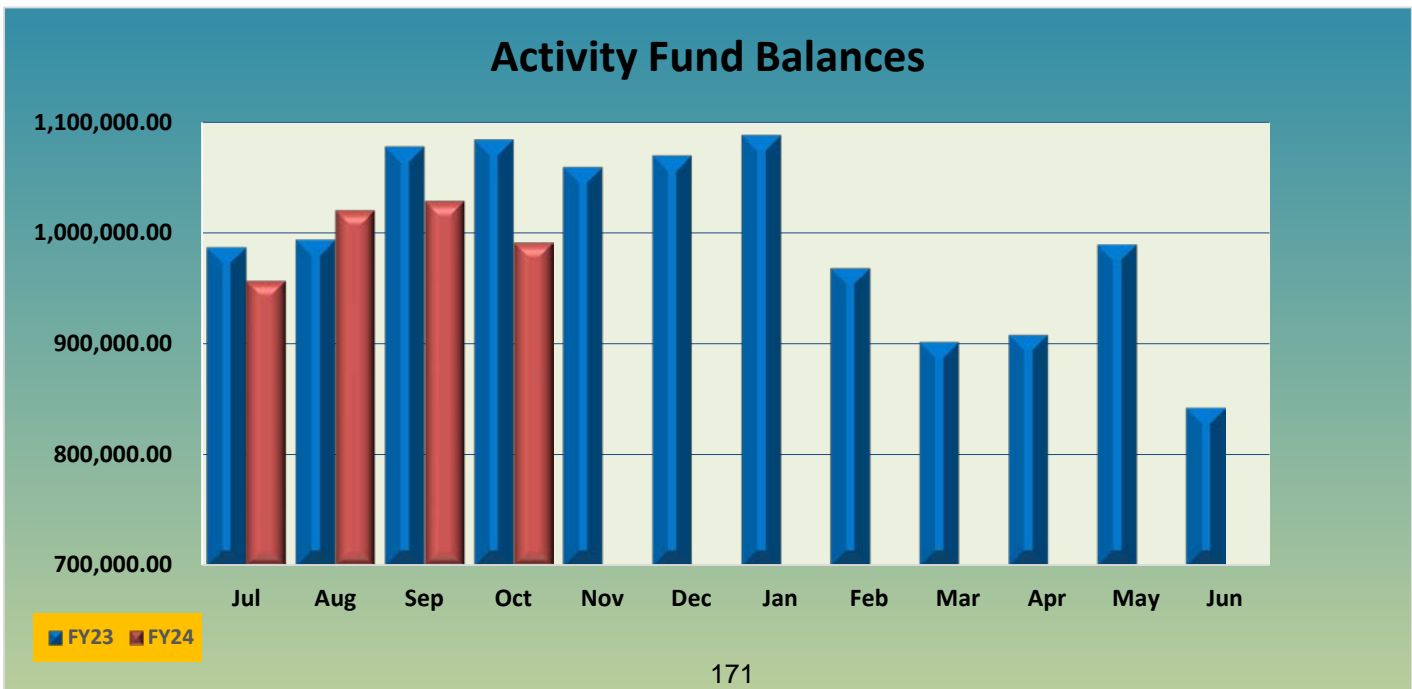
# Huntley Community School District 158

650 Dr. John Burkey Drive  
 Algonquin, Illinois 60102  
 (847) 659-6158 • www.district158.org

## October 31, 2023 Financial Executive Summary - Activity Accounts

Major transactions for the Month include:

Major Cash Expenditures		Description	Major Revenues Received	
Huntley Community School Dist 158	43,251.49	P-Card charges (8/21 - 9/20)	HS Student Council	50,236.43
Bob Rogers Travel	23,800.00	Marlowe Chorus/Band trip trans.	HS Athletic Varsity	25,491.25
Rockford Park District	21,280.00	Marlowe Atwood trips	Marlowe Chorus/Band	11,088.00
Pro Com Systems Inc	14,147.00	HS digital signs (Senior class gift)	Heineman Chorus/Band	7,829.00
Effinger Consulting LLC	11,130.00	HS Football fundraiser	HS Cheerleading	7,795.00
Riddell / All American Sports Corp	8,167.90	HS Football helmet reconditioning	Chesak Library	7,772.36
Cheer Shoppe, The	7,750.50	HS Cheerleading apparel & sashes	HS PE	6,926.45
Literati Inc	7,467.46	Chesak Library Book Fair cost	HS Journalism	5,902.39
Skatetime School Programs Inc	5,198.00	HS PE outing	HS Girls Volleyball	5,657.00
Heineman Middle School PTO	5,065.00	Heineman Color Run proceeds	Chesak In & Out	5,583.00
Cal's Angels	4,870.00	Gold-Out' shirt fundraiser/donation	Marlowe Outdoor Activity	4,740.00
Graphic Edge, The	3,203.78	HS Girls Volleyball apparel & balls	HS Drama Club	4,430.00
Goebberts Pumpkin Patch	3,107.00	Chesak 1st grade field trip	HS Football	2,721.55
Chicago Classic Coach	3,000.00	Heineman Chorus/Band trip trans.	Heineman Outdoor Activity	2,710.00
Bre Choreography Management	2,522.47	HS Poms competition choreography	Heineman Cheerleading	2,550.00
Jamison, Bryan	2,500.00	HS Marching Band percussion	Heuck Memorial Scholarship	2,316.36
Stewart, Tyler	2,500.00	HS Marching Band show design	Marlowe Cheerleading	2,198.00
FastSigns	2,377.96	HS Boys BB locker room signs	HS Girls Tennis	2,147.50
Royal Oak Farm	2,260.00	Chesak field trip	Martin In & Out	1,874.00
TeamLeader	2,154.76	Marlowe Cheerleading uniforms	HS Girls Golf	1,600.00
Huntley Community School Dist 158	1,560.00	HS Girls Volleyball invite officials	Martin Band	1,352.42



# Fund Balance Report

Printed: 11/13/2023 8:27 AM

Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
100	District In & Out	0.00	0.00	960.00	960.00	0.00	0.00	0.00
101	Interest/Service Charge	0.00	1,253.10	0.00	4,773.82	4,773.82	75,083.33	79,857.15
102	District Pepsi Account	1,260.00	155.22	1,914.28	206.47	(1,707.81)	6,881.67	5,173.86
104	Activity Food Service	168.78	0.00	419.37	0.00	(419.37)	1,376.56	957.19
105	District Recycling	0.00	0.00	0.00	0.00	0.00	5,124.57	5,124.57
111	Huntley Hootenanny	25.00	0.00	2,600.00	500.00	(2,100.00)	2,500.00	400.00
112	Foundation Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
113	Schaffenegger Memorial	0.00	0.00	1,000.00	0.00	(1,000.00)	17,580.89	16,580.89
118	Gifted Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1202	Mackeben Pop	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1203	Mackeben Recycling	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1204	Mackeben Art	0.00	0.00	1,099.59	0.00	(1,099.59)	2,895.75	1,796.16
1205	Mackeben Reading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1209	Mackeben Field Trips	0.00	720.00	2,020.00	1,730.00	(290.00)	3,121.46	2,831.46
1210	Mackeben Library	255.00	0.00	300.00	0.00	(300.00)	5,191.18	4,891.18
1240	Mackeben In & Out	0.00	0.00	537.56	0.00	(537.56)	361.76	(175.80)
1400	Heineman LRC	0.00	20.98	0.00	20.98	20.98	79.14	100.12
1401	Heineman Snow Hawks	0.00	0.00	0.00	0.00	0.00	2,908.63	172,2,908.63
1402	Heineman Play	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1403	Heineman Yearbook	0.00	0.00	0.00	68.00	68.00	1,556.93	1,624.93
1404	Heineman PBIS	0.00	388.80	153.93	574.50	420.57	1,150.53	1,571.10
1405	Heineman Service Club	0.00	0.00	0.00	0.00	0.00	0.11	0.11
1406	Heineman Chorus/Band	5,362.49	7,829.00	15,393.99	30,764.00	15,370.01	4,105.00	19,475.01
1407	Heineman Wrestling	0.00	0.00	0.00	0.00	0.00	81.65	81.65
1408	Heineman Cheerleading	0.00	2,550.00	0.00	2,550.00	2,550.00	358.94	2,908.94
1409	Heineman Track	488.67	0.00	488.67	0.00	(488.67)	789.62	300.95
1410	Heineman Charitable Contributions	0.00	0.00	65.00	0.00	(65.00)	1,226.03	1,161.03
1411	Heineman Cross Country	0.00	0.00	0.00	812.00	812.00	258.53	1,070.53
1412	Heineman Volleyball	0.00	0.00	0.00	935.00	935.00	110.43	1,045.43
1413	Heineman PE	5,065.00	0.00	14,655.00	15.00	(14,640.00)	17,859.01	3,219.01
1414	Heineman Student Council	0.00	935.16	0.00	935.16	935.16	1,882.04	2,817.20
1416	Heineman Poms	0.00	60.00	0.00	660.00	660.00	971.56	1,631.56
1417	Heineman Girls Basketball	0.00	0.00	0.00	0.00	0.00	25.66	25.66
1418	Heineman Outdoor Activity	0.00	2,710.00	11,126.96	23,571.00	12,444.04	8,238.75	20,682.79
1419	Heineman Athletics	179.78	0.00	138.34	250.00	111.66	738.40	850.06
1420	Heineman Boys Basketball	0.00	0.00	0.00	0.00	0.00	1,472.88	1,472.88

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# Fund Balance Report

Printed: 11/13/2023 8:27 AM

Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
1421	Heineman Ecology Club	0.00	0.00	0.00	0.00	0.00	35.43	35.43
1422	Heineman Computer Lab	0.00	0.00	0.00	0.00	0.00	743.24	743.24
1423	Heineman Art Club	0.00	0.00	0.00	0.00	0.00	823.20	823.20
1425	Heineman Engineering Club	0.00	0.00	0.00	0.00	0.00	23.34	23.34
1440	Heineman In & Out	90.02	483.00	383.58	483.00	99.42	528.92	628.34
1441	Heineman Foods Club	0.00	124.75	0.00	294.75	294.75	1,309.74	1,604.49
1442	Heineman Board Game Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1461	Heineman 6th Grade Team 1	0.00	0.00	0.00	0.00	0.00	316.91	316.91
1462	Heineman 6th Grade Team 2	0.00	0.00	0.00	0.00	0.00	254.56	254.56
1471	Heineman 7th Grade Team 1	0.00	0.00	0.00	0.00	0.00	961.00	961.00
1472	Heineman 7th Grade Team 2	99.22	0.00	191.87	0.00	(191.87)	373.85	181.98
1480	Heineman 8th Grade Trips	0.00	0.00	60.00	0.00	(60.00)	3,997.29	3,937.29
1481	Heineman 8th Grade Team 1	0.00	0.00	0.00	0.00	0.00	347.82	347.82
1482	Heineman 8th Grade Team 2	0.00	0.00	0.00	0.00	0.00	1,651.16	1,651.16
1701	Conley School Store	0.00	0.00	0.00	0.00	0.00	947.14	947.14
1702	Conley Pop	0.00	51.00	0.00	51.00	51.00	84.97	135.97
1703	Conley Recycling	0.00	0.00	0.00	0.00	0.00	106.94	106.94
1704	Conley PBIS	0.00	0.00	0.00	0.00	0.00	2.00	173 2.00
1706	Conley Band	0.00	(433.21)	80.00	2,606.79	2,526.79	1,771.46	4,298.25
1707	Conley Jean Fund	0.00	0.00	0.00	0.00	0.00	19.24	19.24
1708	Conley Disc Golf Club	0.00	0.00	0.00	1,260.00	1,260.00	0.00	1,260.00
1709	Conley Field Trips	0.00	0.00	0.00	0.00	0.00	228.78	228.78
1710	Conley Library	30.35	0.00	355.03	0.00	(355.03)	8,964.89	8,609.86
1712	Conley Art	0.00	0.00	14.13	0.00	(14.13)	2,723.12	2,708.99
1713	Conley Yearbook	0.00	0.00	0.00	0.00	0.00	1,403.39	1,403.39
1740	Conley In & Out	38.46	0.00	237.36	0.00	(237.36)	690.17	452.81
195	LIGHT Program	0.00	0.00	0.00	0.00	0.00	1,506.34	1,506.34
196	Music Camps District-wide	0.00	0.00	0.00	0.00	0.00	0.00	0.00
198	MS Orchestra District-wide	0.00	0.00	0.00	0.00	0.00	551.57	551.57
199	Preschool	38.46	0.00	153.84	0.00	(153.84)	3,755.29	3,601.45
202	Chesak Pop	0.00	26.48	0.00	26.48	26.48	85.00	111.48
203	Chesak Recycling	0.00	0.00	0.00	0.00	0.00	9.49	9.49
204	Chesak Art	0.00	0.00	0.00	0.00	0.00	6,677.22	6,677.22
205	Chesak Yearbook	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206	Chesak Music	0.00	0.00	(119.92)	0.00	119.92	3,224.57	3,344.49
209	Chesak Field Trips	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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# Fund Balance Report

Printed: 11/13/2023 8:27 AM

Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
210	Chesak Library	7,467.46	7,772.36	10,043.59	7,772.36	(2,271.23)	16,201.10	13,929.87
212	Chesak Dine & Share	0.00	0.00	0.00	0.00	0.00	578.58	578.58
240	Chesak In & Out	5,367.00	5,583.00	6,489.62	5,585.00	(904.62)	3,909.59	3,004.97
301	Leggee School Store	0.00	0.00	0.00	0.00	0.00	6,214.21	6,214.21
302	Leggee Pop	0.00	86.03	0.00	86.03	86.03	302.76	388.79
303	Leggee Recycling	0.00	0.00	0.00	0.00	0.00	15.92	15.92
304	Leggee Art	0.00	0.00	141.77	0.00	(141.77)	5,099.78	4,958.01
305	Leggee Chorus/Band	0.00	386.79	0.00	1,306.79	1,306.79	2,073.29	3,380.08
306	Leggee Fundraisers	0.00	0.00	0.00	0.00	0.00	265.10	265.10
307	Leggee Donations & Grants	85.41	0.00	85.41	0.00	(85.41)	2,281.04	2,195.63
308	Leggee Music	326.60	18.00	326.60	222.00	(104.60)	0.00	(104.60)
309	Leggee Field Trips	0.00	0.00	0.00	6.00	6.00	988.11	994.11
310	Leggee Library	0.00	0.00	0.00	0.00	0.00	5,545.78	5,545.78
311	Leggee Recreation	127.93	0.00	172.59	0.00	(172.59)	1,187.68	1,015.09
313	Leggee Yearbook	0.00	0.00	0.00	15.00	15.00	1,537.52	1,552.52
340	Leggee In & Out	8.97	0.00	8.97	0.00	(8.97)	90.26	81.29
400	Marlowe LRC	0.00	0.00	0.00	0.00	0.00	220.80	220.80
401	Marlowe Pop	307.04	0.00	557.99	321.72	(236.27)	397.82	174 161.55
402	Marlowe Fundraiser Funds	0.00	0.00	0.00	23.70	23.70	404.25	427.95
403	Marlowe Yearbook	0.00	0.00	601.94	0.00	(601.94)	3,876.60	3,274.66
404	Marlowe School Store	0.00	0.00	0.00	0.00	0.00	6,559.98	6,559.98
405	Marlowe Student Council	0.00	0.00	0.00	0.00	0.00	395.86	395.86
406	Marlowe Chorus/Band	24,399.90	11,088.00	28,449.90	33,811.00	5,361.10	23,491.89	28,852.99
407	Marlowe Wrestling	0.00	0.00	0.00	0.00	0.00	164.86	164.86
408	Marlowe Cheerleading	2,668.23	2,198.00	6,662.23	8,858.50	2,196.27	3,218.89	5,415.16
409	Marlowe Track	0.00	0.00	0.00	0.00	0.00	251.14	251.14
410	Marlowe Spanish Club	0.00	0.00	0.00	0.00	0.00	162.44	162.44
411	Marlowe Cross Country	0.00	90.00	0.00	90.00	90.00	7.43	97.43
412	Marlowe Volleyball	(21.86)	0.00	973.26	0.00	(973.26)	3,953.38	2,980.12
413	Marlowe Philanthropy	0.00	0.00	0.00	0.00	0.00	6,464.47	6,464.47
414	Marlowe Academic Club	0.00	0.00	0.00	0.00	0.00	41.68	41.68
415	Marlowe Play	0.00	40.00	0.00	40.00	40.00	6.37	46.37
416	Marlowe Service Club	0.00	0.00	0.00	0.00	0.00	1,210.86	1,210.86
417	Marlowe Girls Basketball	1,317.94	0.00	1,317.94	0.00	(1,317.94)	148.23	(1,169.71)
418	Marlowe Outdoor Activity	21,280.00	4,740.00	43,347.08	41,302.63	(2,044.45)	8,608.61	6,564.16
419	Marlowe Athletics	1,556.91	120.00	2,608.46	120.00	(2,488.46)	2,596.67	108.21

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# Fund Balance Report

Printed: 11/13/2023 8:27 AM

Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
420	Marlowe Boys Basketball	1,504.08	0.00	6,324.96	0.00	(6,324.96)	18,596.82	12,271.86
421	Marlowe Snow Stangs	0.00	0.00	737.37	737.37	0.00	0.00	0.00
422	Marlowe Tech Lab	0.00	0.00	0.00	0.00	0.00	124.00	124.00
423	Marlowe Art Class	0.00	200.00	0.00	560.00	560.00	1,175.78	1,735.78
424	Marlowe PE	69.76	0.00	69.76	0.00	(69.76)	6,784.12	6,714.36
425	Marlowe Ecology	0.00	0.00	0.00	0.00	0.00	0.00	0.00
426	Marlowe Poms	519.70	1,200.00	2,641.98	3,672.00	1,030.02	2,474.39	3,504.41
427	Marlowe Musical	0.00	0.00	0.00	0.00	0.00	964.07	964.07
428	Marlowe Chess Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
429	Marlowe Golf	2,052.00	0.00	2,052.00	2,625.00	573.00	0.00	573.00
430	Marlowe Boys Volleyball	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440	Marlowe In & Out	0.00	0.00	0.00	0.00	0.00	327.57	327.57
441	Marlowe Foods Club	0.00	5.00	0.00	105.00	105.00	0.00	105.00
461	Marlowe 6th Grade	0.00	0.00	87.08	0.00	(87.08)	142.95	55.87
471	Marlowe 7th Grade	0.00	0.00	0.00	0.00	0.00	76.53	76.53
481	Marlowe 8th Grade	30.00	0.00	30.00	1,476.25	1,446.25	1,478.57	2,924.82
500	HS Leos Club	18.66	453.00	18.66	453.00	434.34	351.38	785.72
501	HS Raider Nation	0.00	0.00	0.00	0.00	0.00	0.00	175 0.00
502	HS Art	0.00	0.00	0.00	0.00	0.00	294.97	294.97
503	HS Yearbook	20.00	461.00	34.44	631.00	596.56	1,347.20	1,943.76
504	HS Girls Cross Country	0.00	250.00	0.00	934.39	934.39	0.00	934.39
505	HS Student Council	94.87	50,236.43	10,756.83	38,644.43	27,887.60	49,730.57	77,618.17
506	HS Chorus	0.00	0.00	0.00	0.00	0.00	467.60	467.60
507	HS Color Guards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
508	HS Pop	305.46	188.00	950.32	469.95	(480.37)	771.59	291.22
509	HS Math Club	0.00	400.00	0.00	400.00	400.00	1,008.46	1,408.46
510	HS Girls Golf	135.65	1,600.00	5,610.75	5,845.30	234.55	3,299.07	3,533.62
511	HS Drama Club	54.95	4,430.00	4,032.35	10,430.00	6,397.65	344.88	6,742.53
512	HS Pom Poms	4,248.82	490.00	12,831.20	14,793.05	1,961.85	3.10	1,964.95
513	HS SnowRaiders Club	0.00	0.00	0.00	0.00	0.00	5,552.73	5,552.73
514	HS World Languages Club	0.00	0.00	0.00	0.00	0.00	669.46	669.46
515	HS Boys Track	1,710.00	0.00	3,860.00	1,290.48	(2,569.52)	6,566.55	3,997.03
516	HS Activities Director	1,142.90	0.00	1,142.90	0.00	(1,142.90)	13,327.29	12,184.39
517	HS HOSA Medical Club	0.00	718.00	2,295.46	2,503.00	207.54	2,738.89	2,946.43
518	HS NHS	1,444.00	0.00	3,329.00	4,039.20	710.20	2,379.48	3,089.68
519	HS Co-Op (VICA)	250.00	0.00	500.00	0.00	(500.00)	7,739.62	7,239.62

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# Fund Balance Report

Printed: 11/13/2023 8:27 AM

Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
520	HS Musical	0.00	0.00	0.00	0.00	0.00	479.17	479.17
521	HS Athletic Varsity	14,734.75	25,491.25	23,589.93	43,588.42	19,998.49	11,488.50	31,486.99
522	HS Girls Volleyball	8,498.23	5,657.00	30,241.08	42,035.61	11,794.53	3,037.26	14,831.79
523	HS Boys Golf	347.51	0.00	3,734.17	6,922.80	3,188.63	1,965.76	5,154.39
524	HS Softball	1,125.00	0.00	1,621.00	1,920.60	299.60	5,671.27	5,970.87
525	HS Baseball	0.00	0.00	8,123.97	4,412.98	(3,710.99)	4,117.89	406.90
526	HS Girls Basketball	0.00	750.00	9,440.15	8,415.20	(1,024.95)	4,272.55	3,247.60
527	HS Boys Basketball	2,585.89	0.00	16,733.76	19,478.84	2,745.08	7,621.25	10,366.33
528	HS Cheerleading	7,750.50	7,795.00	20,747.21	44,174.34	23,427.13	24,263.94	47,691.07
529	HS Wrestling	870.00	750.00	5,196.00	2,690.48	(2,505.52)	13,832.99	11,327.47
530	HS Boys Cross Country	0.00	250.00	2,346.00	4,150.44	1,804.44	2,237.82	4,042.26
531	HS FBLA	0.00	0.00	0.00	0.00	0.00	8,852.41	8,852.41
532	Heuck Memorial Scholarship	0.00	2,316.36	0.00	2,316.36	2,316.36	0.00	2,316.36
533	HS Speech	42.00	0.00	42.00	0.00	(42.00)	2,288.46	2,246.46
534	HS Academic Team	0.00	0.00	0.00	0.00	0.00	308.76	308.76
535	HS Journalism	9,223.73	5,902.39	10,956.24	27,335.40	16,379.16	2,981.50	19,360.66
536	HS Soccer	7,741.31	0.00	41,046.58	36,936.29	(4,110.29)	73,010.00	68,899.71
537	HS Field Trips	0.00	256.00	350.00	606.00	256.00	1,009.75	1,265.75
538	HS Football	15,635.79	2,721.55	92,440.92	131,407.76	38,966.84	12,146.83	51,113.67
539	HS Special Olympics	0.00	0.00	0.00	0.00	0.00	445.09	445.09
540	HS In & Out	0.00	0.00	1,500.00	1,175.66	(324.34)	1,250.71	926.37
541	HS Industrial Arts	6,218.34	170.00	6,540.22	6,760.00	219.78	1,353.50	1,573.28
542	HS PE	6,060.90	6,926.45	32,360.22	29,178.94	(3,181.28)	32,474.35	29,293.07
543	HS Girls Track	65.00	0.00	8,092.82	6,180.76	(1,912.06)	7,626.95	5,714.89
544	HS Blooms Courtyard	0.00	0.00	0.00	0.00	0.00	540.90	540.90
545	HS Girls Tennis	35.99	2,147.50	6,854.29	7,177.86	323.57	364.15	687.72
546	HS Media Center	0.00	0.00	0.00	0.00	0.00	1,727.25	1,727.25
547	HS Buddies Club	39.20	673.00	818.38	2,125.69	1,307.31	1,627.59	2,934.90
548	HS Robotics Club	0.00	0.00	500.00	132.00	(368.00)	3,912.59	3,544.59
549	HS Assessments	0.00	0.00	1,695.65	150.00	(1,545.65)	25,099.84	23,554.19
550	HS Community Service Club	0.00	0.00	0.00	0.00	0.00	2,787.78	2,787.78
551	HS Custom Designs	0.00	0.00	0.00	220.80	220.80	1,972.27	2,193.07
552	HS Orchesis Club	0.00	0.00	0.00	0.00	0.00	2,879.15	2,879.15
553	HS Environmental Club	0.00	0.00	0.00	0.00	0.00	543.63	543.63
554	HS Art Club	0.00	168.00	0.00	648.00	648.00	465.74	1,113.74
555	HS Boys Lacrosse	0.00	0.00	0.00	0.00	0.00	873.33	873.33

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# Fund Balance Report

Printed: 11/13/2023 8:27 AM

Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
556	HS Marching Band	7,065.00	0.00	9,291.00	7,906.00	(1,385.00)	7,399.92	6,014.92
557	HS Culinary Club	0.00	0.00	0.00	0.00	0.00	67.50	67.50
558	HS Fashion Club	0.00	0.00	0.00	0.00	0.00	485.73	485.73
559	HS Social Studies Trips	0.00	0.00	0.00	0.00	0.00	3,202.87	3,202.87
560	HS PBIS Raider Way	0.00	0.00	0.00	0.00	0.00	2,607.88	2,607.88
561	HS Girls Bowling	0.00	0.00	1,290.00	1,545.81	255.81	540.52	796.33
562	HS Swimming	0.00	1,205.00	6,249.00	8,536.00	2,287.00	523.49	2,810.49
563	HS Fishing Club	0.00	0.00	0.00	0.00	0.00	0.77	0.77
564	HS Science Club	0.00	0.00	0.00	0.00	0.00	3,222.97	3,222.97
565	HS Hope Squad	0.00	0.00	0.00	5,074.34	5,074.34	1,657.42	6,731.76
566	HS Horticulture Club	0.00	0.00	0.00	0.00	0.00	3,190.54	3,190.54
567	HS Orchestra	774.00	0.00	774.00	0.00	(774.00)	1,124.81	350.81
568	HS Medical Academy	125.00	150.00	1,097.19	215.00	(882.19)	1,250.01	367.82
569	HS Athletic Trainers	0.00	0.00	93.83	107.00	13.17	0.00	13.17
570	HS SES Program	0.00	0.00	0.00	0.00	0.00	714.90	714.90
571	HS Girls Lacrosse	0.00	0.00	1,857.70	3,111.85	1,254.15	14,291.83	15,545.98
572	HS Autos Club	842.02	0.00	842.02	1,413.60	571.58	1,610.09	2,181.67
573	HS Boys Volleyball	400.00	96.00	400.00	1,437.04	1,037.04	468.16	1,505.20
574	HS Life Skills	0.00	0.00	0.00	0.00	0.00	350.82	350.82
575	HS Job Skills	206.92	0.00	206.92	1,221.00	1,014.08	888.74	1,902.82
576	HS Chess Team	0.00	0.00	0.00	0.00	0.00	846.15	846.15
577	HS Boys Bowling	0.00	0.00	0.00	97.62	97.62	202.84	300.46
578	HS Boys Tennis	0.00	0.00	0.00	0.00	0.00	0.00	0.00
598	HS Incubator Pgm	200.89	0.00	1,649.89	0.00	(1,649.89)	35,011.34	33,361.45
599	HS Senior Class Gift	14,147.00	0.00	14,147.00	12,500.00	(1,647.00)	8,742.94	7,095.94
701	Martin School Store	534.92	0.00	534.92	0.00	(534.92)	4,685.97	4,151.05
702	Martin Pop	53.08	48.28	53.08	48.28	(4.80)	395.87	391.07
704	Martin Art	0.00	0.00	0.00	0.00	0.00	6,980.65	6,980.65
706	Martin Band	0.00	1,352.42	0.00	4,186.42	4,186.42	1,358.23	5,544.65
709	Martin Fieldtrips	2,032.00	1,253.00	2,032.00	1,253.00	(779.00)	3,125.05	2,346.05
710	Martin Library	540.50	28.00	552.50	28.00	(524.50)	13,432.25	12,907.75
712	Martin Fundraising	487.46	0.00	487.46	0.00	(487.46)	8,637.69	8,150.23
713	Martin Yearbook	0.00	0.00	0.00	0.00	0.00	4,271.34	4,271.34
740	Martin In & Out	1,872.00	1,874.00	1,872.00	1,874.00	2.00	371.35	373.35
		<u>\$201,848.54</u>	<u>\$177,609.09</u>	<u>\$581,722.09</u>	<u>\$743,914.29</u>	<u>\$162,192.20</u>	<u>\$842,451.21</u>	<u>\$1,004,643.41</u>

Specialized Data Systems, Inc.

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# Fund Balance Report

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Huntley Community School District 158

Fund	Description	<u>Month to Date</u>		<u>Year to Date</u>		YTD Change	<u>Fund Balance</u>	
		Expense	Income	Expense	Income		Start of Year	Current



# Huntley Community School District 158

650 Dr. John Burkey Drive

Algonquin, Illinois 60102

(847) 659-6158 • www.district158.org

## October 2023 Financial Executive Summary

The October 2023 month and YTD results are as follows:

Operating Funds: 10, 20, 40, 50, and 70

	FY24 October	FY24 YTD	FY24 Budget	
Total Local	\$ 7,425,039	\$ 28,239,645	\$ 85,876,808	33%
Total State	4,668,428	11,758,033	\$ 37,750,481	31%
Total Federal	1,306,953	1,364,935	\$ 5,555,369	25%
Operating Revenues	<u>\$ 13,400,420</u>	<u>\$ 41,362,612</u>	<u>\$ 129,182,658</u>	32%
Salaries	\$ 6,644,717	\$ 25,253,550	\$ 76,066,578	33%
Employee Benefits	\$ 1,840,360	\$ 7,400,676	\$ 21,962,860	34%
Purchased Services	\$ 935,616	\$ 5,272,209	\$ 12,162,183	43%
Supplies & Materials	\$ 591,796	\$ 2,706,007	\$ 9,443,070	29%
Capital Outlay	\$ 95,860	\$ 3,237,849	\$ 4,275,972	76%
Other Objects	\$ 149,963	\$ 152,517	\$ 3,578,234	4%
Operating Expenses	<u>10,258,312</u>	<u>44,022,808</u>	<u>127,488,897</u>	35%
Net Operating Surplus (Deficit)	<u>\$ 3,142,109</u>	<u>\$ (2,660,196)</u>	<u>\$ 1,693,761</u>	

All Funds:

	FY24 October	FY24 YTD	FY24 Budget	
Total Revenues	\$ 14,470,324	\$ 45,259,850	\$ 141,789,353	32%
Total Expenses	10,328,087	45,201,095	127,565,100	35%
Net All Funds Surplus (Deficit)	<u>\$ 4,142,237</u>	<u>\$ 58,755</u>	<u>\$ 14,224,253</u>	

The District closed October with an operating net deficit of \$2.66M. The majority of the revenue was due to recognition of monthly 2022 Levy and EBF as well as receipt of the Digital Equity and IDEA Grants. Total revenues are at 32% of budget, and total expenditures are at 35% of the budget. The all funds surplus of \$58k is primarily driven by the receipt of Digital Equity and IDEA Grant.

October operating revenues of \$13.4M are mainly due to the recognition of \$6.7M levy 2022 property taxes, \$2.9M Evidence Based Funding (EBF), \$687 Digital Equity grant, \$578k in interest earnings, \$366k IDEA grant, and \$275k in Foodservice.

Approximately 83% of October operating expenditures cover salaries and benefits. Major expenditures making up the \$935k in operating Purchased Services was for contracted custodial service (\$377K), contracted transportation (\$34k), alternative schools (\$32k), contracted substitute teaching (\$32k), curriculum (\$28k), and building maintenance and repairs (\$26k). The \$591k in Supplies and Materials includes cafeteria supplies (\$150k), buildings and grounds (\$61k), electricity (\$43k), diesel (\$25k), IDEA supplies (\$22k), football supplies (\$20k), and fleet supplies (\$18k). Capital Outlay of \$95k is for building projects (\$28k), EV power station (\$14k), a driver education vehicle (\$12k), building projects (\$16k) and cafeteria equipment (\$25k). The majority of the Other Objects is for special ed tuition.

The District began FY24 with \$55.5 million in cash and as of the end of October 2023, the cash balance approximated \$66.3 million. The District holds \$4.98M with BMO, \$52.7M through PMA, and \$7.6M with Fifth Third.

## October 2023 Financial Executive Summary

Major transactions for October 2023 include:

Non-Salary Major Cash Expenditures		Major Revenues Received/Recognized	
Blue Cross Blue Shield (Medical Ins)	\$ 1,100,134	Monthly Op Levy 2022 Recognition	\$6,663,487
GSF USA (Cont. Custodial)	\$ 404,646	Evidence Based Funding	\$2,903,514
BMO Mastercard (P-Card)	\$ 169,923	Digital Equity Grant	\$687,332
Gordon Food Service (Foodservice)	\$ 113,946	Interest Earnings	\$581,504
Metlife (Dental Ins)	\$ 69,719	IDEA Grant	\$365,030
Easterseals (SpEd Tuition)	\$ 40,500	Foodservice	\$275,408
Fox Valley Fire Safety (O&M)	\$ 39,860		
Schoolbells Ltd (Cont. Transportation)	\$ 33,713		
Imagine Learning (Curriculum)	\$ 32,200		
ArbiterPay (Athletic Refs)	\$ 29,040	<b>October 2023 ISBE (State) Receivable</b>	
Hargave Builders (O&M)	\$ 28,731	IL Driver Education	\$14,685
ComEd (Electricity)	\$ 27,329		
Blu Petroleum	\$ 25,046		
Trimark Marlinn (Cafeteria Equipment)	\$ 22,890	<b>Total</b>	<b>\$14,685</b>
HR Green (Transportation-EV Bus Station)	\$ 21,889		
USPS (Prepaid Postage)	\$ 20,006		
CT Veach (O&M)	\$ 19,845		

Monthly Insurance Update:

Claims Paid	Aug 2023	Sep 2023	Oct 2023	FY24 YTD
	\$ 993,840	\$ 1,057,840	\$ 851,236	\$ 3,779,153
Total	\$ 993,840	\$ 1,057,840	\$ 851,236	\$ 3,779,153
Settlement Costs - BC/BS	269,360	270,831	266,810	1,077,687
Average Monthly Claims	\$ 1,016,085	\$ 1,030,671	\$ 906,994	
Based on the last 12 months of claims				
<b>Total Insurance Costs</b>	<b>\$ 1,223,115</b>	<b>\$ 1,303,587</b>	<b>\$ 1,109,656</b>	<b>\$ 4,307,534</b>
<b>Includes employee contributions</b>				
<b>FY24 Budget</b>				<b>\$ 12,291,896</b>

October 2023 claims of \$851k compares to \$618k in October 2022. Average claims per month for FY24 is \$906k and compares to \$848k for the same period in FY23, representing an approximate 7% increase over prior year. (These figures include stop loss credits of \$864K.) At the current claim rate the district is trending over budget.

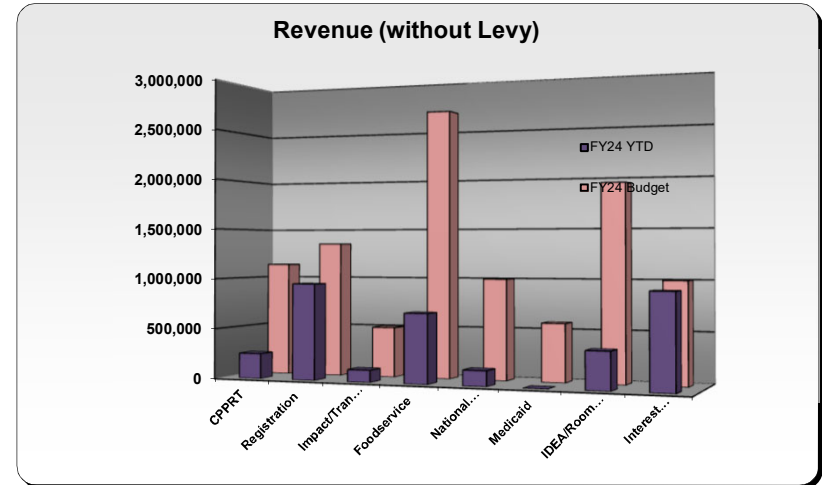
**October 2023 Dashboard**

Revenue					
	Prior YTD	FY24 YTD	FY24 Budget	%	Variance
Operating Levies	23,433,085	28,185,255	87,016,895	32%	58,831,640
MCATs	1,533,780	1,282,904	5,208,218	25%	3,925,314
CPPRT	366,023	249,136	1,135,980	22%	886,844
Registration	768,959	950,849	1,350,367	70%	399,518
Impact/Transition Fees	92,907	119,831	500,000	24%	380,169
Foodservice	667,239	679,625	2,675,194	25%	1,995,569
National School Lunch	160,369	151,864	1,000,000	15%	848,136
Medicaid	7,112	0	575,000	0%	575,000
IDEA/Room & Board	0	366,736	1,935,472	19%	1,568,736
Interest Earnings-Total	326,888	917,122	1,000,000	92%	82,878

- Tracking with Budget
- Plus or minus 10 percent of Budget
- Unfavorable budget variance exceeding 10%

**Monthly Notes - Revenue**

- ▶ Received Digital Equity and IDEA Grant payments.
- ▶ We are on track with all other revenue.

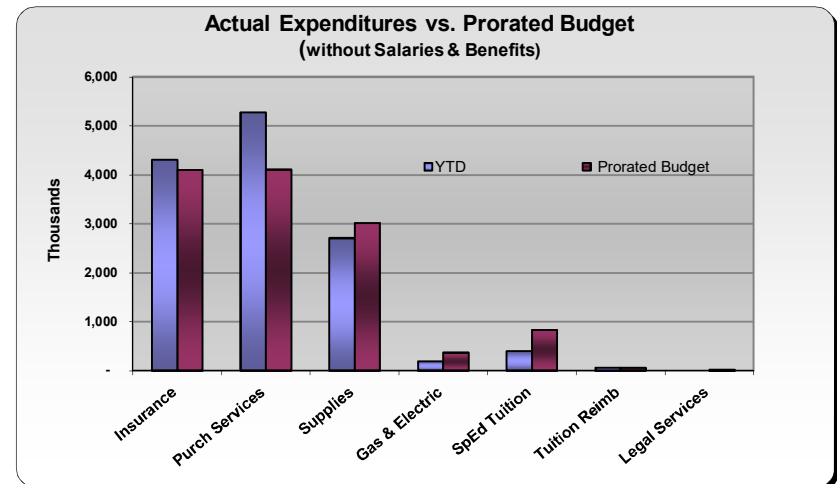


Key Operating Expenditures					
	Prior YTD	FY24 YTD	FY24 Budget	%	Budget Bal.
Salaries & Benefits	30,315,111	32,654,226	99,058,705	33%	66,404,479
Insurance	3,421,516	4,307,534	12,291,896	35%	7,984,362
Purchased Services	4,801,162	5,272,209	12,316,750	43%	7,044,541
Supplies	1,560,558	2,706,007	9,043,788	30%	6,337,781
Gas & Electric	137,294	188,938	1,100,000	17%	911,062
SpEd Tuition	287,896	398,173	2,495,448	16%	2,097,275
Tuition Reimb	75,468	60,876	165,000	37%	104,124

- Tracking with Budget
- Plus or minus 10 percent of Budget
- Unfavorable budget variance exceeding 10%

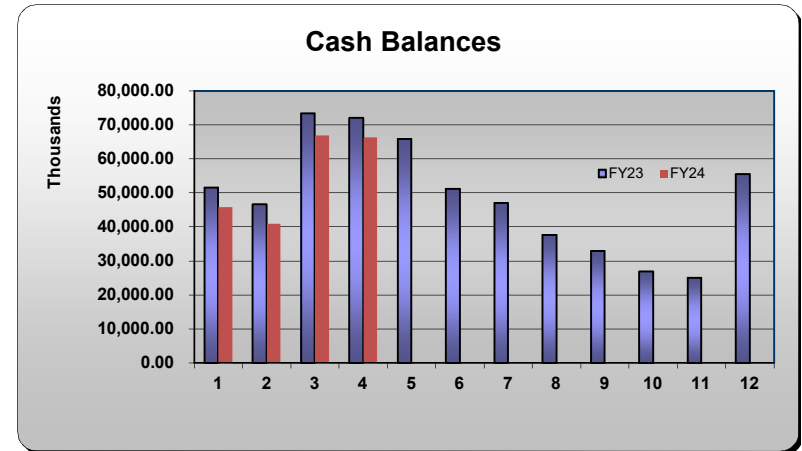
**Monthly Notes - Expenditures**

- ▶ Expenses are on track with budget.
- ▶ Purchased services are tracking slightly higher compared to prior year, no material concerns at this time.



**October 2023 Dashboard**

Balance Sheet - Cash Flow				
	Prior YTD	FY24 YTD	%	Variance
<b>Cash and Investments</b>	71,947,215	66,359,597	92%	(5,587,618)
A/R Total	1,981,237	768,695	39%	(1,212,541)
A/R State	1,549,382	358,243	23%	(1,191,140)
Deferred Revenue	10,897,265	11,534,730	106%	637,464
Contracts Payable	7,806,143	7,978,429	102%	172,286
Self Insurance Res.	2,487,781	3,340,050	134%	852,269

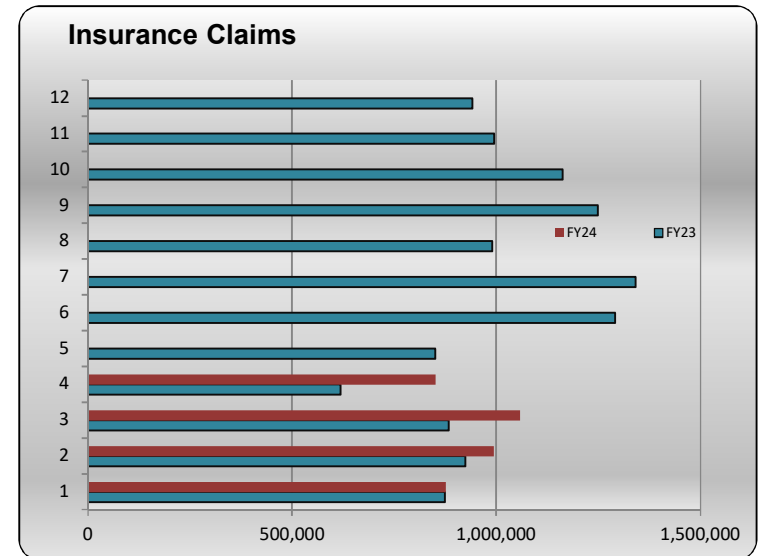


**Monthly Notes - Balance Sheet**

- ▶ Contracts Payable has been adjusted for 2024 summer payrolls.
- ▶ State Receivable are \$1.2 less due to receipt of IL EPA Grant.

FY23 AFR Data				
	FY23	FY22	%	Variance
Fund Balance to Revenue Ratio	0.30	0.33	91%	(0.03)
Expenditure to Revenue Ratio	1.02	1.01	99%	(0.01)
Days Cash on Hand	134.59	159.39	84%	(24.80)
Percent Short-Term Borrowing Max Remain	100.00	100.00	100%	0.00
Percent Long-Term Debt Margin Remaini	57.99	57.69	101%	0.30
ISBE Rating	<b>3.45</b>	3.45	100%	0.00
Operating Expense per Pupil	13,996.00	13,831.00	101%	165.00
	<b>REVIEW</b>	<b>REVIEW</b>		

- ▶ The District ISBE rating remained at REVIEW in FY23.



# Revenue Report

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Huntley Community School District 158

Educational Fund 10						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1100	Designated Levies				
Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance	% of Budget Revenue	Account Number
1100 Designated Levies	4,973,237.36	19,892,944.24	(61,369,125.00)	(41,476,180.76)	32.42	
1200 Payments In Lieu Of Taxes	208,566.20	249,135.64	(971,677.53)	(722,541.89)	25.64	
1300 Tuition	6,469.00	54,312.20	(336,982.02)	(282,669.82)	16.12	
1500 Earnings On Investments	399,820.02	519,556.87	(320,453.33)	199,103.54	162.13	
1600 Food Service	275,408.32	679,625.21	(2,675,194.01)	(1,995,568.80)	25.54	
1700 District/School Activity Income	48,373.00	326,731.80	(1,393,613.14)	(1,066,881.34)	23.44	
1800 Textbook Income	21,137.44	950,849.07	(1,350,367.36)	(399,518.29)	70.41	
1900 Other Local Revenues	64,800.42	174,701.92	(395,623.70)	(205,921.78)	47.95	
<b>1000 RECEIPTS/REVENUE FROM LOCAL SOURCES</b>	<b>5,997,811.76</b>	<b>22,847,856.95</b>	<b>(68,813,036.09)</b>	<b>(45,950,179.14)</b>	<b>33.23</b>	* Source of Revenue
3001 General State Aide	2,903,514.00	8,710,542.00	(29,842,417.81)	(21,131,875.81)	29.19	
3100 Special Education	0.00	423,016.81	(1,478,055.04)	(1,055,038.23)	28.62	
3200 Career And Technical Education (Cte) - Tech Prep	0.00	0.00	(34,058.00)	(34,058.00)	0.00	
3300 Bilingual/StateFreeLunch/Dr Ed	327.36	10,571.77	(67,279.86)	(56,708.09)	15.71	
3500 Transportation - Reg/Voc/SpEd	0.00	0.00	0.00	0.00	0.00	
3700 Early Childhood	0.00	0.00	(292,033.02)	(292,033.02)	0.00	
3900 Other State Revenue	0.00	0.00	(311,569.00)	(311,569.00)	0.00	
<b>3000 RECEIPTS/REVENUE FROM STATE SOURCES</b>	<b>2,903,841.36</b>	<b>9,144,130.58</b>	<b>(32,025,412.73)</b>	<b>(22,881,282.15)</b>	<b>28.55</b>	* Source of Revenue
4100 Title V	0.00	0.00	0.00	0.00	0.00	
4200 Child Nutrition	98,443.63	156,425.62	(1,005,803.00)	(849,377.38)	15.55	
4300 Title I - Low Income	0.00	0.00	(252,823.00)	(252,823.00)	0.00	
4400 Title IV - Safe And Drug-Free Schools - Formula	0.00	0.00	(16,699.00)	(16,699.00)	0.00	
4620 Federal Special Education - IDEA Flow-Through/ Low	366,736.00	366,736.00	(1,935,472.14)	(1,568,736.14)	18.95	
4700 CTE	0.00	0.00	(38,361.00)	(38,361.00)	0.00	
4800 Federal - ARRA	0.00	0.00	0.00	0.00	0.00	
4900 Other Restricted Grants Received From Federal	841,773.00	841,773.00	(2,306,211.00)	(2,224,438.00)	27.45	
<b>4000 RECEIPTS/REVENUE FROM FEDERAL SOURCES</b>	<b>1,306,952.63</b>	<b>1,364,934.62</b>	<b>(5,555,369.14)</b>	<b>(4,950,434.52)</b>	<b>21.61</b>	* Source of Revenue
7100 Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00	
7200 Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	
7300 Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00	

183

# Revenue Report

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Huntley Community School District 158

Educational Fund 10						
Source of Revenue	7000	SOURCES OF FUNDS				
Source of Revenue	7400	Transfers From Other Funds To Pay Principal On Cap				
Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget	Account Number
7400 Transfers From Other Funds To Pay Principal On Cap	0.00	0.00	0.00	0.00	0.00	
7500 Transfers From Other Funds To Pay Interest On Capi	0.00	0.00	0.00	0.00	0.00	
7900 Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00	
7000 SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
10 Educational Fund	<u>10,208,605.75</u>	<u>33,356,922.15</u>	<u>(106,393,817.96)</u>	<u>(73,781,895.81)</u>	<u>31.15</u>	Fund

# Revenue Report

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Huntley Community School District 158

Operations & Maintenance Fund 20						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1100	Designated Levies				
Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance	% of Budget Revenue	Account Number
1100 Designated Levies	779,401.78	3,117,607.12	(8,872,106.00)	(5,754,498.88)	35.14	
1500 Earnings On Investments	44,609.63	96,430.92	(230,325.86)	(133,894.94)	41.87	
1900 Other Local Revenues	20,102.89	44,551.04	(280,000.00)	(233,733.96)	16.52	
<b>1000 RECEIPTS/REVENUE FROM LOCAL SOURCES</b>	<b>844,114.30</b>	<b>3,258,589.08</b>	<b>(9,382,431.86)</b>	<b>(6,122,127.78)</b>	<b>34.75</b>	* Source of Revenue
3001 General State Aide	0.00	0.00	(2,096,243.19)	(2,096,243.19)	0.00	
3900 Other State Revenue	0.00	0.00	0.00	0.00	0.00	
<b>3000 RECEIPTS/REVENUE FROM STATE SOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>(2,096,243.19)</b>	<b>(2,096,243.19)</b>	<b>0.00</b>	* Source of Revenue
4500	0.00	0.00	0.00	0.00	0.00	
4900 Other Restricted Grants Received From Federal	0.00	0.00	0.00	0.00	0.00	
<b>4000 RECEIPTS/REVENUE FROM FEDERAL SOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Source of Revenue
7100 Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00	
7200 Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	
7300 Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00	
7900 Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00	
<b>7000 SOURCES OF FUNDS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Source of Revenue
<b>20 Operations &amp; Maintenance Fund</b>	<b>844,114.30</b>	<b>3,258,589.08</b>	<b>(11,478,675.05)</b>	<b>(8,218,370.97)</b>	<b>28.40</b>	Fund

185

# Revenue Report

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Huntley Community School District 158

Debt Service Fund or Fund Group 30						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1100	Designated Levies				
Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget	Account Number
1100 Designated Levies	896,176.08	3,584,704.32	(12,047,815.00)	(8,463,110.68)	29.75	
1500 Earnings On Investments	87,191.22	190,998.70	(178,237.34)	12,761.36	107.16	
1900 Other Local Revenues	0.00	0.00	0.00	0.00	0.00	
<b>1000 RECEIPTS/REVENUE FROM LOCAL SOURCES</b>	<b>983,367.30</b>	<b>3,775,703.02</b>	<b>(12,226,052.34)</b>	<b>(8,450,349.32)</b>	<b>30.88</b>	* Source of Revenue
7100 Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00	
7200 Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	
7400 Transfers From Other Funds To Pay Principal On Cap	0.00	0.00	0.00	0.00	0.00	
7500 Transfers From Other Funds To Pay Interest On Capi	0.00	0.00	0.00	0.00	0.00	
7600 Transfers From Other Funds To Pay Principal On Rev	0.00	0.00	0.00	0.00	0.00	
7700 Transfers From Other Funds To Pay Interest On Reve	0.00	0.00	0.00	0.00	0.00	
7900 Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00	
<b>7000 SOURCES OF FUNDS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Source of Revenue
<b>30 Debt Service Fund or Fund Group</b>	<b>983,367.30</b>	<b>3,775,703.02</b>	<b>(12,226,052.34)</b>	<b>(8,450,349.32)</b>	<b>30.88</b>	Fund

# Revenue Report

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Huntley Community School District 158

Transportation Fund 40						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1100	Designated Levies				
Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance	% of Budget Revenue	Account Number
1100 Designated Levies	196,959.00	787,836.00	(3,489,771.00)	(2,701,935.00)	22.58	
1400 Transportation Fees	0.00	351.50	(69,699.93)	(69,348.43)	0.50	
1500 Earnings On Investments	21,834.10	47,973.55	(130,184.28)	(82,210.73)	36.85	
1900 Other Local Revenues	36,750.00	36,750.00	0.00	36,750.00	0.00	
<b>1000 RECEIPTS/REVENUE FROM LOCAL SOURCES</b>	<b>255,543.10</b>	<b>872,911.05</b>	<b>(3,689,655.21)</b>	<b>(2,816,744.16)</b>	<b>23.66</b>	* Source of Revenue
3500 Transportation - Reg/Voc/SpEd	0.00	849,315.04	(3,628,825.00)	(2,779,509.96)	23.40	
3900 Other State Revenue	0.00	0.00	0.00	0.00	0.00	
<b>3000 RECEIPTS/REVENUE FROM STATE SOURCES</b>	<b>0.00</b>	<b>849,315.04</b>	<b>(3,628,825.00)</b>	<b>(2,779,509.96)</b>	<b>23.40</b>	* Source of Revenue
7300 Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00	
7900 Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00	
<b>7000 SOURCES OF FUNDS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Source of Revenue
<b>40 Transportation Fund</b>	<b>255,543.10</b>	<b>1,722,226.09</b>	<b>(7,318,480.21)</b>	<b>(5,596,254.12)</b>	<b>23.53</b>	Fund

# Revenue Report

Printed: 11/13/2023 11:42 AM  
Huntley Community School District 158

Municipal Retirement and Social Security Fund 50						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1100	Designated Levies				
Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance	% of Budget Revenue	Account Number
1100 Designated Levies	262,091.21	1,048,364.84	(3,247,966.00)	(2,199,601.16)	32.28	
1200 Payments In Lieu Of Taxes	0.00	0.00	(164,302.47)	(164,302.47)	0.00	
1500 Earnings On Investments	24,201.77	52,991.74	(80,113.40)	(27,121.66)	66.15	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	<u>286,292.98</u>	<u>1,101,356.58</u>	<u>(3,492,381.87)</u>	<u>(2,391,025.29)</u>	<u>31.54</u>	* Source of Revenue
50 Municipal Retirement and Social Security Fund	<u>286,292.98</u>	<u>1,101,356.58</u>	<u>(3,492,381.87)</u>	<u>(2,391,025.29)</u>	<u>31.54</u>	Fund

# Revenue Report

Printed: 11/13/2023 11:42 AM  
Huntley Community School District 158

Capital Projects Fund or Fund Group 60						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1500	Earnings On Investments				
Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget	Account Number
1500 Earnings On Investments	436.48	1,704.39	(30,042.50)	(28,338.11)	5.67	
1900 Other Local Revenues	86,100.00	119,830.94	(350,000.00)	(230,169.06)	34.24	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	86,536.48	121,535.33	(380,042.50)	(258,507.17)	31.98	* Source of Revenue
3900 Other State Revenue	0.00	0.00	0.00	0.00	0.00	
3000 RECEIPTS/REVENUE FROM STATE SOURCES	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
7100 Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00	
7200 Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	
7300 Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00	
7900 Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00	
7000 SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
60 Capital Projects Fund or Fund Group	86,536.48	121,535.33	(380,042.50)	(258,507.17)	31.98	Fund

# Revenue Report

Printed: 11/13/2023 11:42 AM  
Huntley Community School District 158

Working Cash Fund 70						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1100	Designated Levies				
Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget	Account Number
1100 Designated Levies	37,866.36	151,465.44	(469,260.00)	(317,794.56)	32.28	
1500 Earnings On Investments	3,410.69	7,465.43	(30,042.50)	(22,577.07)	24.85	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	41,277.05	158,930.87	(499,302.50)	(340,371.63)	31.83	* Source of Revenue
70 Working Cash Fund	41,277.05	158,930.87	(499,302.50)	(340,371.63)	31.83	Fund

# Revenue Report

Printed: 11/13/2023 11:42 AM  
Huntley Community School District 158

Fire Prevention and Safety Fund or Fund Group 90						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1100	Designated Levies				
Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget	Account Number
1100 Designated Levies	0.00	0.00	0.00	0.00	0.00	
1500 Earnings On Investments	0.01	0.04	(600.82)	(600.78)	0.01	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	0.01	0.04	(600.82)	(600.78)	0.01	* Source of Revenue
90 Fire Prevention and Safety Fund or Fund Group	0.01	0.04	(600.82)	(600.78)	0.01	Fund
<b>Report Total:</b>	<u>12,705,736.97</u>	<u>43,495,263.16</u>	<u>(141,789,353.25)</u>	<u>(99,037,375.09)</u>	<u>30.53</u>	

# Expenditure Report - Board of Education

Printed: 11/13/2023 11:46 AM  
Huntley Community School District 158

Educational Fund 10								
Function	1000	INSTRUCTION						
Object	100	SALARIES						
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number	
100 SALARIES	4,434,909.67	17,004,282.61	0.00	51,886,312.80	34,815,682.98	32.81		
200 EMPLOYEE BENEFITS	1,249,367.75	4,654,423.88	289,110.20	13,286,823.10	6,752,601.67	46.01		
300 PURCHASED SERVICES	116,074.61	480,930.51	304,166.59	2,040,934.36	1,195,173.67	42.75		
400 SUPPLIES & MATERIALS	158,118.02	1,198,307.86	269,244.68	3,135,658.00	1,279,305.87	54.80		
500 CAPITAL OUTLAY	24,190.00	46,383.00	0.00	20,000.00	975.00	97.94		
600 OTHER OBJECTS	1,671.93	28,460.59	430.00	1,017,689.00	972,374.47	4.45		
700 NON-CAPITALIZED EQUIPMENT	25,165.86	27,719.91	8,312.99	152,005.00	117,927.70	26.42		
<b>1000 INSTRUCTION</b>	<b>6,009,497.84</b>	<b>23,440,508.36</b>	<b>871,264.46</b>	<b>71,539,422.26</b>	<b>45,134,041.36</b>	<b>35.95</b>	* Function	
100 SALARIES	1,782,013.41	6,819,423.82	0.00	19,377,478.20	12,570,305.22	35.17		
200 EMPLOYEE BENEFITS	275,231.96	1,602,681.86	96,203.85	3,941,113.88	2,207,527.21	43.99		
300 PURCHASED SERVICES	187,535.39	2,317,076.78	339,251.11	4,069,253.67	1,679,853.49	63.23		
400 SUPPLIES & MATERIALS	242,427.88	911,101.25	1,101,410.06	3,197,287.00	1,123,709.53	66.10		
500 CAPITAL OUTLAY	24,688.20	57,862.26	9,937.00	35,000.00	(64,322.93)	743.23		
600 OTHER OBJECTS	8,526.61	27,894.65	812.56	97,374.00	68,478.79	29.68		
700 NON-CAPITALIZED EQUIPMENT	0.00	0.00	0.00	21,947.00	24,447.00	0.00		
<b>2000 SUPPORT SERVICES</b>	<b>2,520,423.45</b>	<b>11,736,040.62</b>	<b>1,547,614.58</b>	<b>30,739,453.75</b>	<b>17,609,998.31</b>	<b>43.82</b>	* Function	
100 SALARIES	5,705.44	22,440.22	0.00	86,120.00	57,559.78	28.05		
300 PURCHASED SERVICES	1,157.92	10,949.92	0.00	12,398.00	(7,628.92)	329.72		
400 SUPPLIES & MATERIALS	136.99	136.99	304.00	5,000.00	89,265.04	0.49		
<b>3000 COMMUNITY SERVICES</b>	<b>7,000.35</b>	<b>33,527.13</b>	<b>304.00</b>	<b>103,518.00</b>	<b>139,195.90</b>	<b>19.55</b>	* Function	
300 PURCHASED SERVICES	731.25	731.25	0.00	10,000.00	9,137.50	8.63		
600 OTHER OBJECTS	114,220.97	398,172.58	682,483.05	2,495,448.00	1,304,739.29	48.23		
<b>4000 PAYMENTS TO OTHER DISTRICTS AND GOVERNMENTAL UNITS</b>	<b>114,952.22</b>	<b>398,903.83</b>	<b>682,483.05</b>	<b>2,505,448.00</b>	<b>1,313,876.79</b>	<b>48.08</b>	* Function	
10 Educational Fund	8,651,873.86	35,608,979.94	3,101,666.09	104,887,842.01	64,197,112.36	38.58	Fund	

192

# Expenditure Report - Board of Education

Printed: 11/13/2023 11:46 AM  
Huntley Community School District 158

Operations & Maintenance Fund 20							
Function	2000	SUPPORT SERVICES					
Object	100	SALARIES					
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number
100 SALARIES	128,804.44	587,125.91	0.00	1,593,078.79	1,005,952.88	36.85	
200 EMPLOYEE BENEFITS	(4,868.78)	92,685.71	0.00	302,995.82	210,310.11	30.59	
300 PURCHASED SERVICES	578,334.51	1,933,542.80	825,384.80	5,103,936.01	2,293,330.91	55.07	
400 SUPPLIES & MATERIALS	133,450.45	420,627.90	91,361.63	1,820,843.00	1,250,217.01	31.34	
500 CAPITAL OUTLAY	32,241.05	2,582,176.48	1,664,113.94	3,120,972.00	(1,134,824.42)	136.36	
600 OTHER OBJECTS	479.00	1,612.17	821.06	3,000.00	530.78	82.31	
<b>2000 SUPPORT SERVICES</b>	<b>868,440.67</b>	<b>5,617,770.97</b>	<b>2,581,681.43</b>	<b>11,944,825.62</b>	<b>3,625,517.27</b>	<b>69.65</b>	* Function
600 OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	
<b>5000 DEBT SERVICE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Function
<b>20 Operations &amp; Maintenance Fund</b>	<b>868,440.67</b>	<b>5,617,770.97</b>	<b>2,581,681.43</b>	<b>11,944,825.62</b>	<b>3,625,517.27</b>	<b>69.65</b>	Fund

# Expenditure Report - Board of Education

Printed: 11/13/2023 11:46 AM  
Huntley Community School District 158

Debt Service Fund or Fund Group 30							
Function	5000	DEBT SERVICE					
Object	600	OTHER OBJECTS					
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number
600 OTHER OBJECTS	0.00	861,601.43	0.00	11,842,323.25	10,970,285.82	7.36	
5000 DEBT SERVICE	0.00	861,601.43	0.00	11,842,323.25	10,970,285.82	7.36	* Function
30 Debt Service Fund or Fund Group	0.00	861,601.43	0.00	11,842,323.25	10,970,285.82	7.36	Fund

# Expenditure Report - Board of Education

Printed: 11/13/2023 11:46 AM  
Huntley Community School District 158

Transportation Fund 40								
Function	2000	SUPPORT SERVICES						
Object	100	SALARIES						
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number	
100 SALARIES	293,284.12	820,277.40	0.00	3,152,855.18	2,332,577.78	26.02		
200 EMPLOYEE BENEFITS	(11,113.10)	(35,796.66)	0.00	2,024,362.16	1,835,158.82	-1.99		
300 PURCHASED SERVICES	51,782.66	528,977.29	237,689.22	1,080,228.23	243,305.20	77.03		
400 SUPPLIES & MATERIALS	57,662.16	175,833.22	205,335.39	885,000.00	473,186.54	46.53		
500 CAPITAL OUTLAY	14,741.11	551,427.52	410,070.94	1,100,000.00	138,501.54	87.41		
600 OTHER OBJECTS	(101.55)	18.25	190.10	6,219.00	5,728.80	7.88		
2000 SUPPORT SERVICES	406,255.40	2,040,737.02	853,285.65	8,248,664.57	5,028,458.68	37.17	*	Function
40 Transportation Fund	406,255.40	2,040,737.02	853,285.65	8,248,664.57	5,028,458.68	37.17		Fund

# Expenditure Report - Board of Education

Printed: 11/13/2023 11:46 AM  
Huntley Community School District 158

Municipal Retirement and Social Security Fund 50								
Function	1000	INSTRUCTION						
Object	200	EMPLOYEE BENEFITS						
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number	
200 EMPLOYEE BENEFITS	126,249.49	426,043.41	0.00	1,373,293.15	947,249.74	31.02		
1000 INSTRUCTION	126,249.49	426,043.41	0.00	1,373,293.15	947,249.74	31.02	*	Function
200 EMPLOYEE BENEFITS	204,563.78	656,986.25	0.00	2,034,272.29	1,377,286.04	32.30		
2000 SUPPORT SERVICES	204,563.78	656,986.25	0.00	2,034,272.29	1,377,286.04	32.30	*	Function
200 EMPLOYEE BENEFITS	928.44	3,651.51	0.00	0.00	(3,651.51)	0.00		
3000 COMMUNITY SERVICES	928.44	3,651.51	0.00	0.00	(3,651.51)	0.00	*	Function
50 Municipal Retirement and Social Security Fund	331,741.71	1,086,681.17	0.00	3,407,565.44	2,320,884.27	31.89	Fund	

# Expenditure Report - Board of Education

Printed: 11/13/2023 11:46 AM  
Huntley Community School District 158

Capital Projects Fund or Fund Group 60							
Function	5000	DEBT SERVICE					
Object	600	OTHER OBJECTS					
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number
600 OTHER OBJECTS	0.00	0.00	0.00	474,996.00	474,996.00	0.00	
5000 DEBT SERVICE	0.00	0.00	0.00	474,996.00	474,996.00	0.00	* Function
60 Capital Projects Fund or Fund Group	0.00	0.00	0.00	474,996.00	474,996.00	0.00	Fund
<b>Report Total:</b>	<u>10,258,311.64</u>	<u>45,215,770.53</u>	<u>6,536,633.17</u>	<u>140,806,216.89</u>	<u>86,617,254.40</u>	<u>38.22</u>	



# Huntley Community School District 158

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650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 7, 2023

Subject: **Revenue Contract Approval**  
Committee of the Whole Meeting – December 7, 2023  
Finance Committee

---

Presented are Fundraising/Crowdfunding Authorization forms for the organizations listed below.

<u>Organization Benefited</u>	<u>Vendor</u>	<u>Net Revenue</u>
Leggee Elementary PE	Speed Stacks	\$1,000
HHS Boys Tennis	Adrenaline Fundraising	\$2000-\$5,000
Conley Elementary	Art to Remember	\$2,500

## RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Fundraising/Crowdfunding Authorization forms at the December 21, 2023 Regular Board Meeting.

**Fundraising Authorization Form**  
Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 10-27-23 School: Leggee Elementary

Name of School Organization: Physical Education

Sponsor / Coach's Name: Kristine Schmicker Phone: 6248

Starting Date of Event: 12-11-23 Ending Date of Event: 12-20-23

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$1,000

Type of Sale / Event: Cup stacks, mats, timers

Will a Vendor Be Used:  Yes\*  No \* *Attach all contracts and agreements to this form* ✓

Name of Vendor (if applicable): Speed Stacks

Type of Product or Service Provided by Vendor: Cup stacks, mats, timers

How will compensation be used/distributed? To purchase P.E. equipment

Name of Activity Account: PoEo Activity Account #: 311

**Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).**

[Signature]  
Sponsor Signature

10-27-23  
Date

[Signature]  
Principal Signature - I certify that it is a minimum of 45 days prior to the desired starting date of the event

10-27-23  
Date

[Signature]  
Chief Financial Officer Signature

\_\_\_\_\_  
Date

\* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the board.

Superintendent's Copy  Fiscal Services Copy 199 Date of Board Approval: \_\_\_\_\_

*Received 10/30/23*



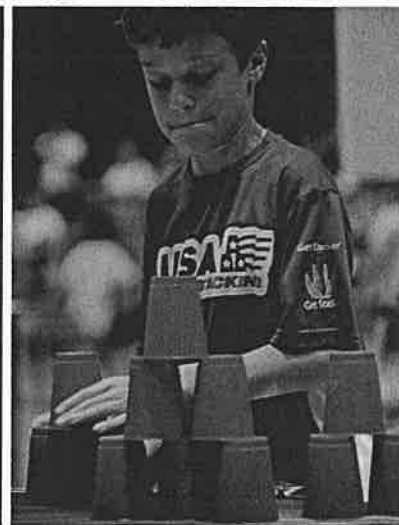
A Colorado, Family Based Company

## SPORT STACKING

### Dear Parents,

Speed Stacks is being offered as a fundraiser. Up to 20% goes back to help our School's PE Program and we offer you the most affordable price plus free shipping.

Sport Stacking is a positive alternative to computer, television, and video game screen time. It is affordable and benefits your child's body and brain!



**¿Hablas Español?**

Visita [SpeedStacks.com/go](http://SpeedStacks.com/go)  
ordenar en español

## Sets \$25

- 12 - Standard Cups
- 1 - Carrying Stem
- Online Training Videos



color options dependant on availability

## Mat & Timer \$30

- 1 - GX Timer
- 1 - GX Mat
- 1 - Gear Bag



color options dependant on availability



## Pro Series Sets \$30

- 12 - Pro Series Cups
- 1 - Carrying Stem
- Online Training Videos



dependant on availability



1. **Scan the QR code or visit [speedstacks.com/go](http://speedstacks.com/go)** to select your state and school.
2. **Choose the gear you want and complete your credit card payment.** Your instructor has limited quantities of each color and it's on a first come first served basis. Please have a 2nd and 3rd color choice.
3. **Print and bring your receipt** to your instructor to pick up your item(s) at your school.



JOIN THE FUN

201

**¿Hablas Español?**  
Visita [SpeedStacks.com/go](http://SpeedStacks.com/go)  
ordenar en español

**Fundraising Authorization Form**  
Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 11/1/2023 School: HHS

Name of School Organization: Boy's TENNIS

Sponsor / Coach's Name: KRIS GRABNER Phone: 847-659-6713

Starting Date of Event: January 18, 2024 Ending Date of Event: January 31, 2024

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 2,000 - 5,000

Type of Sale / Event: Hour - a - Phon

Will a Vendor Be Used:  Yes\*  No \* Attach all contracts and agreements to this form.

Name of Vendor (if applicable): Adrenaline Fundraising

Type of Product or Service Provided by Vendor: Crowd funding through Adrenaline Fundraising

How will compensation be used/distributed? purchase of uniforms, facility improvements

Name of Activity Account: TENNIS Activity Account #: 545 578

**Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).**

Kristopher W. Gahm  
Sponsor Signature

11/1/2023  
Date

[Signature]  
Principal Signature - I certify that it is a minimum of 45 days prior to the desired starting date of the event

11-3-23  
Date

[Signature]  
Chief Financial Officer Signature

11-14-23  
Date

\* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the board.

Superintendent's Copy  Fiscal Services Copy

202 Date of Board Approval: \_\_\_\_\_

**Adrenaline Fundraiser Agreement  
(Hour-A-Thon)**

\_\_\_\_\_ d/b/a Adrenaline Fundraising ("Adrenaline" herein) and Organization identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing an Adrenaline Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

1. **Program terms.** Adrenaline and Organization agree to the Hour-A-Thon Fundraiser Date and Profit % stated below. In this agreement, "Profit %" means the percentage of the total funds raised that is payable to Organization.

**2. Adrenaline Obligations.**

- Adrenaline agrees to use its best efforts to assist Organization with its fundraising efforts.
- Adrenaline agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with program materials appropriate to facilitate Organization's fundraising efforts.
- Adrenaline Representative will deliver payment to Organization within one week of the close of the Hour-A-Thon donation link.

**3. Organization Obligations.**

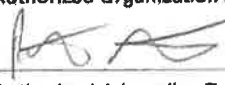
- Organization confirms that it is not under a contractual obligation to participate in a competing non-Adrenaline fundraising program.
- Organization agrees to allow Adrenaline reasonable access to Organization's facilities at mutually agreed upon times in order to conduct the Program.

4. **Intellectual Property Ownership and Product Distribution.** Adrenaline retains all intellectual property rights associated with the products but agrees to license these rights for the limited purpose of conducting the Program. Organization agrees not to disclose any forms, materials, technical information or methods employed by Adrenaline or intellectual property rights owned by Adrenaline for any purpose except in association with the Program absent Adrenaline's express written consent.

5. **Authorization and implementation.** Organization's representative hereby asserts that he/she understands the terms and conditions of the Agreement, agrees to be bound by them, and has the authority to bind Organization. Organization holds Adrenaline harmless of any liability regarding the actions of, and/or injuries to Program participants.

Hour-A-Thon Fundraiser				
Month	Day	Year	Time	Location
11	18	23	3:00 pm	

Profit Structure	
Total Raised	Profit %
	75
Total Raised	Profit %

Authorized Organization Representative (Signature) 	Print Name & Title Pete Ittersagen (President)	Date 11-1-23
Authorized Adrenaline Representative (Signature)	Print Name & Title	Date

Information below is to be completed by Adrenaline sales representative				
School / Organization Huntley High School	Group Boys Tennis	Number of Students	Adrenaline record number	
Address 13719 Harmony Rd	City Huntley	State IL	Zip 60142	
Contact Name	Best time to contact	Contact Phone Number	Contact email address	

**Fundraising Authorization Form**  
Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 11/9/2023 School: Conley

Name of School Organization: School District 158

Sponsor / Coach's Name: Sharon Davis Phone: 3811

Starting Date of Event: 12/31/2023 Ending Date of Event: \_\_\_\_\_

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 2,000 - 2,500.00

Type of Sale / Event: Art Products

Will a Vendor Be Used:  Yes\*  No \* *Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Art to Remember

Type of Product or Service Provided by Vendor: Art Merchandise

How will compensation be used/distributed? Art Supplies for Conley Students

Name of Activity Account: 171210 Activity Account #: Art

**Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).**

Sharon Davis  
Sponsor Signature

11/9/23  
Date

Anna H  
Principal Signature – I certify that it is a minimum of 45 days prior to the desired starting date of the event

11/9/23  
Date

AS  
Chief Financial Officer Signature

11/25/23  
Date

\* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the board.

Superintendent's Copy  Fiscal Services Copy

Date of Board Approval: \_\_\_\_\_



# FUNDRAISER CONFIRMATION Fall 2023

## SCHOOL INFORMATION

SCHOOL NAME: Conley Elementary (1666)

STREET ADDRESS: 750 Dr John Burkey Dr COORDINATOR: Lori Dahlby

CITY/STATE: Algonquin, IL NUMBER OF STUDENTS: 575 PHONE: 847-659-3700 PROFIT CHECK

TO: Conley Elementary ALLOW FREE SHIPPING TO SCHOOL: No

## ORDER FORM INFORMATION

FUNDRAISER CONTACT: Sharon Davis, SDavis@district158.org, *Sharon Davis 11/14/2023*

ORDER DEADLINE: 10/20/23

FUNDRAISING MESSAGE: Thank you for your order! Proceeds from this fundraiser will support our art program.

## PROFIT INCENTIVES & DEADLINES

Every school receives a guaranteed minimum profit of 25% of gross sales. Schools can increase their school profit as follows:

**INCENTIVE GOAL\* DEADLINE ADDITIONAL PROFIT PERCENT** Class lists submitted 09/04/23 1% Artwork arrives at Art to Remember 10/02/23 2% Artwork arrives at Art to Remember 10/16/23 1% Participation > 20% and < 25% 1% Participation > 25% and < 30% 2% Participation > 30% and < 40% 3% Participation > 40% and < 50% 4% Participation > 50% 5%

## FUNDRAISER SCHEDULE & CHECKLIST

### DATE TASK

#### 08/10/23 STARTER KIT ARRIVES AT SCHOOL

- Includes art paper, sample products, poster, promotional materials, and fundraising guide
- Hang posters, create a display, and begin artwork with students

#### 08/24/23 EMAIL CLASS LISTS TO ART TO REMEMBER

- Email your coordinator an Excel, Google Sheet, or PDF with your student's first and last names, homeroom teacher names, and grades.

#### 10/02/23 SHIP ARTWORK TO ART TO REMEMBER

- Make sure your student labels are on the back of the art
- Sort artwork by teacher and place in the corresponding folders
- Use the pre-paid UPS shipping label that was in your starter kit

#### 10/10/23 ORDER FORMS ARRIVE AT SCHOOL

- Pass out order forms - don't forget they are customized to each child, so do not pass them out randomly
- Promote your program! It's time to send out notices and reminders to parents. Use email, social media, school apps, and any other methods available to contacts, parents, and families.

### COMPLETED

## FUNDRAISER SCHEDULE & CHECKLIST

### - CONTINUED DATE TASK

#### 10/20/23 MAIN ORDER DEADLINE

- Send out last minute reminders to parents.
- Also encourage late orders. Families can ship directly to their home.

#### 11/17/23 MAIN ORDERS ARRIVE AT SCHOOL

- Orders are organized by student and grouped by teacher. Larger items will be in the same box.
- Don't forget that families had the option to ship directly to home, so those orders will not be on your packing slip.

#### 01/01/24 LATE ORDER DEADLINE

- Continue to promote your program through this date.
- You'll receive full profit on these orders too!

### COMPLETED

**WHEN WILL YOUR PROFIT CHECK ARRIVE?** Profit checks go out approximately two weeks after the main and late orders have shipped.

\*Incentive goals are not cumulative. i.e., schools may qualify for one Artwork Received Goal and one Participation Goal. Participation % = Number of School Orders / # of Students Submitting Artwork

### **ART TO REMEMBER ("AtR") TERMS & CONDITIONS**

- 1. Sales Tax / School Commission.** AtR will collect and remit all required sales taxes for online orders. Your school will earn a commission (*i.e.*, profit) as set forth on page 1 of this Order Confirmation. AtR will send the commission check as soon as practicable (normally within 30 days) following your school's program end date.
- 2. Purchase Orders.** If a P.O. is required, please inform your AtR Program Coordinator, or contact our accounting department at [accounting@arttoremember.com](mailto:accounting@arttoremember.com).
- 3. Stay on Schedule.** Timely delivery of your products depends on the accuracy of the information on page one of this Program Confirmation Form and your adherence to the program schedule. We have reserved production time for your school based on this schedule. Changes to your school's schedule must be promptly communicated to your AtR Program Coordinator. The order delivery date on your schedule is approximate, however, adhering to your schedule guarantees delivery of your main order before your school's winter/summer break. If your artwork or orders arrive after your scheduled date, production of your products may be delayed and AtR cannot guarantee delivery before semester break.
- 4. Late Orders.** Families wishing to purchase products after your main order deadline can place orders online at [arttoremember.com](http://arttoremember.com) and pay to have them shipped to their home.
- 5. Out-of-Program Orders.** Families can purchase keepsake products on AtR's website after your school's program has closed. If your school signs up for an AtR fundraiser during the next school year, it will receive 15% of all out-of-program orders associated with your school.
- 6. Free Shipping.** AtR offers free shipping to the school within the 48 contiguous states. Orders shipped outside the 48 contiguous states are subject to shipping charges. Please consult with your AtR Program Coordinator for additional information.



# Huntley Community School District 158

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650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

To: Board of Education and Administration  
From: Mark Altmayer, Chief Financial Officer  
Date: December 7, 2023  
Subject: **Strategic Goal – Operational Efficiency**  
Committee of the Whole, December 7, 2023

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As outlined in the strategic plan, Key Performance Indicator 4.3 outlines:

***The District will continue to identify and implement operational efficiencies throughout the District. A report of the efficiencies identified and implemented by the district will be shared with the Board in December and June in FY24***

As part of the Strategic Plan, Administration developed a mission to continue to drive operational efficiency throughout the system, creating a culture where everyone in the organization consciously owns and proactively leads efficient practices.

The District’s Strategic Plan outlines a desired outcome that the District will remain sustainable to meet the needs of the students and community. Under that outcome, there is a further long-term goal to “Innovate to more efficiently operate within the District.”

Based upon where the District is financially as well as the down economy negatively impacting State and local funding, creating efficiencies has never been more important. That said, creating operational efficiency is a culture, however, begins with identifying opportunities throughout the District.

For the purpose of this plan and mission, we defined “operating efficiency” as one of the following examples:

- A process that creates labor efficiency, i.e. (Implementing an ACH Payment Process).
- Hard cost savings as a result of a project, i.e. (LED lighting),
- Internal controls to prevent loss of funds, i.e. (Annual employee benefit contribution audit).
- A revenue opportunity, that may include a review/redesign process to maximize funding, applying for grants, etc. i.e. (Legislation, Medicaid, Curriculum and Technology Grants).

As part of this planning goal, each Department met with their respective teams, and identified opportunities for efficiency within each Department. These opportunities are being prioritized and action plans will be created. Please see the attached chart, outlining numerous opportunities by Department. **During the Board meeting, a few of these will be highlighted.**

<b>Strategic Plan 2024</b>		
<b>Operational Efficiencies</b>		
<b>Board Report - December 2023</b>		
<b>Technology</b>		
<b>Operational Efficiency</b>	<b>Notes/Progress</b>	<b>Est Annual Impact</b>
Move internet access/WAN to ICN	2024 moving our internet and WAN to Illinois Century Network. This is free to the district and monthly service is also free	~\$80,000 per year
Change teacher platform from Windows to Chromebook	Explore viability of changing computing platform for elementary school teachers from Windows to Chrome. The District is currently creating a pilot project regarding this.	~\$75,000 (\$300K total with a 4 year refresh cycle for laptops)
Telecom costs	Already eliminated \$1000 per month in POTS lines. Look into how busy our SIP trunks are and determine if we can lower costs by going with a smaller SIP trunk and continue to look at telecom redesigns.	\$12,000 per year ~ \$15,000 per year with additional opportunity
Increase registration fee to account for increased Chromebook prices	Study opportunity around charging a nominal "Chromebook" fee. Chromebook prices have gone up ~\$40 since 2019. Even taking into account 10% where the fee might be free, a \$25 fee for ~8000 students is \$197K	~\$200k
Eliminate Zoom Calling	Utilize Google Meets for all conference calls. We would maintain the Video webinar license for board meetings - Further discussions required with Amy MacCrimble	\$30,000 per year
Automation/efficiency discussion around largest manual labor tasks as it relates to data	Tackle largest time wasters around manual data manipulation (Process review and redesign)	TBD
Explore changing backup software	Barracuda costs ~\$125K every 5 years - Will be testing Synology NAS expansion	~\$25,000 per year
Sell used equipment when possible	Sell used technology that still has residual value	~\$50-\$72 per device potentially
Analyze data around damaged chromebooks and identify steps to educate students/staff	Attempt to determine trouble buildings/grades for Chromebooks and potentially help educate teachers on what to watch for (with their students) in regards to carrying/treating chromebooks. Need to work with Angela/Mobiletechs	TBD
Changed plan for Verizon hotspots	Original plan - Hotspots free up front, \$25 per month per device New plan- Hotspot is \$60 but service per month is \$10 Allows more management capabilities	~\$1,700 per month
Student Withdrawal Process	Evaluate and update the process flow for students leaving the District to ensure efficiencies and thoroughness of the process. Updated process should include technology returns and fees due along with other steps currently in the process. Online form required fields, etc? Formstack	TBD
Software Inventory Refresh	Update/Create a comprehensive list of software and online services used around the District. This list will inform SOPPA as well as our continued efforts to automation data systems and establish higher levels of data interoperability. This software inventory will also inform the curriculum team in their processes of ensuring that we have the appropriate tools for students and staff and to ensure that the tools we have are meeting expectations.	TBD

<b>Operations &amp; Maintenance</b>		
<b>Operational Efficiency</b>	<b>Notes/Progress</b>	<b>Est Annual Impact</b>
Lighting retrofit	Complete retrofit of all recessed can lights with new LED. Work to be done by O&M staff	\$10-11k
Replace automatic flush valves on toilets and urinals with manual style on Reed Road Campus	Work to be completed by D158 O&M staff. Savings to be realized include material, labor and water consumption costs	\$16-18k
Robotics floor cleaner	The District is investigating the use of a robotic floor vacuum cleaner – The Whiz - In the long term, this would replace contract custodial headcount/manpower and save the District money.	No change in contract cost but improvement in reliability of
Community solar	The project is continuing to move along, with anticipated ground breaking in the late Spring of 2024.	Approximately \$45-50k in annual savings/lease income
Renew America Grant	As part of a larger group of school districts, the District was awarded approximately \$1.04M to be used for two electric buses and V2G chargers	\$1.04M in funding
<b>Curriculum &amp; Instruction</b>		
<b>Operational Efficiency</b>	<b>Notes/Progress</b>	<b>Est Annual Impact</b>
Streamline ordering/shipping/receiving	Updated our internal management process that places the responsibility and control for ordering, shipping, and receiving as close to the point of use as possible.	TBD
Continued update of inventory for online systems and apps	Each year, the Curriculum and Technology Departments update our inventory of online systems and apps to account for redundancies and obsolescence. This process has continued, with a focus on specific learning needs for the upcoming school year. Savings are encompassed in the cost of the apps, through greater efficiency and effectiveness.	TBD, depending upon which systems continue to be purchased
With Technology, catalogue systems for compliance with federal mandates (SOPPA)	New federal mandates require specific record keeping related to usage of online systems. The Curriculum and Technology Departments continue to work through this process for proper documentation and transparency.	TBD
Other Opportunities Being Investigated	Review of forms and workflow related to approval and paperwork	TBD
Evaluate the Review Cycle Process	Revise the criteria for deciding a review cycle and what that process should be.	TBD
Reviewing grants to offset costs	Utilizing grant funds for offsetting costs in our local budget	TBD
<b>Human Resources</b>		
<b>Operational Efficiency</b>	<b>Notes/Progress</b>	<b>Est Annual Impact</b>
Staffing analysis	A staffing analysis is currently being conducted based on student:teacher ratios across all levels for all positions.	TBD
Review of current HR systems	HR consistently reviews the HR, benefits, ACA and other reporting platforms to ensure that the current systems are effectively providing the resources that are necessary for the department to operate in an efficient manner. A review of expiring contracts will be made by administration and our broker.	TBD

Reduction of manual timesheets	Through a process review and redesign, the goal is to reduce the quantity of manual timesheets, having employees utilize E-time to enter ancillary pay. Process review to take place within the coming weeks.	TBD
Operational audits	Conduct necessary audits to ensure correct stipends and deductions are being processed during the payroll periods.	TBD
Other Opportunities Being Investigated	The HR department will continue to evaluate other platforms such as Applicant Tracking and Substitute Teacher software systems to ensure resources and pricing are competitive.	TBD
<b>Fiscal</b>		
<b>Operational Efficiency</b>	<b>Notes/Progress</b>	<b>Est Annual Impact</b>
ACH Payment Opportunity	In an effort to streamline the payable process and reduce the cost of issuing checks, we are investigating various ACH payment processing opportunities.	TBD
Property Tax and New Construction Legislation	Will be working with Springfield and legislators to fix PTELL New Construction language and ask for retroactive adjustment to correct New Construction relating to certain Kane County properties. Language for a bill was written for last year's session. Currently working with the IASA and IASBO lobbyists to get a bill introduced this session.	<b>\$200-350k or more</b>
Operational Audits	We are implementing a list of annual internal compliance, operational and investigative audits. These audits will ensure proper payment, collection and accounting for numerous types of transactions. i.e. the list includes, benefit contributions and payment audits, an accounts payable duplicate payment audit, athletic fee process review and collection audit, and numerous others. Priority setting and timing of audits will be set in the next month.	TBD
Other Opportunities Being Investigated	Continued cross training of team and working with other departments regarding operational efficiency.	TBD
<b>Food Services</b>		
<b>Operational Efficiency</b>	<b>Notes/Progress</b>	<b>Est Annual Impact</b>
Preventive Maintenance Opportunity	The District currently uses General Parts for all of it's Food Services annual preventive maintenance work as well as ongoing repairs. As such, we are looking to bring this position in house to support Food Services as well as add additional support to the Operations & Maintenance team.	<b>\$15-25k</b>
Other Opportunities Being Investigated	Serving Breakfast at the Elementary is being investigated as well as implementation of a process to better utilize current commodity product received.	TBD
Local Community Farmers Partnerships	January 2024 I have scheduled a tour of a Aquaponic Farm in Woodstock called Tribe Country Farms. The USDA and State have special grant money to support local farm to table initiatives. <a href="http://www.tribecountryfarms.com">www.tribecountryfarms.com</a>	TBD

Pilot Program for plasticware dispensers	We have been running a pilot program at Square Barn Campus and will soon roll it out to all schools. The new dispensers are more sanitary, less labor intensive to maintain, and more cost effective. This new process is also in line with our cafeteria green initiatives. Once these are operational in all schools we will save approximately \$24,870.00 each school year. Breakdown; New plasticware spoon/fork \$0.05 each, a spork kit \$0.11 each. A savings of \$0.06 per student lunch.	<b>Savings \$24k</b>
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<b>Transportation</b>		
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<b>Operational Efficiency</b>	<b>Notes/Progress</b>	<b>Est Annual Impact</b>
Inventory of supplies	We have been working to develop an internal inventory of transportation supplies by utilizing the software, Fleetsoft. Procedures are in place and continue to evolve as we learn about the software. Inventory is updated daily as new supplies are received, and work orders are entered and completed that utilize the parts within Fleetsoft. The inventory supply is reviewed daily. With the utilization of Fleetsoft and data from Geo Tabs, we now have the capability to order items in bulk to receive discounted pricing.	<b>TBD</b>
Fleet replacement	We will continue to review the replacement of diesel buses across the fleet in order to bring on more modern and fuel efficient vehicles.	<b>TBD</b>
Recruitment of Drivers / Van Drivers / Aides	We will continue to utilize various platforms for advertising.	<b>TBD</b>
Training / Safety	Safety meetings are held quarterly. Candidates are required to: complete an initial 8 hour mandatory class through ROE, 25-30 hours behind the wheel, and complete a 90 day probation period. Furthermore, new hires are required to do Map 21 in accordance with federal mandates. Ride alongs and evals are done on annual basis. Bus evacuations are done in the fall and spring in accordance with ISBE guidelines. There is also professional development of deescalation and crisis intervention strategies for all drivers and aides that are on special needs routes.	<b>TBD</b>
Contracted services	By hiring van drivers, we have been able to eliminate 4 contracted routes, and we will continue to try and reduce contracted transportation.	<b>TBD</b>
Fuel	The district will consider other vendors for fuel purchases.	<b>TBD</b>
Other opportunities being investigated	We will continue to expand on the capabilities that will assist with ridership, fleet maintenance, and other areas to facilitate better decision making. We continually audit routes for efficiency. We are investigating options for professional development, automation for field trip requests, as well as other current manual processes.	<b>TBD</b>

211

<b>Special Education</b>		
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<b>Operational Efficiency</b>	<b>Notes/Progress</b>	<b>Est Annual Impact</b>
Effective Use of Resources	<b>Goal:</b> Effective use of the resources available to staff will be reviewed and audited across all areas within Special Services; This process will seek to identify and streamline procedures for purchase requests, increase oversight and align the resources with instructional needs/services deemed most effective in support of our students. <b>Updates:</b>	<b>Reduce the annual expenditure of contracted services by 50% from the previous FY23</b>

Continuum of Services	<p><b>Goal:</b> A comprehensive review of our continuum of services will be audited across the district. This process will seek to align practices and inform purchases to support instruction, professional development and resources available to support of our students.</p> <p><b>Updates:</b></p>	<p><b>Reduce the annual expenditure of contracted services by 50% from the previous FY23</b></p>
Staffing plan	<p><b>Goal:</b> As part of this process, we are assessing our district's workload plan to assist us in determining staffing needs. This will inform our staffing plan to ensure that we are hiring staff to support the specialized needs of our students and use our human resources more effectively.</p> <p><b>Updates:</b></p>	<p><b>Reduce the annual expenditure of contracted staff expenditures by 30% from the previous FY23</b></p>
Contract review	<p><b>Goal:</b> Review of all contracts we are engaging in to ensure they are aligned with our district's strategic plan and provide staff with resources they need. Reviewing contracts will yield targeted purchases that will reduce costs by eliminating contracts that are not cost effective.</p> <p><b>Updates:</b></p>	<p><b>Reduce the annual expenditure of contracted services by 50% from the previous FY23</b></p>
Attorney Fees	<p><b>Goal:</b> Review of IEP Compliance measures and aligne professional development to reduce the number of compliance measures that result in attorney involvement. Increase the number of opportunities for family engagement to improve relationships with all stakeholders yielding opportunity to problem solve and support families outside of legal counsel.</p> <p><b>Updates:</b></p>	<p><b>Reduction of annual legal fees dedicated to special education from \$58,000 to less than \$29,000, which would be a 50% reduction in costs.</b></p>



# Huntley Community School District 158

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650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.huntley158.org](http://www.huntley158.org)

Date: December 7, 2023  
To: Human Resources Committee and Administration  
From: Adam Zehr, Assistant Superintendent for Human Resources  
Subject: Perspectives LTD (Employee Assistance Program): Customer Services Agreement

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## **Overview**

The District is looking to continue their partnership with Perspectives LTD in order to provide EAP services for our employees.

### Perspectives LTD

- Annual Cost 2023: \$15,912
- Proposed Annual Cost 2024: \$15,912
- Employees and family members are allowed 6 sessions per “issue” at no cost
- Therapists available in-person, remotely, and via text
- Access to the WorkLife Online Portal
  - Live Chat feature
- Access to the phone App

## **Recommendation**

Seeking approval of the Board at their next Regular Meeting.

## CUSTOMER SERVICES AGREEMENT

This **CUSTOMER SERVICES AGREEMENT** (the "Agreement"), dated as of November 15, 2023, is entered into by and between Perspectives, LTD., an Illinois corporation with its principal place of business located at 20 N. Clark Street, Suite 2650, Chicago, IL 60602 doing business as Perspectives or AllOne Health ("Company") and Huntley Community School District 158, an Illinois corporation with its principal place of business located at 650 John Burkey Drive, Algonquin, IL 60102 ("Customer"), collectively referred to herein as "Parties" and each as "Party."

x

### PREAMBLE

**WHEREAS**, Customer wishes to engage the Company to provide employee assistance services and the Company wishes to provide such services upon certain terms and conditions.

**NOW, THEREFORE**, in consideration of the recitals listed above and the mutual promises, covenants, agreements, and undertakings of the Parties set forth below, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties, intending to be legally bound, agree as follows:

### ARTICLE I. COMPANY RESPONSIBILITIES

**1.1 Description of Services.** The Company shall provide employee assistance services to Customer pursuant to the attached Statement of Work/Fee Schedule (**Exhibit A**), which is incorporated herein by reference, (sometimes collectively referred to as "Services").

**1.2 The Company's Intellectual Property.** The Agreement is not a work-for-hire agreement. The Company retains exclusive right, title and interest in intellectual property developed, delivered, or used in the performance of the Agreement. Neither the Agreement nor any Statement of Work changes the ownership of any pre-existing materials. Customer shall have no ownership interest in software used by the Company. All work product generated or acquired by the Company shall be the exclusive property of the Company. Work product shall include all clinical data and supporting records and other information. All such work product is confidential pursuant to Article 2 of the Agreement.

### ARTICLE II. CONFIDENTIALITY

**2.1 Confidential Information.** "Confidential Information" means information or data of a Disclosing Party concerning its business operations, methods and strategies, financial condition, technology, or prospects, in any form or medium (including writings, drawings and electronically stored information and data), whether or not marked or labeled as "confidential." Confidential Information also includes: (i) a Disclosing Party's technical information, confidential data and trade secrets; (ii) a Disclosing Party's nonpublic Intellectual Property ("IP") (for example, inventions, discoveries, designs, methods, processes and ideas, whether or not patented or patentable), mask works and works for authorship, whether copyrighted or copyrightable; (iii) any other information or data whether in written, electronic or oral form, directly or indirectly or made available by Disclosing Party or any of its or its affiliates' employees or independent contractors to the non-disclosing party in connection with the activities contemplated by this Agreement that is designated "Confidential" or "Proprietary" or some similar designation or that would reasonably be expected to be confidential under the circumstances, including information related to the Disclosing Party's business or operations (including financial, corporate, marketing, product, research, technical, manufacturing and other nonpublic information) or to its or its affiliates' employees, customers, suppliers and other business partners, property-related information, personally identifiable information, sensitive personal information (including the substance of inquiries or requests made by Customer's employees through the Services); and (iv) all tangible manifestations (however embodied) of information or data referred to in clauses (i), (ii) and (iii) above (for example, computer software, firmware, scripts or objects, hardware, programmer's notes, databases, manuals, training manuals and materials, memoranda, reports, drawings, sketches, flowcharts, models, prototypes, files, films, records or forms).

**2.2 Receiving Party.** A Party that acquires knowledge of the other Party's (a "Disclosing Party") Confidential

## Member Customer Services Agreement

### Page 2 of 9

Information is considered the “Receiving Party.” The Receiving Party shall keep Confidential Information in confidence using the same degree of care as the Receiving Party uses with its own Confidential Information or a reasonable degree of care, whichever is greater. The Receiving Party will not use, exploit, disseminate, disclose, or divulge Confidential Information to any person, firm, corporation, partnership, association, or other entity, without the prior written consent of the Disclosing Party.

**2.3 Applicability of Confidentiality.** Notwithstanding the foregoing, a Receiving Party is not required to hold a Disclosing Party’s information “confidential” if the information: (i) becomes publicly known, after disclosure in connection with this Agreement, through no act or omission of the Receiving Party; (ii) was, prior to disclosure in connection with this Agreement, already in the legitimate possession of the Receiving Party or publicly known; (iii) is obtained by the Receiving Party from a third party (a) without using the Disclosing Party’s Confidential Information and (b) without a breach of such third party’s obligations or violation of law, rule or regulation; (iv) is independently developed by the Receiving Party without use of or reference to the Confidential Information; (v) is required to be disclosed pursuant to judicial or governmental judgment, writ, decree, or order; or (vi) becomes relevant to the Receiving Party in any claim, demand, suit, action or proceeding instituted or defended by it in connection with the enforcement of its right or obligations under this Agreement. If the Receiving Party is required to disclose Confidential Information as contemplated in **Section 2.3(v)**, the Receiving Party may disclose only such information as, in the opinion of counsel, is legally required. The Receiving Party shall provide Disclosing Party, to the extent reasonably possible, advance notice to allow the Disclosing Party to seek, at its own expense, a protective order. The Receiving Party shall, at the Disclosing Party’s expense, reasonably cooperate with the Disclosing Party’s efforts to seek such a protective order.

**2.4 Retention.** The Company may retain, for its own general analytic purposes, after termination of the Agreement, de-identified aggregate data that is: (i) compiled from the raw data disclosed by Customer to the Company; or (ii) compiled from raw data collected from Customer’s employees or their health care providers.

**2.5 Information Security Program.** The Company maintains an information security program to protect personally identifiable information. The information security program includes administrative, technical, and physical safeguards: (a) to ensure security and confidentiality; (b) to protect information against any anticipated threats or hazards to security and integrity; and (c) to protect information against unauthorized access to or use that could result in harm, liability, or inconvenience to Customer or to its employees. The Company will report breaches of security to Customer when the security breach involves Customer information or information related to employees or any other individuals that is collected by and held by or on behalf of the Company.

**2.6 Security Breach.** If the Company believes that there has been any unauthorized access to or use of information related to employees or any other individuals that is collected by and held by or on behalf of the Company (a “Security Breach” of “Customer Data”), the Company must notify Customer after completion of its internal review and investigation.

## **ARTICLE III. TERM, PAYMENT AND TERMINATION**

**3.1 Term.** The Agreement commences on the effective date set forth on **Exhibit A** (“Effective Date”) and ends at 5:00 p.m. Eastern Standard Time on 12/31/2024, or until terminated sooner pursuant to **Section 3.3** of the Agreement (the “Term”). The Agreement automatically renews for three (3) year terms unless written notice is provided at least 120 days prior to the expiration date or any extension or renewal thereof.

**3.2 Payment.** In consideration for the Company rendering the Services, Customer agrees to pay the Company such amounts as set forth in **Exhibit A** (“Service Fees”). These fees will be fixed for the Initial 12-month term, unless the Customer has an employee enrollment change of ten percent (10%) or more, whereby the Company has the right to review and revise pricing accordingly. The Customer shall report employee enrollment changes of ten percent (10%) or more in writing with payment remittance. The Company has a right to review and revise pricing accordingly on past and future invoices related to the ten percent (10%) change. Any other adjustments to fees will

## Member Customer Services Agreement

### Page 3 of 9

go into effect each successive term on or after the anniversary date at the Company's sole discretion, but not to exceed the Consumer Price Index (CPI) or rate of inflation at that time, unless otherwise mutually agreed upon. The Company will send Customer a monthly invoice for services rendered to Customer. Customer shall make payment upon receipt of the invoice. If the invoice is not paid within fifteen (15) days following the invoice date, the invoice amount accrues interest at a rate of 1.25% per month. However, Customer's total interest liability will not exceed the limits imposed by law. If the Company charges Customer for interest more than the limits imposed by law, the Company will credit Customer the excess interest on the Company's next invoice. If the excess interest is greater than the amount of the Company's next invoice, the Company will refund Customer the amount of excess interest owed above the next invoice amount.

**3.3 Termination.** Either Party may terminate the Agreement if the other Party materially breaches the Agreement and fails to cure such breach within sixty (60) days after receipt of written notice of such breach from the other Party. Termination shall not prejudice any other remedy to which the terminating Party may be entitled at law, in equity or under the Agreement.

**3.4 Effect of Termination.** The Company is entitled to full compensation for work performed prior to termination.

**3.5 Indebtedness.** If Customer is unable to pay its debts as they become due, the Company may terminate the Agreement at its discretion and proceed to enforce Customer's performance. This Section 3.5 supersedes all prior contract terms and conditions.

**3.6 Bankruptcy.** Either Party may terminate the Agreement if the other Party: (i) ceases doing business as a going concern; (ii) makes an assignment for the benefit of creditors; (iii) admits in writing its inability to pay its debts as they become due; (iv) commences, or has commenced against it, bankruptcy proceedings in any jurisdiction and such proceedings are not dismissed within 30 days; or (v) files a petition seeking for itself any reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar arrangements under any present or future statute, law or regulation or files an answer admitting the material allegations of a petition filed against it in any such proceeding, consents to or acquiesces in the appointment of a custodian, trustee, receiver, liquidator of it or of all or any substantial part of its asset or properties, or if within 45 days after the commencement of any proceeding against the Party seeking reorganization, similar arrangements, readjustment, liquidation, dissolution or similar relief under any present or future statute, law or regulation, such proceedings shall not have been dismissed, or if within 45 days after appointment of any custodian, trustee, receiver or liquidator of it or all or any substantial part of its assets and properties without the Party seeking reorganization's consent or acquiescence, and the appointment has not been vacated.

## **ARTICLE IV. INDEMNIFICATION**

**4.1 Mutual Indemnification.** To the fullest extent permitted by law, each Party shall indemnify, defend (with counsel reasonably acceptable to the other Party), and hold harmless the other Party and its affiliates, and its and their respective officers, directors, partners, shareholders, employees, representatives, agents, successors and assigns (each an "Indemnified Party") from and against any and all liabilities, losses, claims, damages, expenses and costs (including reasonable attorneys' and consultants' fees and disbursements) (collectively, "Losses") arising from or relating to: (1) any negligent act or omission, in whole or in part; (ii) any violation of any applicable statute or regulation in the performance of this Agreement; and (iii) any fraud, willful misconduct or gross negligence of the other Party, its affiliates or any subcontractor.

## **ARTICLE V. WARRANTY, DISCLAIMER AND LIMITATION OF LIABILITY**

**5.1 Warranty.** The Company will use commercially reasonable efforts to perform the Services in a professional manner, consistent with industry standards. Except as described in the Agreement or a Statement of Work, the Company makes no other warranties. The Company warranties extend solely to Customer. This warranty gives Customer specific legal rights, and Customer may also have other rights, which vary from state to state. Except for

## Member Customer Services Agreement

Page 4 of 9

non-payment, neither Party will bring a legal action under the Agreement more than two (2) years after the cause of action arose.

**5.2 Disclaimer.** TO THE EXTENT PERMITTED BY LAW AND AS PROVIDED HEREIN, COMPANY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE FOR PRODUCTS AND SERVICES.

**5.3 Limitation of Liability.** IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCURRED BY CUSTOMER OR ANY THIRD PARTY, WHETHER IN AN ACTION IN CONTRACT OR TORT, EVEN IF THE OTHER PARTY OR ANY OTHER PERSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. COMPANY'S LIABILITY FOR DAMAGES HEREUNDER SHALL IN NO EVENT EXCEED THE AMOUNT OF FEES PAID BY CUSTOMER, FOR THE PERIOD OF 12 MONTHS PRECEDING THE INCIDENT GIVING RISE TO SUCH DAMAGES, UNDER THE AGREEMENT FOR THE RELEVANT SERVICES.

### **ARTICLE VI. THIRD PARTY INFORMATION/LIMITATIONS OF RESPONSIBILITY**

**6.1 Responsibility and Liability for Third Parties.** It is specifically understood and agreed by the Parties that neither Party assumes responsibility or liability for the accuracy, completeness, propriety, necessity, or advisability of the information which is provided to the Company or Customer by or from third parties including counselors, affiliates, coaches, coordinators, clinics, or any other entities providing information to the Company or Customer.

**6.2 Limitations of Responsibility.** The Parties understand and agree that Company shall have no responsibility of any kind to Customer and any individual employee of Customer or any other person, firm, corporation, or entity for any of the following: (1) verification of any individual's eligibility, or entitlement to group medical/health plan coverage, or coverage contained within or excluded from said group health plan; (2) verification for any participant's provider's network status; (3) payment of any individual's medical, hospital, or other bills, debts, obligations, or other liabilities of any kind relating to medical or surgical treatment of confinement; (4) benefit decisions – the role of the Company being limited to making clinical recommendations to a health benefit plan's named fiduciary; and (5) notification to any individual of an adverse benefit determination based upon, or related to, a clinical recommendation by Company.

**6.3 Customer Obligations.** The Company shall not be liable for any obligation, indebtedness, or liability of Customer, whether now existing or hereafter arising, and the Company shall not, by entering into the Agreement, assume or become liable for any of such obligations, indebtedness, or liabilities.

### **ARTICLE VII. AUTHORIZATION FOR COMMUNICATIONS**

**7.1 Communications.** Customer shall not distribute descriptive materials of any type which reference the various components of the services provided by the Company without first submitting such proposed materials to the Company for review and obtaining prior written authorization from the Company. Customer further expressly acknowledges that all intellectual property rights of the Company, its successors and/or assigns, shall remain the sole and exclusive property of the Company, its successors and/or assigns consistent and in accordance with the prior approval obtained by the Company from the United States Patent and Trademark Office and any other available remedies or protection(s) available unto the Company.

**7.2 Irreparable Harm to the Company.** It is further expressly agreed that a breach by Customer of any provision of the preceding covenant will cause the Company irreparable harm which cannot be adequately compensated by monetary relief. Accordingly, in the event of any such breach, the Company can and will be entitled to equitable relief (including but not limited to temporary restraining orders, preliminary and/or permanent injunctions), in addition to any other remedies available at law or in equity now or hereinafter in force.

**ARTICLE VIII. GENERAL PROVISIONS**

**8.1 Notice.** All notices and other communications required or permitted hereunder or in connection herewith, shall be deemed to have been duly given if they are in writing and delivered personally or sent by registered or certified mail, return receipt requested and postage prepaid. They shall be addressed as follows:

Perspectives, LTD.  
Attn: Legal Department  
100 North Pennsylvania Avenue  
Wilkes-Barre PA 18701-3503

Customer:  
Huntley Community School District 158  
Attn: Adam Zehr, Assistant Superintendent for Human Resources  
650 John Burkey Drive  
Algonquin, IL 60102

Provided, however, that either Party may change such Party's address by written notice of such change in accordance with this Section 8.1 to the other Party.

**8.2 Governing Law.** The Agreement shall be governed by and construed under the laws of the Commonwealth of Pennsylvania, without giving effect to the principles of conflict of laws thereof. Additionally, the Parties agree that any legal action or proceeding brought by or against them under this agreement shall be exclusively brought in the courts in and for Luzerne County, Pennsylvania, and Wilkes-Barre Division of the United States District Court for the Middle District of Pennsylvania and that the parties submit to such jurisdiction and waive all objections which they may have with respect to the venue of the above courts.

**8.3 Entire Agreement.** The Agreement, together with the exhibits attached hereto, constitutes the entire understanding and agreement between the Parties with respect to the provisions of the Services and supersedes any and all prior agreements whether written or oral, that may exist between the Parties solely with respect to such subject matter. The Preamble and **Exhibit A** are incorporated into the Agreement by reference.

**8.4 Modifications and Amendments.** No modification, alteration, change or waiver of any provision of the Agreement shall be valid unless it is in writing and signed by the Party against whom it is sought to be enforced. No waiver at any time of any provision of the Agreement shall be deemed a waiver of any other provision of the Agreement at that time or a waiver of that or any other provision at any other time.

**8.5 Statement of Work/Fee Schedule Amendments.** Notwithstanding **Section 8.4**, Customer may request the Company to make changes to its Statement of Work/Fee Schedule or to perform additional Services ("Modified Services"). Upon such request by Customer, the Company shall submit in writing a proposal for accomplishing the Modified Services and any associated increase or decrease in the Service Fees. If Customer elects to have the Company perform the Modified Services, the Company shall prepare an amended Statement of Work/Fee Schedule that describes and outlines the terms of the Modified Services to be performed. Such amended Statement of Work/Fee Schedule shall be mutually agreed upon, signed, and dated by both Parties. The Company shall not be obligated to perform the Modified Services prior to the execution of the amended Statement of Work/Fee Schedule.

**8.6 Assignment and Third-Party Beneficiaries.** Neither Party may assign the Agreement without the expressed written consent of the other Party, which consent shall not be unreasonably conditioned, withheld or delayed. Notwithstanding the foregoing, either Party may assign the Agreement to its parent, a subsidiary, or an affiliated company without the expressed written consent of the other Party. Furthermore, either Party may assign the Agreement to a third party solely in connection with a sale or other disposition of substantially all the assets of the assigning Party's business without the expressed written consent of the other Party. Other than in connection with

## Member Customer Services Agreement

Page 6 of 9

indemnification under Section 4.1, the Agreement does not, nor is it intended to, create any rights, benefits, or interests in any third party, person, or organization.

**8.7 Captions and Headings; Interpretation.** Captions and headings contained herein are solely for convenience of reference and shall not constitute a part of, or affect the interpretation or construction of, the Agreement. Except as otherwise explicitly specified to the contrary, (a) references to a Section, Article, exhibit or schedule means a Section or Article of, or schedule or exhibit to this Agreement, unless another agreement is specified, (b) the word “including” (and words of similar import) means “including without limitation,” (c) references to a particular statute or regulation include all rules and regulations thereunder and any predecessor or successor statute, rules or regulation, in each case, as amended or otherwise modified from time to time, (d) words in the singular or plural form include the plural or singular form, respectively, and words of one gender shall be held to include all genders as the context requires, (e) references to the Parties means the Parties hereto, unless another agreement is specified, (f) references to a particular person include such person’s successor and assigns to the extent not prohibited by this Agreement, (g) “extent” in the phrase “to the extent” means the degree to which a subject or other thing extends, A and such phrase does not mean simply “if,” (h) the headings contained in this Agreement, in any exhibit or schedule hereto and in the table of contents to this Agreement are for reference purposes only and shall not effect in any way the meaning or interpretation of this Agreement, (i) references to “\$” shall mean United States dollars, (j) the word “or” is not exclusive, (k) the words “hereof,” “herein,” “hereby,” “hereto,” and derivative or similar words refer to this entire Agreement including the schedules and exhibits hereto, (l) the word “any” means “any and all,” (m) the words “writing,” “written,” and comparable terms refer to printing, typing and other means of reproducing words (including electronic media) in a visible form, (n) no provision of this Agreement is to be construed to require, directly or indirectly, any person to take any action, or omit to take any action, to the extent such action or omission would violate applicable law, (o) if the last day of the time period for the giving of any notice of the taking of any action required under this Agreement falls on a day that is not a business day, the time period for giving such notice or taking such action shall be extended through the next business day following the original expiration date of such, and (p) the Parties have each participated in the negotiation and drafting of this Agreement and if an ambiguity or question of interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties hereto and no presumption or burden of proof shall arise favoring or burdening any Party by virtue of the authorship of any of the provisions in this Agreement.

**8.8 Waiver and Severability.** The waiver by either Party of any default or breach of the Agreement shall not constitute a waiver of any other or subsequent default or breach. If any provision of the Agreement shall be deemed partially or wholly unenforceable, such unenforceability shall not affect the remaining provisions hereof and such affected provision shall be enforced to the fullest extent permitted by law.

**8.9 Attorney’s Fees, Costs and Expenses.** If any action at law or in equity is necessary to enforce or interpret the terms of the Agreement, each Party shall bear its own attorneys’ fees, costs and expenses incurred in maintaining such action in addition to any other relief that may be deemed proper.

**8.10 Counterparts and Facsimile Signatures or PDF Signatures.** The Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Customer and the Company agree that transmission to each other of the Agreement with the transmitting Party’s facsimile signature or portable document format (“PDF”) signature shall suffice to bind the Party signing and transmitting same to the Agreement in the same manner as if the Agreement with an original signature had been delivered.

**8.11 Independent Contractor Status.** For purposes of the Agreement and all the Services to be provided hereunder, the Company shall not be considered a partner, co-venturer, agent, employee or representative of Customer, but shall remain in all respects an independent contractor, and neither Party shall have any right or authority to make or undertake any promise, warranty or representation, to execute any contract or otherwise to assume any obligation or responsibility in the name of or on behalf of the other Party.

**8.12 Solicitation of Employees.** Customer agrees that during the term of the Agreement and for a period of

## Member Customer Services Agreement

Page 7 of 9

twenty-four (24) months commencing on the date that such term expires or is terminated, Customer shall not for any reason, either directly or indirectly, on Customer's own behalf or in the service or on behalf of others, solicit, recruit or attempt to persuade any person to terminate such person's employment or consulting arrangement with the Company, or an affiliated company, whether or not such person is a full-time employee or whether or not such employment is pursuant to a written agreement or is at-will.

**8.13 Survival.** The provisions of Articles II, III, IV, V, VI, VII and VIII shall survive the expiration or sooner termination of the term of the Agreement.

**8.14 Force Majeure.** Each Party shall not be considered in default of the performance of its obligations under the Agreement to the extent that performance of its obligations is prevented or delayed by any cause beyond its reasonable control, including acts of God, acts or omissions of governmental authorities, strikes, lockouts or other industrial disturbances, acts of public enemies, wars, blockades, riots, civil disturbances, pandemics, epidemics, floods, hurricanes, tornadoes and any other similar acts, events or omissions (each a "Force Majeure Event"). A Party is excused from performance only for the duration of such a Force Majeure Event. Any Party so delayed in its performance due to a Force Majeure Event shall immediately notify the other Party by telephone (to be confirmed in writing within 24 hours of the inception of such delay). In the event a Force Majeure Event affecting the performance of a Party continues for more than 60 days, the other Party may terminate this Agreement upon notice to such affected Party.

**8.15 Advertising and Public Announcement.** Customer agrees that the Company may: (1) use Customer's name in any form of publicity; (2) release to the public any information relating to the Services to be performed hereunder; and (3) otherwise disclose or advertise that the Customer has entered into the Agreement.

**8.16 Subcontracting.** Company may also, without notice, utilize subcontractors and agents to perform aspects of the Services (such as cloud hosting), provided, however, that Company shall remain primarily responsible for compliance with its obligations under this Agreement.

**8.17 ERISA Disclaimer.** The Parties acknowledge and agree that the Company will provide services to Customer under the Agreement. In providing such service, the Parties agree that the Company will not exercise any discretionary authority over the management or disposition of assets of any welfare benefit plan (as such term is defined in the Employee Retirement Income Security Act of 1974 ("ERISA")). The Company's duties will be limited to providing certain contractually agreed upon services as herein set forth. Therefore, the Parties agree that the Company is not a fiduciary (as such term is defined by ERISA Section 3(21)) regarding Customer's Health Benefits or any Health and Welfare Benefit Plan. The Company will provide services by using its employees who are unfamiliar with and have no responsibility to determine or verify the coverage requirements of any specific benefit plan. In the event that knowledge of the Company shall be a prerequisite to imposing a duty upon or to determine the liability of the Company under the Agreement or under any statute regulating the conduct of the Company, the Company will not be deemed to have participated in any act or omission of any fiduciary (as such term is defined under ERISA) with regard to the coverage requirements of any welfare benefit plan as a result of performing its contractually agreed upon duties hereunder.

**8.18 Privacy.**

(a) Company is a "service provider", "processor", or equivalent term under data privacy laws applicable to Company's activities under this Agreement (collectively, together with any regulations promulgated pursuant to such laws, "Data Privacy Laws"), and Customer is a "controller", "business" or equivalent term under applicable Data Privacy Laws. The parties agree and acknowledge that certain individuals may have personal data rights pursuant to Data Privacy Laws with respect to their "personal information," "personal data," or equivalent term as defined in Data Privacy Laws ("Personal Information"). Company will retain, use, and disclose Personal Information subject to Data Privacy Laws only for the business purposes and business relationship authorized in the Agreement or otherwise permitted by such Data Privacy Laws, will not sell Personal Information (as such term is defined in applicable Data Privacy Laws), and will treat such Personal Information as Confidential Information under this

## Member Customer Services Agreement

Page 8 of 9

Agreement. The Company's PIMS Privacy Policy is incorporated herein by reference and can be found on the Company's website. The PIMS Privacy Policy may be amended from time to time without notice to the Customer.

(b) Referral Network. Customer acknowledges and agrees that the counselors, affiliates, coaches, coordinators, clinics, health care providers, and any other entities to whom Company may refer Customer's employees for health counseling or similar services (collectively, the "Referral Network") are separate, independent "controllers", "businesses", or an equivalent term under Data Privacy Laws, and such Referral Network members are not Company's subcontractors or service providers. Customer further acknowledges that Company has no control over, or responsibility for, the data collection or use practices of any Referral Network member, and the use of Personal Information by Referral Network members is subject to each such member's own privacy practices and disclosures. The Company's Referral Network is a sub-processor of the Company for purposes of the referral, invoice, and payment process. The Customer may obtain additional information about the Company's Affiliate Network by contacting the Company.

(c) With regard to protected health information ("PHI") and other Personal Information, each party shall comply, to the extent applicable, with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act ("HITECH") and any all-applicable Data Privacy Laws. Customer hereby agrees that (i) the Company is authorized to process and transfer data between its offices constituting the Company's group of companies, and between any sub-contractor(s), partners and affiliates, and other members of the Referral Network, engaged by the Company to perform part or all of the Services thereby allowing global access to the data on a 'need-to-know' basis in order to perform Services under this Agreement in the countries and territories specified by Customer; and (ii) the Company may disclose protected health information of data subjects (as defined in HIPAA) in the aggregate reports or in de-identified form, without the written consent of data subject, in connection with Company's business operations, as permitted by law.

(d) The Customer shall not share Customer PHI or Personal Information with the Company. "Personal Information" shall mean a first name and last name or first initial and last name in combination with any one or more of the following data elements that relate to such resident: (a) Social Security number; (b) driver's license number or state-issued identification card number; or (c) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident's financial account; provided, however, that "Personal information" does not include information that is lawfully obtained from publicly available information, or from federal, state or local government records lawfully made available to the general public.

**8.19 Anti-Corruption Compliance.** Reserved.

**8.20 Trade Sanctions and Export Control.** Reserved.

**8.21 Record Storage and Delivery.** Upon termination of the Agreement and to the extent that such records exist, the Company shall compile, collect, and deliver to Customer all Customer records subject to the Agreement as soon as is practicable after such termination. Customer agrees to accept delivery upon receipt of such Customer records and pay the Company all reasonable and customary storage, shipping and handling fees and expenses upon receipt of such record delivery and invoicing. Customer understands that any federal and/or state law, rule, regulation, or policy requiring the safekeeping of records for a prescribed time period, after termination of the Agreement, is the sole responsibility of Customer and not an obligation of the Company.

*[Remainder of page intentionally left blank]*

**SIGNATURE PAGE**

**IN WITNESS WHEREOF**, the Parties have executed and delivered the Agreement as of the date first above written.

**PERSPECTIVES, LTD.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Keith Wasley  
President and Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Customer Representative

\_\_\_\_\_  
Printed Name of Authorized Customer Representative

\_\_\_\_\_  
Title of Authorized Customer Representative

**EXHIBIT A**

**Statement of Work/Fee Schedule**

The specific services below may be deleted, modified, or redefined by Perspectives, Ltd. with notice to the Customer.

Effective Date: 1/1/2024

Employee Count: 1300

Group(s) covered: Full time/part time employees, and household family members

<b>EMPLOYEE ASSISTANCE and WORK-LIFE SERVICES</b>	
<ul style="list-style-type: none"> <li>✓ 24/7 Toll-free telephonic and online access to EAP services</li> <li>✓ Call translation services available in over 240 languages</li> <li>✓ 24-hour access to In the Moment Support for immediate or emergent mental health needs</li> <li>✓ Referral to staff or affiliate network for short-term counseling</li> <li>✓ Up to 6 virtual or face-to-face short-term, counseling sessions per unique incident per year with master's degree EAP counselor</li> <li>✓ Work/Life consultation, customized to the member's individual need and request</li> <li>✓ Personalized search and referrals to work-life resources for child care, adoption, education, pet care, elder/adult care, relocation assistance, and more</li> <li>✓ Legal consultation, referrals, and information for a wide range of personal matters, including estate planning, real estate, bankruptcy, divorce, custody</li> <li>✓ Financial issues receive a 30-minute consultation with a Certified Financial Professional. Depending on the type of issue, additional consultation may be provided</li> <li>✓ Identity theft consultation services provided by a Fraud Resolution Specialist. One virtual session (up to 60 minutes) per issue/per year.</li> <li>✓ Comprehensive web-based Work/Life resources</li> <li>✓ Interactive web-based Work/Life seminars</li> <li>✓ Specialized web-based corporate discounts, reference guides &amp; referral sourcing</li> <li>✓ Life Coaching (up to 6 sessions per year)</li> <li>✓ Medical Advocacy</li> <li>✓ Web-site portal and mobile app</li> <li>✓ Personal Assistant</li> </ul>	<b>INCLUDED</b>
<b>PROGRAM IMPLEMENTATION AND PROMOTION</b>	
<ul style="list-style-type: none"> <li>✓ Lifestyle blog</li> <li>✓ Monthly employee E-Newsletters</li> <li>✓ Monthly manager articles</li> <li>✓ Periodic EAP related articles</li> <li>✓ Standard electronic promotional materials (<i>customized, printed materials and home mailing options available for an additional fee</i>)</li> <li>✓ Webinar based program orientation (digital manuals included) for employees, managers, supervisors, and human resources</li> </ul>	<b>INCLUDED</b>
<b>MANAGEMENT ASSISTANCE</b>	
<ul style="list-style-type: none"> <li>✓ Dedicated account manager</li> <li>✓ Management consultations for human resources, managers, and supervisors</li> <li>✓ Fitness for Duty consultation</li> <li>✓ Formal management referral, assessment, and counseling</li> <li>✓ Post workplace trauma/crisis consultation</li> <li>✓ Secure and confidential data management system</li> <li>✓ Coordination of care with healthcare insurance provider</li> <li>✓ Manager Tool Kit</li> <li>✓ Consultation on policies and procedures related to the access and use of the EAP</li> </ul>	<b>INCLUDED</b>
<b>PERFORMANCE TRACKING</b>	
<ul style="list-style-type: none"> <li>✓ Case management for job performance referrals</li> <li>✓ Online employee satisfaction surveys</li> <li>✓ Program review &amp; planning</li> <li>✓ Utilization Reporting</li> </ul>	<b>INCLUDED</b>
<b>PRICING SUMMARY</b>	

Total billable covered employees/members at program start:	<b>1,300</b>
Per Employee Per Month (PEPM): \$	<b>1.02</b>
Annual recurring service fee: \$	<b>15,912.00</b>

**Important Copyright Protection Notice:**

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# Huntley Community School District 158

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650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.huntley158.org](http://www.huntley158.org)

**Date:** December 7, 2023  
**To:** Human Resources Committee and Administration  
**From:** Adam Zehr, Assistant Superintendent for Human Resources  
**Subject:** Home/Hospital Instruction Rate

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## Executive Summary

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate a student's return to school.

Over the last two years we have had an average of 31 students in need of HHI services. The majority of our students needing HHI Services have needed them for a duration of approximately 4-6 weeks. There are outliers of students who need months, if not one year of HHI services. Students who receive HHI services are guaranteed a minimum legal amount of 5 hours a week of instruction, unless a decrease is noted by the recommending physician. Traditionally, HHI Instructors have been paid \$26.00 per hour. The cost analysis over the last five years is in the table below:



# Huntley Community School District 158

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School Year	Total Hours	Total Compensation
2018-2019	3,651	\$76,666.17
2019-2020	1,510	\$38,842.24
2020-2021	611	\$15,883.66
2021-2022	1,029	\$26,747.24
2022-2023	820	\$21,630.18
<b>Averages for 5 years</b>	<b>1,524</b>	<b>\$35,953.89</b>

**District Needs:**

- Home/Hospital Instructors for academics
- Home/Hospital Instructors for related services

**Projected Cost:**

- 1,524 hours x \$45.00(current summer school hourly rate) = \$68,580.00 per year

**Funding Sources:** Special Education Funding

**Rate:**

Current: \$26/hour

Recommendation: \$45/hour

The District Administration recommends that the approval of the HHI Instructor Hourly Rate be equivalent to that of the current hourly rate in the HEA Contract.

**Recommendation**

Seeking approval of the Board at their next Regular Meeting.



# Huntley Community School District 158

650 Dr. John Burkey Drive  
Algonquin, Illinois 60102

(847) 659-6158 • [www.huntley158.org](http://www.huntley158.org)

DATE: December 7, 2023  
 TO: Building and Grounds Committee  
 FROM: Doug Renkosik, Director of Operations and Maintenance  
 RE: O & M Updates **(R)**  
 Building and Grounds Committee  
 Committee of the Whole December 7, 2023

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**Below is a recap of activities in the O&M Department that have taken place since the November 9, 2023, Building Committee meeting and highlights of upcoming events.**

1. Coordinated construction of the following capital improvement projects:
  - a. Guaranteed Energy savings contract RFP 2022-32 with Veregy to install the electrical distribution system and solar power array to support District 158's EV bus fleet initiative – *A Certificate of Completion for the 195 KW solar array install work was filed the last week of September. ComEd's inspection prior to final approval to operate is expected sometime soon.*
  - b. Guaranteed Energy Savings Contract RFP 2022-32A DX cooling system replacements. *Construction is substantially complete and commissioning is in progress.*
  - c. Preheat system installation for Boiler Makeup Air serving Heineman boiler room *Equipment is delivered and installed. The commissioning of the equipment is scheduled for completion in mid-September 2023.*
  - d. Pavement Improvements in the D158 Transportation Center Bus lot. *The project is substantially complete. As of this writing the contractor's punch work is in progress.*
  - e. Pavement Improvements at Reed Road Campus including connecting drive between Martin and Marlowe and between Martin bus lot and receiving area. *A small punch list of work remains.*
  - f. Curtain wall restoration and unit ventilator ductwork modifications at Huntley High School's two-story, 1996 section. *As of this writing the contractor's exterior work is to remain ongoing through the Fiscal Year.*
  - g. Huntley High School Foods Lab configuration and casework. *Work is substantially complete with a punch list of minor adjustments developed by an inspection on July 27, 2023.*
  - h. Community Solar installation at Reed Road Campus. Forefront Power has initiated a new step in the interconnect application with ComEd. *ComEd's next phase of the review process is expected to take several months.*
2. Released Bid Specifications for Phase V of the Huntley High School Roof Restoration on October 23, 2023.
3. Coordinate the development of conceptual pricing for the "mobile microgrid" associated with D158's assigned portion of the Renew America 95% funding initiative for carbon-reducing capital projects initiatives.

4. The O&M Office will soon commence the development of bid specifications for Asphalt Sealcoat, Crack Fill, and traffic paint work to take place in summer 2024 for the following areas:
  - a. Transportation Center bus parking lot.
  - b. Martin bus lot, drive to Marlowe from Martin and the new Haligus Road entrance to Reed Road Campus.

**Attachments**

1. Audit of Village Zoning Requirements for Ground Mount site signage on campus entrances

DR/jk

# **Huntley Community School District 158**

## **Operations and Maintenance Office**

*Foster a Clean, Comfortable, Safe Learning Environment for Students Faculty and Staff*

**Douglas G. Renkosik, Director**

**847-659-6163**

11-9-23

**To:** To Whom It May Concern

**From:** Doug Renkosik

**Re:** Audit of Village Zoning Requirements for Ground Mount site signage on campus entrances

The following pages contain summary of the application Village Codes to a ground mount sign at the entrance to D158 campus properties by Village.

I have requested a copy of the referenced Illustration in the last sentence of the Huntley Code.

# Harmony Campus – Village of Huntley

To view the full V.O.H. code, click on this link: [Huntley Ground Sign Regs.pdf](#)

## Section 156.118 part B2; Location – Ground signs

No ground sign shall be placed within five feet of any lot line, and when any sign is placed within ten feet of any lot line, it shall not exceed three and a half feet in height. No ground signs shall be placed within the Vision Clearance Triangle as defined in § 156.111.

## Section 156.118 part C; Illuminated signs

No sign shall be illuminated except in compliance with all applicable Village codes, ordinances, and regulations and with the following standards:

- (1) Except as otherwise specified in this article, a sign may be illuminated with internal or external lighting sources as follows:
  - (a) Internal illumination. Signs may be internally illuminated, but only through a translucent surface from a light source from within the sign.
  - (b) External illumination. Whenever an external artificial light source is used for a sign, such source shall be located, shielded, and directed so as not to be directly visible from any public street or any adjacent property. Every external artificial light source shall be directed solely to, and concentrated sharply on, the sign.
- (2) Except for permitted time and temperature display, the illumination shall be constant in intensity and color and shall not consist of blinking, flashing, fluttering, or other illumination conveying a sense of movement.

## Section 156.118 part G; Required Landscaping

All ground signs for which a sign permit is required shall have landscaped area in accordance with the following provisions, except as otherwise noted:

- (1) For every one (1) square foot of sign area there shall be provided two (2) square feet of landscaped area immediately adjacent to the sign base.
- (2) The required landscaped area shall consist of plantings such as, but not limited to, hedges, conifers, flowering plants, evergreens, and ground cover plants. Sodded or seeded areas without such plantings shall not be considered in calculating the required square footage of landscaped area.
- (3) The landscaped area shall contain ground protection such as, but not limited to, cover plants, landscaping mulch or decorative stones.
- (4) The landscaped area shall be maintained in a healthy, neat and proper condition at all times.
- (5) If the area around the base of the sign is insufficient in area for all of the required landscaping, then all such landscaping as may be properly be installed shall be placed around the base of the sign and the remainder of the required landscaping shall be provided in the same zoning lot as the subject sign at a location reviewed and approved by the Village Manager.

## Section 156.122 GROUND SIGNS

- (A) Size. The surface area shall not exceed one-half (1/2) square foot per linear feet of street frontage, maximum of eighty (80) square feet.
- (B) Height. It shall be unlawful to install any ground sign whose total height is greater than fifteen (15) feet above the level of the street upon which the sign faces, or above the adjoining ground level, if such ground level is above the street level.
- (C) Location. All ground signs shall conform to the requirements of § 156.118(B).
- (D) Number of per lot. One (1) ground sign per lot.
  - (1) Ground signs related to a use with a drive-in and/or drive through shall be reviewed as a sign package to be submitted as part of the Special Use Permit application for the drive-in/drive through.
- (E) Installation. All ground signs shall be mounted on a decorative masonry or natural stone base or between decorative masonry or natural stone columns. Alternative materials may be approved where they correspond with the appearance of one or more materials used on the exterior of the corresponding building. The width of the base or total width of the columns of any ground sign, as

measured parallel to the sign face, shall be a minimum of fifty percent (50%) of the width of the sign face.

(F) Illustration. See Illustration 1.

## Reed Road Campus – Village of Lake In The Hills

To view the full V.O.L.I.T.H. code, click on this link: [LITH sign ordinance Section 16 Signs.pdf](#)

### Section 16.2 General Provisions

- 16.2-1 *Permit Required:* It shall be unlawful for any person to construct, alter, or change any lettering or graphics, or relocate any sign except as expressly authorized by this Section without first obtaining a permit from the Community Development Department and paying the required fees.
- 16.2-2 *Building Code Compliance:* All signs shall be constructed in accordance with applicable provisions of the building codes adopted by the Village. No sign shall be constructed which interferes with public safety, a building's proper operation, or is not in compliance with required clearances from above and/or below ground utilities.
- 16.2-3 *Illinois Highway Advertising Control Act:* No sign permitted under this Section shall be constructed or maintained if the sign shall in any way violate the Illinois Highway Advertising Control Act 225 ILCS 440 standards as amended.
- 16.2-4 *Sign Area:* Sign area is defined as the entire area within a single continuous perimeter enclosing the extreme limits of all lettering, designs, and symbols together with the background on which they are displayed. Where the interior angle between a double-sided sign is 45 degrees or less, the sign area is computed as the area of one face only. If the angle between two sign faces is greater than 45 degrees, the sign area is computed as the sum of the sign faces.

Logo and symbol elements present on the sign shall have their size calculated separately from text. The smallest geometric shape that encloses the elements shall be used, and added to the text area to determine the total sign area.



16.2-5 *Required Landscaping at Ground Signs:* Landscaping shall be installed around the base of all ground signs to visually anchor the sign. Landscaping shall include shrubs, ornamental plantings, or groundcovers (excluding turf grass) that are large enough to soften the base of the sign without blocking the signage text. For every 1 square foot of sign area there shall be 2 square feet of landscaped area, as measured in ground area coverage, immediately adjacent to the sign base.

If the ground area surrounding the base of the sign is insufficient in size for all calculated required landscaping, the balance of the required landscaping shall be provided in an alternate location on the same zoning lot. The location shall be approved by the Director of Community Development.

16.2-6 *Sight Line Preservation:* No sign shall be constructed on any corner lot taller than 24 inches in height as measured from street curb level or edge of street pavement, if the sign is to be located within the area of a driver's sight-line triangle at an intersection of two streets. The triangle shall be determined by measuring 23 feet along the edge of road pavement in each direction of the intersecting streets, and then diagonally across the adjacent land to define the third side of the triangle.

16.2-7 *Illumination:*

A. *General:* External and internal lighting sources shall be white (non-colored) light, and shall not blink, fluctuate or move except as permitted for electronic message board signs.

B. *Internal Illumination:* Internal sign illumination shall be permitted subject to the following restrictions:

1. In no case shall the lighting intensity exceed the limit of 70 foot-candles measured with a standard light meter perpendicular to the face of the sign, at a distance equal to the lesser dimension of the sign, whether that is the measurement of the height or the width.

2. No sign in any Residential District may be internally illuminated, except signs on an existing non-residential parcel that is adjacent to or falls within a Residential District.

C. *External Illumination:* External illumination shall be permitted subject to the following restrictions:

1. Lighting shall be uniformly distributed over the area of the sign and not extend beyond the edges of the sign.
2. Lighting shall not directly shine into dwellings or create a traffic hazard.
3. The light reflectance when measured perpendicular to the sign face at a distance of one foot from the surface, shall not exceed 50 foot-candles when measured with a standard light meter.
4. Floodlights, gooseneck reflectors or other external sources of illumination shall have lighting bulbs contained within light fixture housings.

D. *Digital Signs/Electronic Message Boards:*

Digital Signs/Electronic Message Boards within Ground or Wall signs may consist of either of the following types:

1. *Electronic Display Screens:* A sign or portion of a sign that displays an electronic image or video which may include text. This may include television screens, or video panels, whether made of plasma, LED, or other video projection technology, and holographic displays.
2. *Electronic Message Sign:* Any sign or portion of a sign that uses changing lights to form messages in text form wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes.



Electronic Message Sign



3. *Duration/Message Display Update:*

- a. The display time for a single line of text shall not be less than 2 seconds. The minimum time that a phrase is displayed should be based on 1 second per word, or 2 seconds per line of text, whichever produces a lesser value.
- b. Copy change time between the displays of phrases shall be instantaneous with no fades.
- c. Images and pictures as part of a message shall remain steady and shall not scroll, flash, pulse, or fade. The display time for images or messages containing images shall be a minimum of 5 seconds.
- d. Signage brightness shall not exceed 5000 nit luminance during daytime hours and 500 nit luminance after dusk.

**16.7 SIGNS ALLOWED BY PERMIT:**

- 16.7-1 A permit application shall be submitted for all permitted signs as described in the SIGN TABLES of this Section prior to installation on a lot.
- 16.7-2 Zoning District regulations are established in the SIGN TABLES below: 234

**Table 7-Signs Permitted by District: A-1, I-B. OS**

Sign Type	Quantity	Sign Area	Height	Notes	Representative Imagery
<b>Ground (Permanent)</b>	1 (per street frontage)	100 sq. ft. (max. per sign)	8 ft. (max height from grade)	10 ft. (min. distance from lot line)	
<b>Ground (Temporary)</b>	1 (per zoning Lot)	32 sq. ft. (max.)	8 ft. (max height. from grade)	60 days (max. time for display, followed by a minimum of 60 days, no display)	

## Square Barn Road Campus – Village of Algonquin

To view the full V.O.A. code, click on this link: [Algonquin Ground Sign Regs.pdf](#)

**Ground Signs:** Ground signs shall be permitted, subject to the following provisions:

- a. Number: There shall be a limit of one ground sign per lot, shop-ping center, shopping center outlot, or multiple business center, that shall be erected for the purpose of identifying the establishment.
- b. Height: No ground sign shall exceed 12 feet in height from grade.
- c. Surface Area: No ground sign shall exceed a maximum surface area of 50 square feet if single-faced or 100 square feet if double-faced.
- d. Setback: No ground sign shall be located closer than 5 feet to any property line. Such signs shall be placed no closer than 18 feet to any building or structure it identifies and shall not obscure any architectural features of a building, such as entrances, display windows, or decorative cornices when viewed from any street.
- e. Shape: Signs of excessively complicated outlines or composed of several different connected shapes are not acceptable. The outlined shape and silhouette of a ground sign shall be simple and compatible with the building to which it relates.
- f. Scale and Proportion: A ground sign shall be compatible with the building or buildings it identifies, and the sign may not be of such a size that it visually overpowers the building on the site.
- g. Illumination: Ground signs may be internally or externally illuminated.
- h. Tenant Identification Panels: Provision for identifying tenants within a shopping center or multiple business center as part of the permitted square footage of the sign identifying the shopping center or multiple business center as a whole shall be permitted, pro-vided that there shall be a limit of two panels or divisions of said sign for such purposes.
- i. Menu Board Signs: In addition to the one permitted ground sign, one freestanding single-faced menu board sign shall be permitted per lot or outlot for restaurants with drive-through facilities, pro-vided that such sign does not exceed 50 square feet in surface area or 8 feet in height. Such sign may only be internally illuminated. Menu board signs shall be permitted only in business zoning districts.

**Changeable Copy Signs:** Changeable copy signs shall be subject to the following provisions:

- a. Such signs shall be permitted only if incorporated into ground signs used for identification of an establishment, and hereafter in this Section such features shall be referred to as changeable copy boards.
- b. Changeable copy boards on a sign face shall be composed in pro-portion to the entire sign face with a border or similar treatment around the board to integrate it into the sign face.
- c. Changeable copy boards shall be limited to 33 percent of the per-mitted surface area of a ground sign. The background upon which letters and numerals are placed shall be either white, ivory, or black. No more than three lines of copy shall be allowed. Change-able copy board lettering shall be limited to 8 inches in height.
- d. Copy on a changeable copy board shall be of a single, easily legible lettering style, and shall be of uniform color and size through-out the board.
- e. Changeable copy boards may be internally or externally illuminated.
- f. No provisions herein shall abrogate any other requirements for freestanding signs as provided for in this Chapter.

### GENERAL PRINCIPLES FOR SIGN DESIGN

A. Legibility: The legibility of signs is related to:

1. The design of the sign, including amount of copy, lettering size, and style and color, shall logically relate to the predominant speed of traffic that will see it. Signs shall legibly convey their message without being distracting or unsafe to motorists reading them.
2. The context and surroundings in which they are seen. Signs shall not de-tract from the general appearance and architectural character of their surroundings including streets, buildings, and

other signs in the area. Signs shall not be designed to compete with one another, but shall contribute to the composite legibility and attractiveness of streetscapes within the Village.

3. The design, colors, and contrast of the sign copy and sign face.

**B. Specific Guidelines by Design Elements:**

**1. Sign Copy:**

- a. All signs, other than changeable copy signs, shall have no more than eight items of information on the sign face. For the purposes of these guidelines, all individual words, symbols, figures, numbers, or illustrations, excluding punctuation marks, shall be considered items of information.
- b. The use of simple pictures, symbols, or logos is encouraged as a replacement for words that describe the name or nature of a business or use. Slogans and product names are prohibited.

**2. Lettering:**

- a. Simple and easily readable lettering styles shall primarily be used. Specialized, decorative lettering styles shall be adequately legible.
- b. The number of different lettering styles on a sign or on a series of signs within a multi-tenant building or complex of buildings shall be minimized.
- c. Lettering and copy shall not be crowded onto the surface of a sign or building surface, and shall be composed to leave ample space around the copy to preserve legibility.

**3. Materials:**

- a. The materials and textures of signs shall have good architectural character, and shall not be inconsistent with nor detract from the overall design concept of the site and building of which it is a part.
- b. Natural materials, such as wood, stone, or brick, are encouraged for signs.

**4. Color:**

- a. Colors, or combinations of colors, that are harsh and disrupt the visual harmony and order of the streetscape are not acceptable.
- b. Bold, bright, or harsh colors shall be used sparingly, as accents on a sign rather than as predominant colors. Strong contrasts of tone or color shall be avoided except when necessary for legibility.
- c. If a sign, other than changeable copy boards, with a white or ivory background, is internally illuminated, then said background shall be opaque (i.e., after dark, only the letters are visible). Yellow backgrounds shall be prohibited.

**CONSTRUCTION SPECIFICATIONS**

- A. Compliance with Applicable Codes: All signs shall be constructed in accordance with applicable provisions of building and electrical codes as designated in this Code.
- B. Obstruction to Exits: No sign shall be erected, constructed, or maintained so as to obstruct any fire escape, required exit, window, door opening, or wall opening intended as a means of ingress or egress.
- C. Obstruction to Ventilation: No sign shall be erected, constructed, or maintained so as to interfere with any opening or window required for light or ventilation.
- D. Clearance from Electrical Power Lines and Communications Lines: All signs shall be located in such a way that they maintain horizontal and vertical clearance of all electrical power lines and communications lines in accordance with the applicable provisions of this Code. However, in no instance shall a sign be erected or constructed within 8 feet of any electrical power line, conductor, or service drop, or any communications line, conductor, or service drop.
- E. Underground Electrical Service: All electrical service to freestanding signs shall be underground.
- F. Clearance from Surface and Underground Facilities: All signs and their support-ing structures shall maintain clearance and non-interference with all surface and underground facilities and conduits for water, sewage, gas, electricity, or communications equipment or lines. In addition, the placement of all signs and their supporting structures shall not interfere with nat-ural or artificial drainage of surface or underground water. 237
- G. Supports and Other Hardware: Primary supports for permanent signs shall be of the same material or of a coloring the same as or compatible with the sign material in order to harmonize

with the sign. Secondary supports and hardware, such as angle irons, braces, brackets, and frame members, shall be concealed. Pieces of electrical hardware, such as raceways, switch boxes, junction boxes, and the like, shall be painted the same color as the support, building, or portion of the sign to which they are affixed (as the case may apply) in order to conceal or subdue their appearance.

- H. Mansard Roof Signs: A sign located on a decorative mansard shall be mounted directly vertical as a wall sign, with no visible angle-iron, guy wires, braces, or secondary supports. All hardware shall be concealed. Roof signs that project out from the surface of the roof shall be enclosed on all sides perpendicular to the sign face with a treatment to match the color, texture, and appearance of the roof materials. No sign on a mansard roof shall project from the building surface more than 12 inches, as measured at the front edge of the sign, nor shall any portion of the sign extend above the highest point of the mansard roof. Such signs shall be constructed of a non-combustible type material.
- I. Landscaping: All freestanding signs shall be located in a landscaped area separated and protected from vehicular circulation, pedestrian movement and parking areas. A minimum of 2 square feet of landscaping is required for every 1 square foot of sign face erected. Freestanding signs shall be landscaped at their base in a way that is harmonious with the landscape concept of the whole site. Landscaping shall form an attractive, dense cluster at the base of a ground sign, or around the support(s) of a pole or pylon sign, that is equally attractive in winter and summer, such as evergreens. Landscaping shall not obstruct the line of sight of motorists or pedestrians.
- J. Parking Facility or Premises Illumination: No freestanding sign shall be used as a means of holding, housing, or otherwise supporting light fixtures intended to illuminate parking lots, buildings, or the general premises of any property or establishment. Such light fixtures shall be placed on light poles specifically designed for such purposes and served by separate electrical feeds.

## ILLUMINATION

All signs permitted to be illuminated under the regulations of this Chapter shall be installed or applied such that signs shall meet the following standards:

2. Ground Signs: Ground signs, if illuminated internally, shall meet the same standards as wall signs. If illuminated externally, such illumination shall only be from the ground, with light bulbs contained within a protective casing, and such lighting fixtures concealed by dense, evergreen-type shrubbery.
3. Externally Illuminated Signs: Externally illuminated signs shall have lighting fixtures designed and installed only in such a manner that the direct rays of such lights shall be concentrated on the sign and be prevented from causing a glare on or striking the street or nearby property, or the reflector shall be provided with proper glass lenses concentrating the illumination upon the area of the sign so as to prevent glare on the street or nearby property.
4. Proximity to Residential Zoning Districts: Any illuminated sign visible within a direct distance of 100 feet of any residential zoning district (including public rights-of-way, private streets, aisles, etc.) shall be turned off and not operated between the hours of 10 p.m. and 7 a.m., 7 days a week, unless the establishment is engaged in the operation of its business open to the public with employees on the premises during such period. Illuminated signs visible within a direct distance of 100 feet of any residential zoning district shall be turned off when the establishment is closed to the general public, regardless of the presence of employees after operating hours.
5. Flashing Signs and Devices: Flashing signs and devices shall be prohibited.



# Huntley Community School District 158

650 Dr. John Burkey Drive  
 Algonquin, Illinois 60102  
 (847) 659-6158 • [www.huntley158.org](http://www.huntley158.org)

DATE: December 7, 2023  
 TO: Building and Grounds Committee and Administration  
 FROM: Doug Renkosik, Director of Operations & Maintenance  
 RE: Asphalt Crackfill, Sealcoat, and Traffic Painting Bid #2023-43 (A)  
 Building and Grounds Committee  
 Committee of the Whole, December 7, 2023

**Background:**

At the August 3, 2023 Committee of the Whole meeting, the Board of Education was presented a Ten Year look at physical plant deferred maintenance life cycle capital replacement projects. Included was a line item for work to be done in summer 2024 including crackfill, sealcoating and traffic painting of the asphalt in the summer 2023 completed pavement improvements at the D158 Transportation Center and the Marlowe and Martin School properties.

A Bid Specification for this work was released on November 1, 2023.

A mandatory pre-bid meeting was held on November 8, 2023.

Bids were opened on November 20, 2023.

A summary of the bids is below.

**Asphalt Crackfill, Sealcoat and Traffic Paint Bid # 2023-43  
 Bid Opening November 20, 2023 @ 2:30 P.M. Administration Building**

Bidder	Addendum # 1 & 2 noted	Bid Bond	Cert Comp Drug Free Workplace	Certificate of Eligibility	Certificate of IDHR	Cert of Prevailing Wage	Hold Harmless Agreement	Equipment List	Reference List	Base Bid	Lineal Feet of Crackfill	Square Feet of Sealcoat
Denler, Inc.	X	10%	X	X	X	X	X	X	X	\$56,186.00	10,600	383,601
Hastings Asphalt Services, Inc.	Note 1	10%	X	X	X	X	X	X	X	\$61,314.01	6,568	346,928
SKC Construction, Inc.	X	10%	X	X	X	X	X	X	X	\$59,925.27	6,000	324,594

**Special note**

Note 1: Only Addendum No. 1 acknowledged on bid form but Addendum 2 acknowledged in email sent on 11-15-2023

**Recommendation:**

The Administration suggest the Building Committee recommend the Board of Education approve the award of the Asphalt Crack-fill and Traffic Painting Bid #2023-43 to Denler, Inc. at a cost of \$56,186.00 at their December 21, 2023, Regular Board Meeting.

DR/jk



# Huntley Community School District 158

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650 Dr. John Burkey Drive  
Algonquin, Illinois 60102

(847) 659-6158 • [www.huntley158.org](http://www.huntley158.org)

DATE: December 7, 2023  
TO: Building and Grounds Committee  
FROM: Doug Renkosik, Director of Operations and Maintenance  
RE: Authorized Agent of the District 158 Board of Education for energy procurement contract (A)  
Building and Grounds Committee  
Committee of the Whole December 7, 2023

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## Background:

As it has been in the past practice and in order to be able to execute energy contracts on the same day as RFP responses are received; in order to preserve offered pricing; the Administration requests the Board of Education designate an authorized agent to commence the procurement process along with the Administration. This process will require months of research and contract evaluation in preparation for a final run-off when the time is deemed appropriate.

At the December 15, 2022, Regular Board meeting, the Board of Education authorized Paul Troy to act as the authorized agent of the Board of Education to sign approval of natural gas and electricity procurement contracts until the January 2024 Board meeting "at which time this authorization will be reviewed".

The Administration is asking for the Board of Education to designate a Board member to act as its authorized agent of the Board of Education to sign approval of natural gas and electricity procurement contracts until the January 2025 Board meeting at which time this authorization will be reviewed again.

## Recommendation:

The Administration suggests the Building Committee recommend that the Board of Education designate \_\_\_\_\_ as the authorized agent of the Board of Education at the Board of Education meeting on December 21, 2023. This individual will have the approval to sign natural gas and electricity procurement contracts until the January 2025 Board meeting at which time this authorization will be reviewed.

DR/jk

# Policy Committee

650 Dr. John Burkey Drive · Algonquin, IL 60102 · (847) 659-6158 · Huntley158.org

TO: Board of Education and Cabinet Members

FROM: Jessica Lombard, Interim Superintendent  
Lorie Woods, Director of Administrative Services

DATE: December 7, 2023

RE: Recommended Changes for Board Policy  
PRESS Updates – October 2023, Issue 113

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## POLICY RECOMMENDATIONS

### **PRESS UPDATE – October 2023, Issue 113**

- **2:20 Powers and Duties of the Board; Indemnification**  
Updated in response to 105 ILCS 5/10-20.21, raising the bidding threshold to \$35,000; and 105 ILCS 5/2-3.25f, changing state interventions available for School Improvement Plans.
- **2:120 Board Member Development**  
Policy and Legal References updated for continuous improvement.
- **2:200 Types of Board Meetings**  
Policy is updated permitting boards to meet in closed session for hearings regarding denial of admission to school events under 105 ILCS 5/24-24. Cross Reference added.
- **2:220 Board Meeting Procedure**  
The policy is updated allowing a public body to permit a member to attend remotely due to unexpected childcare obligations. Legal References updated for continuous improvement.
- **4:10 Fiscal and Business Management**  
Policy and Legal References updated requiring a board to annually present a written report that includes the annual average expenditures of the district's operational funds for the previous three fiscal years.
- **4:30 Revenue and Investments**  
Policy updated adding as an authorized investment obligations of certain U.S. corporations and amending requirements for investment in short-term obligations of U.S. corporations.
- **4:60 Purchases and Contracts**  
Policy updated permitting boards to utilize a design-build delivery system for construction projects, provided specific procedures are followed; and requiring boards to substantially present the terms of and approve new contracts for district-administered assessments at a regular board meeting. Updates to Legal References.

- **4:130 Free and Reduced-Price Food Services**  
Policy reformatted and updated establishing the Healthy School Meals for All Program. Legal References updated in response to style changes.
- **4:160 Environmental Quality of Buildings and Grounds**  
Policy is updated prohibiting schools serving students in grades K-8 from scheduling pesticide applications on school grounds when students are in attendance for instruction. Legal References updated.
- **4:170 Safety**  
Cross Reference added.
- **5:30 Hiring Process and Criteria**  
Legal References updated requiring employers to include the “pay scale and benefits” for a position in any specific job posting.
- **5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition**  
Legal References updated mandating instruction on the dangers of fentanyl in health education for students in grades 9-12, beginning with the 2024-2025 school year.
- **5:190 Teacher Qualifications**  
Legal References are updated in response to the repeal of 105 ILCS 5/21-11.4.
- **5:200 Terms and Conditions of Employment and Dismissal**  
Policy is updated requiring districts, when hiring or assigning educators for physical education, music, or visual arts, to prioritize the hiring or assigning of educators who hold an educator license and endorsement in those areas, eff. 1-1-24.
- **5:210 Resignations and Retirement**  
The policy is updated addressing the resignation of teachers during a school term and amending the procedures a district must follow when referring a teacher to the State Superintendent of Education due to the teacher’s resignation during the school term to accept another teaching assignment.
- **5:220 Substitute Teachers**  
Policy is updated permitting TRS annuitants to substitute teach for 120 paid days or 600 paid hours in each school year through 6-30-26; and permitting a board to employ a substitute teacher in a vacant position for 90 calendar days or until the end of the semester, whichever is greater, due to a lack of qualified candidates, provided certain procedures are followed.
- **5:250 Leaves of Absence**  
Policy is updated providing an unpaid leave benefit to employees who experience the loss of a child by suicide or homicide; permitting employees to use Victims’ Economic Security and Safety Act (VESSA) leave to grieve/attend to matter of a family or household member killed in a crime of violence; entitling teachers to 10 days of paid leave per school term for federal advocacy work, if they are elected to represent a statewide teacher association in such work; and continuous improvement. Legal References updated.
- **5:330 Sick Days, Vacation, Holidays, and Leaves**  
Policy updated providing an unpaid leave benefit to employees who experience the loss of a child by suicide or homicide; adding 2024 Election Day as a school holiday. Updates to Legal References.

- **6:15 School Accountability**  
Policy is updated providing that ISBE “shall provide technical assistance to schools in school improvement status to assist with the development and implementation of Improvement Plans.”
- **6:30 Organization of Instruction**  
Legal References updated requiring that boards establish a full-day kindergarten program by the beginning of the 2027-2028 school year. Cross References updated for continuous improvement.
- **6:50 School Wellness**  
The policy is updated with the addition of new subhead **Goals for Other School-Based Activities**. Legal References updated for continuous improvement.
- **6:60 Curriculum Content**  
The policy is updated requiring instruction on the Native American experience and Native American history starting in 2024-2025 school year; requiring health education in grades 9-12 to include instruction on the dangers of fentanyl, beginning with the 2024-2025 school year; and continuous improvement.
- **7:60 Residence**  
The policy is updated for continuous improvement. Legal References updated for continuous improvement by adding citations to provisions in the School Code addressing the residency of students with disabilities.
- **7:70 Attendance and Truancy**  
Legal References updated for continuous improvement.
- **7:160 Student Appearance**  
Policy updated prohibiting schools from denying students the right to wear or accessorize their graduation attire with items associated with their culture, ethnic, or religious identify, or other characteristics or category protected under the IHRA.
- **7:190 Student Behavior**  
The policy and Legal References are updated.
- **7:270 Administering Medicines to Students**  
Policy is updated with allergy emergency action plan in the School Code provisions regarding administration of medication to students; requiring districts to maintain a supply of undesignated opioid antagonists to administer as necessary. Cross References updated.
- **7:285 Anaphylaxis Prevention, Response, and Management Program**  
Legal References are updated streamlining training requirements regarding anaphylactic reactions and management for staff members who work with students.
- **7:290 Suicide and Depression Awareness and Prevention**  
Policy is updated requiring teachers, administrators, and support personnel who work with student to be trained on identifying warning signs of mental illness, trauma, and suicidal behavior in youth.

- **7:345**      **Use of Educational Technologies; Student Data Privacy and Security**  
Legal References updated in response to a minor style change.
  
- **8:30**      **Visitors to and Conduct on School Property**  
Policy updated to provide clarification; permitting boards to meet in closed session for hearing regarding denial of admission to school events under 105 ILCS 5/24-24. Updates to Legal References.

**Recommendation**

Administration requests the Policy Committee recommend the above policies be moved forward for a first reading by the Board at the next Regular BOE meeting.

Please contact me or Mrs. Woods with any questions and/or concerns.

LRW  
Attachments

# Update Memo

Please distribute to board members and appropriate staff.

# PRESS

## Policy Reference Education Subscription Service

### Contents

**Instructions**..... p. 1

**PRESS Terminology** ..... p. 2

**PRESS Issue 113 Topic Bundles** ..... p. 2

**Progress Report** ..... p. 6

**Revisions to Policies, Administrative Procedures, and Exhibits (numerical table)** ..... p. 7

**Next Issue: Veto Session**

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Issue 113 Lead Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, (630) 629-3776, ext. 1211, Jeremy Duffy, IASB General Counsel and **PRESS** Editor, (630) 629-3776, ext. 1234; Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, (630) 629-3776, ext. 1219.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated Policy Reference Manual (**PRM**) pages.



The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words, a.k.a “tracked changes.”

Updated **PRM** pages can be found in the IASB **POLICY REFERENCE MANUAL** Table of Contents. For visual instruction about how to download and use **PRM** pages to update your policy manual, please go to [www.iasb.com/policy/](http://www.iasb.com/policy/) to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

For answers to common questions about using **PRESS**, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), now available on IASB’s website.

### Online Instructions

Please follow these four easy steps to log in to **PRESS**:

- Go to [www.iasb.com](http://www.iasb.com) and click on the  button on the top navigation.
- Enter your email address and password.
  - If you do not know your password, do not create a new account; reset your password using your district email address. Use the “forgot your password?” link. Make sure to check your spam folder for an email from [info@iasb.com](mailto:info@iasb.com), if you do not see it in your email inbox.
  - If you are still having difficulty logging in, please contact your District’s Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
  - If you continue to have difficulty signing on to [www.iasb.com](http://www.iasb.com), please contact Michael Ifkovits at [mifkovits@iasb.com](mailto:mifkovits@iasb.com).
- Click the  button on the top navigator bar. This will bring you to your account page
- Under “**My Account Links**,” click on “**PRESS Login**.”

### PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, continuous improvement, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 7.

Please spend time reviewing the **PRESS** online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on **PRESS** materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.

## Board Governance and Open Meetings

The General Assembly passed legislation this year impacting board governance and adding certain flexibilities to the Open Meetings Act:

1. 5 ILCS 120/7, amended by P.A. 103-311, adds unexpected childcare obligations to the list of reasons that a board member may attend a meeting remotely (with a quorum physically present).
2. 5 ILCS 120/2(c), amended by P.A. 103-311, permits boards to meet in closed session for hearings regarding denial of admission to school events or property under 105 ILCS 5/24-24.
3. 105 ILCS 5/3-11, amended by P.A. 103-413, eff. 1-1-24, defines the term *trauma* as it relates to professional development leadership training for school board members, which beginning this school year, had to include training on trauma-informed practices for students and staff.
4. 105 ILCS 5/8-2, amended by P.A. 103-49, requires school treasurers to execute a surety bond with a penalty of at least 10% (formerly 25%) of the bond issue.

The following **PRESS** materials are updated in response to this legislation:

2:110, Qualifications, Term, and Duties of Board Officers  
2:120, Board Member Development  
2:200, Types of School Board Meetings  
2:220, School Board Meeting Procedure  
2:220-E2, Motion to Adjourn to Closed Meeting  
2:220-E6, Log of Closed Meeting Minutes  
4:90, Student Activity and Fiduciary Funds  
8:30, Visitors to and Conduct on School Property

## District Operations

The General Assembly passed several laws related to school district finances and operations:

1. 105 ILCS 5/17-1.10(a), added by P.A. 103-394, requires boards to present at a board meeting each year a written report covering the annual average expenditures of its operational funds for the previous three fiscal years.
2. 30 ILCS 235/2, amended by P.A. 102-285, permits boards to invest in obligations of U.S. corporations provided certain criteria are met.
3. 105 ILCS 5/10-20.21, amended by P.A. 103-8, eff. 1-1-24, increases the bidding threshold for purchases from \$25,000 to \$35,000.
4. 105 ILCS 5/15A, added by P.A. 103-491, eff. 1-1-24, permits boards to utilize a *design-build* delivery system for construction projects, provided specific procedures are followed.
5. 105 ILCS 125/2.3, added by P.A. 103-532, establishes the Healthy School Meals for All Program and allows boards to participate in the program, subject to appropriation.

## PRESS Terminology

What are the meanings of the “AP” and “E” after certain policy numbers?

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

**Policy.** The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

**After adoption by the board, each policy should have an adoption date.**

**Administrative Procedures.** Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190’s related administrative procedure is 6:190-AP.

**It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.**

**Exhibits.** Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

**Exhibits labeled with an “E” may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.**

**Administrative procedures exhibits, always labeled with the “AP, E” format should be dated for implementation by the administrative staff.**

6. 105 ILCS 160/, added by P.A. 103-496, prohibits schools serving grades K-8 from scheduling pesticide applications on school grounds during the school day when students are in attendance for instruction.
7. 105 ILCS 128/50, added by P.A. 103-194, eff. 1-1-24, requires a school building's emergency and crisis response plan, protocol, and procedures to include a plan for local law enforcement to rapidly enter a school building in an emergency.
8. 105 ILCS 128/20(c)(4), amended by P.A. 103-194, eff. 1-1-24, requires districts to include a student's IEP or 504 team when deciding whether to exempt a student from participating in a lockdown drill.

At the federal level, U.S. government agencies released new resources on K-12 cybersecurity:

1. *Protecting Our Future: Partnering to Safeguard K-12 Organizations from Cybersecurity Threats* (Jan. 2023), a report and toolkit issued by the U.S. Cybersecurity and Infrastructure Agency (CISA), includes cybersecurity recommendations for K-12 schools.

2. The U.S. Dept. Of Education released a series of *Digital Infrastructure Briefs* (Aug. 2023) that include additional recommendations and resources for K-12 schools.

The following **PRESS** materials are updated:

- 4:10, Fiscal and Business Management
- 4:30, Revenue and Investments
- 4:60, Purchases and Contracts
- 4:60-API, Purchases
- 4:130, Free and Reduced-Price Food Services - **REFORMATTED**
- 4:160, Environmental Quality of Buildings and Grounds
- 4:160-AP, Environmental Quality of Buildings and Grounds
- 4:170, Safety
- 4:170-API, Comprehensive Safety and Security Plan
- 7:345, Use of Educational Technologies; Student Data Privacy and Security
- 7:345-AP, Use of Educational Technologies; Student Data Privacy and Security

## Hiring and Conditions of Employment

This year, another package of bills was passed aimed at addressing the ongoing teacher shortage in Illinois:

1. 105 ILCS 5/21B-15, amended by P.A. 103-111, extends the Short-Term Substitute Teaching License as a type of educator license to 6-30-28.
2. 105 ILCS 5/24-11, amended by P.A. 103-500, reduces the timeframe in which teachers gain tenure.
3. 40 ILCS 5/16-118, amended by P.A.s 103-88 and 103-525, extends the timeframe that retired teachers may substitute without affecting their pensions to 120 paid days or 600 paid hours in a school year, through June 30, 2026.
4. 105 ILCS 5/21B-20(3), amended by P.A. 103-193, eff. 1-1-24, allows a substitute teacher to remain in a vacant position for up to 90 days due to a lack of qualified candidates, subject to certain conditions.

Other laws passed also affecting hiring and conditions of employment for school district employees:

1. 105 ILCS 5/24-2(a), amended by P.A. and 103-467, adds 2024 General Election Day (11-5-24) as a school holiday.
2. 820 ILCS 112/10(b-25), added by P.A. 103-539, eff. 1-1-25, requires employers to include the "pay scale and benefits" in job postings.
3. 105 ILCS 5/22-95, amended by PA 103-46, eff. 1-1-24, requires school districts, when hiring or assigning educators for physical education, music, or visual arts, to prioritize the hiring or assigning of educators who hold an educator license and endorsement in those areas.
4. 105 ILCS 5/10-22.39, amended by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, streamlines training requirements for school personnel.
5. 105 ILCS 5/24-14, amended by P.A. 103-549, permits boards to refer both probationary and tenured teachers to ISBE if a teacher resigns during a school term to accept another teaching assignment, provided certain procedures are followed.

6. 820 ILCS 156/, added by P.A. 103-466, creates an unpaid leave entitlement for employees who experience the loss of a child by suicide or homicide.
7. 105 ILCS 5/24-3.5, added by P.A. 103-308, eff. 1-1-24, creates a paid leave entitlement of up to 10 days per school term for teachers elected to represent a statewide teacher association in federal advocacy work.
8. 820 ILCS 180/, amended by P.A. 103-314, allows eligible employees to use unpaid leave under the Victims' Economic Security and Safety Act to grieve and attend to matters necessitated by the death of a family or household member who is killed in a crime of violence.
9. 49 C.F.R Part 382, amended by 88 Fed. Reg. 27596, allows employers to utilize oral fluid testing for drug tests regulated by the U.S. Dept. of Transportation.

The following **PRESS** materials are updated:

- 3:50, Administrative Personnel Other Than the Superintendent
- 4:80-AP2, Fraud, Waste, and Abuse Awareness Program
- 5:30, Hiring Process and Criteria
- 5:90, Abused and Neglected Child Reporting
- 5:90-API, Coordination with Children's Advocacy Center
- 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest
- 5:120-AP2, Employee Conduct Standards
- 5:150, Personnel Records
- 5:150-AP, Personnel Records
- 5:190, Teacher Qualifications
- 5:200, Terms and Conditions of Employment and Dismissal
- 5:210, Resignations
- 5:220, Substitute Teachers
- 5:220-AP, Substitute Teachers
- 5:250, Leaves of Absence
- 5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 5:330, Sick Days, Vacation, Holidays, and Leaves

## Curriculum, Instruction, and Library Resources

Illinois became the first state in the country to enact legislation prohibiting book bans for libraries, including school libraries, as a condition of State grant funding. 75 ILCS 10/8.7, added by P.A. 103-100, eff. 1-1-24, requires boards that wish to be eligible for State library grants to either adopt the American Library Association's *Library Bill of Rights* or to develop a written statement prohibiting the practice of banning library materials. Sample **PRESS** policy 6:230, *Library Media Program*, outlines these options for boards.

Illinois joined other states this year in requiring districts to offer full-day kindergarten. 105 ILCS 5/10-22.18, amended by P.A. 103-410, requires boards to establish a full-day kindergarten program by 2027-2028, unless a board has applied for and been granted a two-year extension by the Ill. State Board of Education (ISBE), based on specific criteria.

The legislature also passed several laws impacting curriculum:

1. 105 ILCS 5/2-3.196, added by P.A. 103-402, requires ISBE to develop a Statewide literacy plan by 1-31-24 and to make available other guidance and training opportunities for teachers.
2. 105 ILCS 5/27-20.05, added by P.A. 103-422, requires that beginning with the 2024-2025 school year, schools provide instruction on the Native American experience and Native American history within the Midwest and Illinois.
3. 105 ILCS 5/27-13.2(c), added by P.A. 103-365, mandates that beginning with the 2024-2025 school year, health instruction in grades 9-12 include instruction on the dangers of fentanyl.
4. 105 ILCS 110/3, amended by P.A. 103-212, eff. 1-1-24, requires that beginning with the 2024-2025 school year, health instruction in grades 9-12 include instruction on the dangers of allergies.

The following **PRESS** materials are updated in response to this legislation:

- 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- 6:30, Organization of Instruction
- 6:60, Curriculum Content
- 6:60-AP1, Comprehensive Health Education Program
- 6:230, Library Media Program
- 6:230-AP, Responding to Complaints About Library Media Resources

## Student Attendance

Several laws were enacted related to student attendance and residency:

1. 105 ILCS 5/24-2(a), amended by P.A. 103-467, adds 2024 General Election Day (11-5-24) as a school holiday.
2. 105 ILCS 5/24(c), amended by P.A. 103-15, adds Constitution Day (Sept. 17) as a commemorative holiday.
3. 105 ILCS 5/10-20.12a, amended by P.A. 103-111, permits boards to adopt a policy to waive non-resident tuition if the student is the child of a district employee.
4. 705 ILCS 405/3-33.5, amended by P.A. 103-379, prohibits juvenile courts from imposing fines in contempt proceedings to enforce a truancy order.

The following **PRESS** materials are updated in response to this legislation:

- 6:20, School Year Calendar and Day
- 7:60, Residence
- 7:70, Attendance and Truancy

## Student Health, Appearance, and Behavior

In response to a recent request from ISBE's Nutrition Dept., sample **PRESS** policy 6:50, *School Wellness*, is updated to include school-based activities to clearly show that this topic is addressed in policy as required by 7 C.F.R. §210.3 and as detailed in ISBE's *Local Wellness Policy Checklist* at [www.isbe.net/Documents/Local-Wellness-Policy-Content-Checklist.pdf](http://www.isbe.net/Documents/Local-Wellness-Policy-Content-Checklist.pdf).

In the area of student behavior, a new sample administrative procedure, 7:190-AP9, *Administrative Transfer to Regional Safe School Program*, is created to address the *Safe Schools Law*, 105 ILCS 5/13A, amended by P.A. 103-473, which now requires districts to follow specific procedures when administratively transferring a disruptive student to an ISBE regional safe school. Additionally, in response to subscriber feedback and the increasing impact of artificial intelligence

(AI) on education, optional language prohibiting student use of artificial intelligence to complete schoolwork is included in **PRESS** sample policy 7:190, *Student Behavior*.

The General Assembly also passed legislation to address issues related to student appearance and health:

1. 20 ILCS 1705/76.2, added by P.A. 103-222, eff. 1-1-24, requires the Ill. Dept. of Human Services to work with ISBE to provide technical assistance for the provision of mental health care for students during the school day.
2. 105 ILCS 5/10-22.25b, amended by P.A. 103-463, requires districts to permit students to wear or accessorize their graduation attire with items associated with their cultural, ethnic, or religious identity, or other category protected by the Ill. Human Rights Act.

3. 105 ILCS 5/10-22.21b(c), amended by P.A. 103-175, replaces references to the recently retired *Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form* with the more generic term “allergy emergency action plan.”
4. 105 ILCS 5/22-30(f), amended by P.A. 103-348, eff. 1-1-24, requires districts to maintain a supply of undesignated opioid antagonists, unless there is a shortage, in which case a district must make reasonable efforts to maintain a supply. Certain opioid antagonists can now be obtained without a prescription.
5. 105 ILCS 5/22-30(f), amended by P.A. 103-196, eff. 1-1-24, permits districts that have special educational facilities to maintain a supply of undesignated oxygen tanks.
6. 105 ILCS 5/10-20.76, amended by P.A. 103-143, requires districts that issue ID cards to students to include the Safe2Help Illinois helpline on student ID cards, in addition to the contact information for the National Suicide Prevention Lifeline and the Crisis Text Line.

The following **PRESS** materials are created or updated in response to this legislation:

- 6:50, School Wellness
- 6:65, Student Social and Emotional Development
- 7:50, School Admissions and Student Transfers To and From Non-District Schools
- 7:160, Student Appearance
- 7:165, School Uniforms
- 7:190, Student Behavior
- 7:190-AP9, Administrative Transfer to Regional Safe School Program - **NEW**
- 7:270, Administering Medicines to Students
- 7:270-AP2, Checklist for District Supply of Undesignated ~~Asthma Medication(s), Epinephrine Injectors, Opioid Antagonists, and/or Glucagon~~ - **RENAMED**
- 7:285, Anaphylaxis Prevention, Response, and Management Program
- 7:285-AP, Anaphylaxis Prevention, Response, and Management Program
- 7:290, Suicide and Depression Awareness and Prevention
- 7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program

## Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule and/or continuous improvement changes, including subscriber feedback. These are also detailed in the [Revisions to Policies, Administrative Procedures, and Exhibits Table](#) in numerical order beginning on p. 7.

The following **PRESS** materials are updated:

- 2:20, Powers and Duties of the School Board; Indemnification
- 2:150-AP, Superintendent Committees
- 6:15, School Accountability
- 6:270, Guidance and Counseling Program
- 6:280, Grading and Promotion
- 7:250, Student Support Services

## PRM Five-Year Reviews

**PRESS** Editors have a quality assurance goal to ensure that a review of each piece of the 1450+ page IASB **PRESS PRM** occurs once every five years. The **PRM** contains approximately 470 separate pieces of material, including policies, administrative procedures, and related exhibits. These are also detailed in the [Revisions to Policies, Administrative Procedures, and Exhibits Table](#) in numerical order beginning on p. 7.

The following **PRESS** material is updated in response to a five-year review:

- 4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications

Please also spend time reviewing the **PRESS** Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

## PRESS Issue 113 Trivia

343 PRM pages • 81,779 words • 66 PRM materials

## Progress Report - The contents of this table frequently change.

Topics	Our Response
<p><b>Final Title IX Regulations Expected October 2023 or Later</b></p> <p>The U.S. Department of Education is expected to release final Title IX regulations in October 2023 or later. These regulations would replace 2020 Title IX regulations and would require extensive updates to existing policies and procedures governing discrimination based on sex, including sexual harassment.</p>	<p>Relevant <b>PRESS</b> materials, including sample policy 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>, and its accompanying materials will be updated once the final regulations are issued.</p>
<p><b>Public Act 103-47 Will Require Bullying Policy Updates</b></p> <p>105 ILCS 5/27-23.7, amended by P.A. 103-47, made significant changes to bullying policy requirements that became effective 6-9-23 and yet it also charged ISBE with posting a template for a model bullying prevention policy nearly six months later, by 1-1-24. On 8-31-23, ISBE sent an email to districts informing them that changes made by P.A. 103-47 did not have to be included in bullying policy submissions due by 9-30-23. ISBE expects to release its template for a model bullying prevention policy before 1-1-24, and we are collaborating with ISBE to ensure that updates to <b>PRESS</b> sample policy 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i>, and its accompanying materials align with the pending ISBE template. Given the overall immediate effective date of P.A. 103-47, please consult your board attorney to determine the appropriate timeline for your district to update its bullying policy.</p>	<p>The 7:180 suite of <b>PRESS</b> materials will be updated in <b>PRESS</b> Issue 114.</p>
<p><b>Public Act 103-542 Streamlines School Staff Training Requirements</b></p> <p>P.A. 103-542 significantly streamlines school staff training requirements into the following categories: (1) health conditions of students; (2) social-emotional learning; (3) developing cultural competency; (4) identifying warning signs of mental illness and suicidal behavior in youth; (5) domestic and sexual violence and needs of expectant and parenting youth; (6) protections and accommodations for students; (7) educator ethics; (8) responding to child sexual abuse and grooming behavior; and (9) effective instruction in violence prevention and conflict resolution. Though P.A. 103-542 is to be effective on 1-1-24, most of its changes become operative on 7-1-24. As a result, legislative action is expected during Veto Session to amend the effective date of P.A. 103-542 to 7-1-24.</p>	<p>Affected <b>PRESS</b> materials, including 5:100, <i>Staff Development</i>, will be updated in <b>PRESS</b> Issue 114.</p>
<p><b>Final Pregnancy Workers Fairness Act Regulations Expected by End of 2023</b></p> <p>On 8-7-23, the Equal Employment Opportunity Commission (EEOC) issued proposed regulations to implement the Pregnant Workers Fairness Act (PWFA), which was signed into law on 12-29-22. The PWFA expanded federal workplace protections for pregnant and nursing employees. The PUMP for Mothers Nursing Act (PUMP Act) was also signed into law on 12-29-22 and requires covered employers to provide both non-exempt and exempt employees with reasonable break time to nurse a child or express breast milk and provide a private space (other than a bathroom) to do so, for one year after a child's birth. The PWFA requires the EEOC to issue final regulations by 12-29-23.</p>	<p>Affected <b>PRESS</b> materials, including 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i> and 5:10-AP, <i>Workplace Accommodations for Nursing Mothers</i>, will be updated once the final regulations are issued to reflect the enactment of the PWFA, PUMP Act, and the PWFA implementing regulations.</p>

Certain **PRM** materials in a **PRESS** Issue may be labeled in the **PRESS** Bundles, Revision Table and Committee Worksheets with one or more of the following categories:

**NEW.** This material is brand new to the **PRM**.

**RENUMBERED.** This material has been assigned a new number within the **PRM**, usually due to the addition of **NEW** material.

**RENAMED.** The title of the material has been amended.

**REWRITTEN.** The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.

**REFORMATTED.** Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the **PRM**. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes.

## Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions
2:20, Powers and Duties of the School Board; Indemnification	<p>The policy and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>105 ILCS 5/10-20.21, amended by P.A. 103-8, raising the bidding threshold to \$25,000,000; and</li> <li>105 ILCS 5/2-3.25f, amended by P.A. 103-175, changing state interventions available for School Improvement and District Improvement Plans.</li> </ol> <p>Continuous improvement updates are also made to the footnotes.</p>
2:110, Qualifications, Term, and Duties of Board Officers	<p>The policy is unchanged. Footnote 22 is updated in response to 105 ILCS 5/8-2, amended by P.A. 103-49, reducing the minimum amount of a treasurer bond penalty from an amount no less than 25% to an amount no less than 10%, as measured on the final day of the school district's most recent fiscal year. Continuous improvement updates are also made to the footnotes.</p>
2:120, Board Member Development	<p>The policy, Legal References, and footnotes are updated for continuous improvement. Footnote 3 is updated in response to 105 ILCS 5/3-11, amended by P.A. 103-413, adding definitions of <i>trauma</i>, <i>trauma-responsive learning environments</i>, and <i>whole child</i> to the School Code.</p>
2:150-AP, Superintendent Committees	<p>The procedure is updated in response to 105 ILCS 5/2-3.130(e), amended by P.A. 103-175, requiring <i>entities</i>, including school districts, to develop <i>school entity-specific plans</i> to reduce and eventually eliminate the use of isolated time out, time out, and physical restraint, and for continuous improvement.</p>
2:200, Types of School Board Meetings	<p>The policy, footnotes, and Cross References are updated. The policy is updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(4.5), added by P.A. 103-311, permitting boards to meet in closed session for hearings regarding denial of admission to school events under 105 ILCS 5/24-24. Continuous improvement updates are also made to the footnotes, and 8:30, <i>Visitors to and Conduct on School Property</i>, is added to the Cross References.</p>
2:220, School Board Meeting Procedure	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to 5 ILCS 120/7(a), amended by P.A. 103-311, allowing a public body to permit a member to attend remotely due to unexpected childcare obligations. The Legal References and footnotes are updated for continuous improvement.</p>
2:220-E2, Motion to Adjourn to Closed Meeting	<p>The exhibit is updated in response to 5 ILCS 120/2(c)(4.5), added by P.A. 103-311, permitting boards to meet in closed session for hearings regarding denial of admission to school events under 105 ILCS 5/24-24, and for continuous improvement.</p>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

2:220-E6, Log of Closed Meeting Minutes	The exhibit is updated for the reasons stated in 2:220-E2, <i>Motion to Adjourn to Closed Meeting</i> , above.	<input type="checkbox"/>
3:50, Administrative Personnel Other than the Superintendent	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/24-2, adding 2024 Election Day as a school holiday, and for continuous improvement.	<input type="checkbox"/>
4:10, Fiscal and Business Management	The policy, Legal References, and footnotes 12 and 20 are updated in response to 105 ILCS 5/17-1.10, added by P.A. 103-394, requiring a board to annually present at a board meeting a written report that includes the annual average expenditures of the district's operational funds for the previous three fiscal years. Continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>
4:30, Revenue and Investments	The policy and footnotes are updated in response to 30 ILCS 235/2, amended by P.A. 102-285, adding as an authorized investment obligations of certain U.S. corporations and amending requirements for investment in short-term obligations of U.S. corporations. Continuous improvement changes are also made to the footnotes.	<input type="checkbox"/>
4:60, Purchases and Contracts	<p>The policy, Legal References, and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/15A, added by P.A. 103-491, eff. 1-1-24, permitting boards to utilize a design-build delivery system for construction projects, provided specific procedures are followed; and</li> <li>2. 105 ILCS 5/10-20.85, added by P.A. 103-393, requiring boards to substantially present the terms of and approve new contracts for district-administered assessments at a regular board meeting.</li> </ol> <p>The policy and footnote 4 are also updated in response to 105 ILCS 5/10-20.21, amended by P.A. 103-8, eff. 1-1-24, raising the bidding threshold to <del>\$25,000</del><u>\$35,000</u>. Continuous improvement updates are also made to the footnotes.</p>	<input type="checkbox"/>
4:60-AP1, Purchases	The procedure is updated for the reasons stated in 4:60, <i>Purchases and Contracts</i> , above, and in response to guidance issued by the Ill. Dept of Public Health, <i>Compliance with the Coal Tar Sealant Disclosure Act</i> .	<input type="checkbox"/>
4:80-AP2, Fraud, Waste, and Abuse Awareness Program	The procedure is updated in response to 105 ILCS 5/10-22.39(b) and (b-35), both amended by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, requiring in-service training on educator ethics, teacher-student conduct, and school employee-student conduct for school personnel who work with students within six months of employment and at least once every five years thereafter.	<input type="checkbox"/>
4:90, Student Activity and Fiduciary Funds	The policy is unchanged. The footnotes are updated for the reasons stated in 2:110, <i>Qualifications, Term, and Duties of Board Officers</i> , above.	<input type="checkbox"/>
4:130, Free and Reduced-Price Food Services	<b>REFORMATTED.</b> The policy, Legal References, and footnotes are updated. The policy is updated in response to the School Breakfast and Lunch Program Act, 105 ILCS 125/2.3, added by P.A. 103-532, establishing the Healthy School Meals for All Program. The Legal References are updated in response to style changes. The footnotes are updated for the same reason as the policy and for continuous improvement.	<input type="checkbox"/>
4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:160, Environmental Quality of Buildings and Grounds	The policy, Legal References, and footnote 3 are updated in response to the Pesticide Application at Schools Act, 105 ILCS 160/, added by P.A. 103-496, prohibiting schools serving students in grades K-8 from scheduling pesticide applications on school grounds during a school day when students are in attendance for instruction. The policy and footnotes are also updated for continuous improvement.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

4:160-AP, Environmental Quality of Buildings and Grounds	The procedure is updated for the reasons stated in 4:160, <i>Environmental Quality of Buildings and Grounds</i> , above.	<input type="checkbox"/>
4:170, Safety	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 128/50 (final citation pending), added by P.A. 103-8, creating crisis response mapping data grants;</li> <li>2. 105 ILCS 128/50 (final citation pending), added by P.A. 103-194, eff. 1-1-24, requiring a school building’s emergency and crisis response plan, protocol, and procedures to include a plan for local law enforcement to rapidly enter a school building in an emergency; and</li> <li>3. 105 ILCS 128/20(c)(4), amended by P.A. 103-197, requiring that school administrators and support personnel considering whether to exempt a student from participating in a lockdown drill will include the student’s individualized education program team or 504 plan team in the decision.</li> </ol> <p>Continuous improvement updates are also made to the footnotes. A Cross Reference to 4:190, <i>Targeted School Violence Prevention Program</i>, is added.</p>	<input type="checkbox"/>
4:170-AP1, Comprehensive Safety and Security Plan	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 128/50 (final citation pending), added by P.A. 103-194, eff. 1-1-24, requiring a school building’s emergency and crisis response plan, protocol, and procedures to include a plan for local law enforcement to rapidly enter a school building in an emergency;</li> <li>2. 105 ILCS 128/20(c)(4), amended by P.A. 103-197, requiring that school administrators and support personnel considering whether to exempt a student from participating in a lockdown drill will include the student’s individualized education program team or 504 plan team in the decision;</li> <li>3. 105 ILCS 5/10-20.85, added by P.A. 103-128, allowing school districts to maintain an on-site trauma kit at each school for bleeding emergencies; and</li> <li>4. 105 ILCS 5/10-27.1A(c), amended by P.A. 103-34, clarifying the reporting obligations of school officials upon receipt of a report regarding a verified incident involving a firearm on school property.</li> </ol> <p>Subsection <b>J. Required Notices</b> is also updated to align with the <b>Required Notices</b> subhead in sample policy 7:190, <i>Student Behavior</i>. Other continuous improvement updates are made.</p>	<input type="checkbox"/>
5:30, Hiring Process and Criteria	<p>The Legal References and footnote 3 are updated in response to 820 ILCS 112/, amended by P.A. 103-539, eff. 1-1-25, requiring employers to include the “pay scale and benefits” for a position in any specific job posting. The footnotes are also updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/22-95, amended by P.A. 103-46, eff. 1-1-24, requiring districts to prioritize the hiring or assigning of educators who hold an educator license and endorsement in physical education, music, or the visual arts when hiring or assigning educators in those areas.</li> <li>2. Guidance issued by the Equal Employment Opportunity Commission in May 2023 titled <i>Select Issues: Assessing Adverse Impact in Software, Algorithms, and Artificial Intelligence Use in Employment Selection Procedures Under Title VII of the Civil Rights Act of 1964</i>; and</li> <li>3. Continuous improvement.</li> </ol>	<input type="checkbox"/>
5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition	The Legal References and footnotes are updated. The Legal References are updated in response to minor style changes. Footnote 17 is updated in response to 105 ILCS 5/27-13.2, amended by P.A. 103-365, mandating instruction on the dangers of fentanyl in health education for students in grades 9-12, beginning with the 2024-2025 school year. Continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:90, Abused and Neglected Child Reporting	The policy is unchanged. Footnote 10 is amended and footnote 14 is deleted in response to 105 ILCS 5/10-23.12(a) and (b), whose contents were deleted by P.A. 103-542, eff. 1-1-24. The footnotes are also updated for continuous improvement.	<input type="checkbox"/>
5:90-AP1, Coordination with Children’s Advocacy Center	The procedure is updated in response to 105 ILCS 5/10-22.39(b-25), added by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, supplementing school personnel training requirements for addressing issues pertaining to students who are parents, expectant parents, or victims of domestic or sexual violence.	<input type="checkbox"/>
5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. The Ill. State Board of Education (ISBE) publication of the <i>Sexual Abuse and Response Prevention Resource Guide</i> (June 2023);</li> <li>2. 105 ILCS 5/10-22.39(b-35), added by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, amending <i>Erin’s Law</i> training requirements currently found at 105 ILCS 5/10-22.39(f);</li> <li>3. Ill. Human Rights Act, 775 ILCS 5/5A-102, amended by P.A. 103-472, eff. 8-1-24, supplementing the definition of civil rights violations in elementary and secondary schools to include harassment, sexual harassment, and failure to report; and</li> <li>4. Continuous improvement.</li> </ol>	<input type="checkbox"/>
5:120-AP2, Employee Conduct Standards	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.39(b-35), added by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, amending <i>Erin’s Law</i> training requirements currently found at 105 ILCS 5/10-22.39(f);</li> <li>2. 775 ILCS 5/5A-102, amended by P.A. 103-472, eff. 8-1-24, supplementing the Ill. Human Rights Act’s definition of civil rights violations in elementary and secondary schools to include harassment, sexual harassment, and failure to report;</li> <li>3. 105 ILCS 5/10-22.39, amended by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, streamlining school staff training requirements in the educator ethics category;</li> <li>4. 105 ILCS 5/27-13.2, amended by P.A. 103-365, eff. 1-1-24, requiring instruction on the dangers of fentanyl for grades 9-12 beginning with the 2024-2025 school year; and</li> <li>5. Continuous improvement.</li> </ol>	<input type="checkbox"/>
5:150, Personnel Records	The policy is unchanged. Footnote 2 is updated in response to 820 ILCS 40/2, amended by P.A. 103-201, eff. 1-1-24, requiring employers to email or mail a copy of a personnel record to an employee upon the employee’s request. The footnotes are also updated for continuous improvement.	<input type="checkbox"/>
5:150-AP, Personnel Records	The procedure is updated for the reasons stated in 5:150, <i>Personnel Records</i> , above, and in response to 820 ILCS 112/20, amended by P.A. 103-539, eff. 1-1-25, requiring employers to keep records of the pay scale, benefits, and job posting for each position for at least five years.	<input type="checkbox"/>
5:190, Teacher Qualifications	The Legal References and footnotes are updated. The Legal References are updated in response to the repeal of 105 ILCS 5/21-11.4. Footnote 3 is updated in response to 105 ILCS 5/21B-20, amended by P.A. 103-111, extending Short-Term Substitute Teaching Licenses as a type of teaching license until June 30, 2028. Other continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

<p>5:200, Terms and Conditions of Employment and Dismissal</p>	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to 105 ILCS 5/22-95(a), added by P.A. 103-46, eff. 1-1-24, requiring districts, when hiring or assigning educators for physical education, music, or visual arts, to prioritize the hiring or assigning of educators who hold an educator license and endorsement in those areas.</p> <p>The Legal References are updated in response to:</p> <ol style="list-style-type: none"> <li>1. Pump for Mothers Nursing Mothers Act, 29 U.S.C. §218(d), added by Pub. L. 117-328, requiring employers to accommodate both exempt and nonexempt nursing employees; and</li> <li>2. Pregnant Workers Fairness Act, 42 U.S.C. §2000gg <i>et seq.</i>, added by Pub. L. 117-328, requiring employers to provide reasonable accommodations for an employee’s known limitations related to pregnancy, childbirth, or related medical conditions.</li> </ol> <p>The footnotes are updated for the same reasons as the policy and Legal References and in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/24-8, amended by P.A. 103-515, requiring the Commission on Government Forecasting and Accountability to annually certify and publish the teacher minimum salary for 2024-2025 and beyond;</li> <li>2. 105 ILCS 5/24-11, amended by P.A. 103-500, generally condensing the timeframe in which teachers may acquire tenure, depending upon their evaluation ratings;</li> <li>3. 105 ILCS 5/24-12(d), amended by P.A. 103-354, requiring hearing officers in tenured teacher dismissal hearings to make certain procedural accommodations if the charges involve witnesses who are/were students or under the age of 18; and</li> <li>4. Continuous improvement.</li> </ol>	<input type="checkbox"/>
<p>5:210, Resignations</p>	<p>The policy and footnote are updated in response to 105 ILCS 5/24-14, amended by P.A. 103-549, addressing the resignation of teachers during a school term and amending the procedures a district must follow when referring a teacher to the State Superintendent of Education due to the teacher’s resignation during the school term to accept another teaching assignment. Other continuous improvement updates are also made to the footnote.</p>	<input type="checkbox"/>
<p>5:220, Substitute Teachers</p>	<p>The policy and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. Ill. Pension Code, 40 ILCS 5/16-118, amended by P.A.s 103-88 and 103-525, permitting TRS annuitants to substitute teach for 120 paid days or 600 paid hours in each school year through 6-30-26; and</li> <li>2. 105 ILCS 5/21B-20(3), amended by P.A. 103-193, eff. 1-1-24, permitting a board to employ a substitute teacher in a vacant position for 90 calendar days or until the end of the semester, whichever is greater, due to a lack of qualified candidates, provided certain procedures are followed.</li> </ol> <p>The footnotes are also updated in response to 105 ILCS 5/10-20.67 and 5/21B-20(4), amended by P.A. 103-111, extending Short-Term Substitute Teaching Licenses as a type of license until June 30, 2028<del>3</del>, and board authority to develop training programs for short-term substitute teacher in collaboration with the exclusive bargaining representative of its teachers, and for continuous improvement.</p>	<input type="checkbox"/>
<p>5:220-AP, Substitute Teachers</p>	<p>The procedure is updated in response to 105 ILCS 5/10-20.67 and 5/21B-20(4), amended by P.A. 103-111, extending Short-Term Substitute Teaching Licenses as a type of license until June 30, 2028<del>3</del>, and board authority to develop training programs for short term substitute teacher in collaboration the exclusive bargaining representative of its teachers, and for continuous improvement.</p>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

<p>5:250, Leaves of Absence</p>	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> <li>1. Child Extended Bereavement Leave Act (CEBLA), 820 ILCS 156/, added by P.A. 103-466, providing an unpaid leave benefit to employees who experience the loss of a child by suicide or homicide;</li> <li>2. Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 103-314, eff. 1-1-24, permitting employees to use VESSA leave to grieve attend to matters necessitated by the death of a family or household member who is killed in a crime of violence;</li> <li>3. 105 ILCS 5/24-3.5, added by P.A. 103-308, eff. 1-1-24, entitling teachers to 10 days of paid leave per school term for federal advocacy work, if they are elected to represent a statewide teacher association in such work; and</li> <li>4. Continuous improvement.</li> </ol> <p>The Legal References are updated in response to:</p> <ol style="list-style-type: none"> <li>1. CEBLA, 820 ILCS 156/, added by P.A. 103-466, providing an unpaid leave benefit to employees who experience the loss of a child by suicide or homicide;</li> <li>2. Family Bereavement Leave Act (FBLA), 820 ILCS 154/, amended by P.A. 102-1050, amending the title of the Act to <del>Child</del>Family Bereavement Leave Act; and</li> <li>3. 105 ILCS 5/10-20.83, amended by P.A. 103-154, finalizing the citation in the School Code for COVID-19 paid administrative leave.</li> </ol> <p>The footnotes are updated for the same reasons as the policy and Legal References (except for reason #2 for the Legal References).</p>	<input type="checkbox"/>
<p>5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers</p>	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 49 C.F.R Part 382, amended by 88 Fed. Reg. 27596, allowing employers to utilize oral fluid testing for drug tests regulated by the U.S. Dept. of Transportation (including for school bus drivers), and for continuous improvement;</li> <li>2. Ill. Vehicle Code, 625 ILCS 5/6-516, amended by P.A. 102-982, replacing the term <i>accident</i> with <i>crash</i> to clarify that not all crashes are accidental; and</li> <li>3. Continuous improvement.</li> </ol>	<input type="checkbox"/>
<p>5:330, Sick Days, Vacation, Holidays, and Leaves</p>	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> <li>1. CEBLA, 820 ILCS 156/, added by P.A. 103-466, providing an unpaid leave benefit to employees who experience the loss of a child by suicide or homicide, and for continuous improvement; and</li> <li>2. 105 ILCS 5/24-2(a), amended by P.A.s 103-395, eff. 1-1-24, and 103-467, and 10 ILCS 5/1-24, added by P.A. 103-467 and scheduled to be repealed on 1-1-25, adding 2024 Election Day as a school holiday.</li> </ol> <p>The Legal References are updated in response to:</p> <ol style="list-style-type: none"> <li>1. CEBLA, 820 ILCS 156/, added by P.A. 103-466, providing an unpaid leave benefit to employees who experience the loss of a child by suicide or homicide;</li> <li>2. FBLA, 820 ILCS 154/, amended by P.A. 102-1050, amending the title of the Act to <del>Child</del>Family Bereavement Leave Act; and</li> <li>3. 105 ILCS 5/10-20.83, amended by P.A. 103-154, finalizing the citation in the School Code for COVID-19 paid administrative leave.</li> </ol> <p>The footnotes are updated for the same reasons as the policy and Legal References (except for reason #2 for the Legal References) and in response to:</p> <ol style="list-style-type: none"> <li>1. VESSA, 820 ILCS 180/, amended by P.A. 103-314, eff. 1-1-24, permitting employees to use VESSA leave to grieve and attended to attend to matters necessitated by the death of a family or household member who is killed in a crime of violence; and</li> <li>2. Continuous improvement.</li> </ol>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:15, School Accountability	<p>The policy and footnotes are updated. The policy and footnote 6 are updated in response to 105 ILCS 5/2-3.25f(a), amended by P.A. 103-175, providing that ISBE “shall provide technical assistance to schools in school improvement status to assist with the development and implementation of School and District Improvement Plans.”</p> <p>The footnotes are also updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/2-3.25a, amended by P.A. 103-175, clarifying ISBE standards for student performance and school improvement;</li> <li>2. 105 ILCS 5/2-3.25b, amended by P.A. 103-175, granting ISBE authority to implement and carry out the issuance of school improvement designations via the accountability system identified in 105 ILCS 5/2-3.25a; and</li> <li>3. 105 ILCS 5/10-17a, amended by P.A.s 103-116, 103-263, 103-413, eff. 1-1-24, and 105-503, eff. 1-1-24, adding new data elements to school district report cards.</li> </ol>	<input type="checkbox"/>
6:20, School Year Calendar and Day	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/24-2, amended by P.A. 103-467, adding 2024 General Election Day as a school holiday;</li> <li>2. 10 ILCS 5/1-24, added by P.A. 103-467 and scheduled to be repealed on 1-1-25, establishing 2024 General Election Day as a state holiday;</li> <li>3. 105 ILCS 5/24-2(c), amended by P.A. 103-15, adding Sept. 17 as Constitution Day, a commemorative holiday;</li> <li>4. 105 ILCS 5/10-19.05, amended by P.A. 103-560, eff. 1-1-24, expanding work-based learning experiences that count toward the calculation of clock hours of school work per day; and</li> <li>5. Continuous improvement.</li> </ol>	<input type="checkbox"/>
6:30, Organization of Instruction	<p>The Legal References and footnotes are updated in response to 105 ILCS 5/10-20.19a, repealed by P.A. 103-410, and 105 ILCS 5/10-22.18, amended by P.A. 103-410, to require that boards establish a full-day kindergarten program by the beginning of the 2027-2028 school year. The Cross References are updated for continuous improvement.</p>	<input type="checkbox"/>
6:50, School Wellness	<p>The policy, Legal References, and footnotes are updated. The policy is updated with new subhead <b>Goals for Other School-Based Activities</b> in response to a request from the ISBE Nutrition Dept. and to federal requirements in 7 C.F.R. §210.31 for local school wellness policies. The footnotes are updated for the same reason, and the Legal References and footnotes are updated for continuous improvement.</p>	<input type="checkbox"/>
6:60, Curriculum Content	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/27-21 and 5/27-20.3, amended by P.A. 103-422, and 105 ILCS 5/27-20.05, added by P.A. 103-422, requiring instruction on the Native American experience and Native American history starting in the 2024-2025 school year, Native American nations’ sovereignty and self-determination, and Native American genocide in North America;</li> <li>2. 105 ILCS 5/27-13.2(c), added by P.A. 103-365, eff. 1-1-24, requiring health education in grades 9-12 to include instruction on the dangers of fentanyl, beginning with the 2024-2025 school year; and</li> <li>3. Continuous improvement.</li> </ol> <p>The Legal References are updated in response to 105 ILCS 5/27-20.05, added by P.A. 103-422, requiring instruction on the Native American experience and Native American history.</p> <p>The footnotes are updated for the same reasons as the policy and in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 110/3, amended by P.A. 103-212, requiring health education in grades 9-12 to include instruction on the dangers of allergies, beginning with the 2024-2025 school year; and</li> <li>2. 105 ILCS 5/2-3.196, requiring ISBE to develop a Statewide literacy plan by 1-31-24.</li> </ol>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:60-AP1, Comprehensive Health Education Program	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/27-13.2(c), added by P.A. 103-365, eff. 1-1-24, requiring health education in grades 9-12 to include instruction on the dangers of fentanyl, beginning with the 2024-2025 school year;</li> <li>2. 105 ILCS 110/3, amended by P.A. 103-212, eff. 1-1-24, requiring health education in grades 9-12 to include instruction on the dangers of allergies, beginning with the 2024-2025 school year; and</li> <li>3. Continuous improvement.</li> </ol>	<input type="checkbox"/>
6:65, Student Social and Emotional Development	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 20 ILCS 1705/76.2, added by P.A. 103-222, eff. 1-1-24, requiring the Ill. Dept. of Human Services (DHS) to partner with ISBE to provide technical assistance for the provision of mental health care for students during school days;</li> <li>2. 20 ILCS 1705/11.4, added by P.A. 103-546, requiring DHS to create and maintain an online Care Portal as a central resource for families with children with significant and complex behavioral health needs; and</li> <li>3. Continuous improvement.</li> </ol>	<input type="checkbox"/>
6:230, Library Media Program	<p>The policy, Legal References, Cross References, and footnotes are updated. The policy, Legal References, and footnote 1 are updated in response to 75 ILCS 10/8.7, added by P.A. 103-100, eff. 1-1-24, requiring districts that wish to be eligible for State library grants to adopt the American Library Association's <i>Library Bill of Rights</i> or develop a written statement prohibiting the practice of banning books. Cross References to 2:260, <i>Uniform Grievance Procedure</i>, and 6:260, <i>Complaints About Curriculum, Instructional Materials, and Programs</i>, are added. The footnotes are also updated for continuous improvement.</p>	<input type="checkbox"/>
6:230-AP, Responding to Complaints About Library Media Resources	<p>The procedure is updated for the reasons stated in 6:230, <i>Library Media Program</i>, above.</p>	<input type="checkbox"/>
6:270, Guidance and Counseling Program	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/10-20.5a, amended by P.A. 103-204, eff. 1-1-24, requiring districts to make student directory information electronically accessible for official recruiting representatives of the armed forces and of state public institutions of higher education. The footnotes are also updated for continuous improvement.</p>	<input type="checkbox"/>
6:280, Grading and Promotion	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/2-3.25a, amended by P.A. 103-175, requiring ISBE to develop standards for student performance, and for continuous improvement.</p>	<input type="checkbox"/>
7:50, School Admissions and Student Transfers To and From Non-District Schools	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/13A, amended by P.A. 103-473, establishing specific procedures for administratively transferring a disruptive student to an ISBE regional safe school, and for continuous improvement.</p>	<input type="checkbox"/>
7:60, Residence	<p>The policy, Legal References, and footnotes are updated. The policy and footnotes are updated in response to 105 ILCS 5/10-20.12a(a), amended by P.A. 103-111, permitting boards to adopt a policy to waive nonresident tuition for a student who is the <i>child</i> of a district employee, and for continuous improvement. The Legal References are updated for continuous improvement by adding citations to provisions in the School Code addressing the residency of students with disabilities.</p>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:70, Attendance and Truancy	<p>The Legal References are updated for continuous improvement. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. Child Labor Law, 820 ILCS 205/, amended by P.A. 103-201, amending certain enforcement procedures and penalty provisions;</li> <li>2. Juvenile Court Act of 1987, 705 ILCS 405/3-33.5, amended by P.A. 103-379, restricts the ability of the juvenile courts and certain county boards to assess fines, fees, assessments, and costs to minors and the minor’s parents/guardians, subject to the minor’s adjudication under various ordinances and statutes; and</li> <li>3. Continuous improvement.</li> </ol>	<input type="checkbox"/>
7:160, Student Appearance	<p>The policy and footnotes are updated in response to 105 ILCS 5/10-22.25b, amended by P.A. 103-463, prohibiting schools from denying students the right to wear or accessorize their graduation attire with items associated with their culture, ethnic, or religious identity, or other characteristic or category protected under the IHRA. Continuous improvement updates are also made to the footnotes.</p>	<input type="checkbox"/>
7:165, School Uniforms	<p>The policy and footnotes are updated for the reasons stated in 7:160, <i>Student Appearance</i>, above.</p>	<input type="checkbox"/>
7:190, Student Behavior	<p>The policy, Legal References, and footnotes are updated. The policy is amended with optional language for Item #9 in the <b>Prohibited Student Conduct</b> subhead to prohibit academic dishonesty using a writing service and/or generative artificial intelligence technology. This optional language is further explained in new footnote 18.</p> <p>The <b>Required Notices</b> subhead of the policy and its accompanying footnotes are updated:</p> <ol style="list-style-type: none"> <li>1. To align with subsection <b>J. Required Notices</b> in sample administrative procedure 4:170-AP1, <i>Comprehensive Safety and Security Plan</i>; and</li> <li>2. In response to 105 ILCS 5/10-27.1A(c), amended by P.A. 103-34, clarifying the reporting obligations of school officials upon receipt of a report regarding a verified incident involving a firearm on school property.</li> </ol> <p>The Legal References citation to the Pro-Children Act is updated.</p> <p>The footnotes are also updated in response to 105 ILCS 5/13A, amended by P.A. 103-473, establishing specific procedures for administratively transferring a disruptive student to an ISBE regional safe school, and for continuous improvement.</p>	<input type="checkbox"/>
7:190-AP9, Administrative Transfer to Regional Safe School Program	<p><b>NEW.</b> This procedure is created in response to 105 ILCS 5/13A, amended by P.A. 103-473, establishing specific procedures for administratively transferring a disruptive student to an ISBE regional safe school.</p>	<input type="checkbox"/>
7:250, Student Support Services	<p>The policy is unchanged. The footnotes are updated in response to 23 Ill.Admin.Code §25.48, amended by 47 Ill. Reg. 5973, making short-term emergency approval in special education available until 6-30-26 (previously 6-30-23). The footnotes are also updated for continuous improvement.</p>	<input type="checkbox"/>
7:270, Administering Medicines to Students	<p>The policy, Cross References, and footnotes are updated. The policy and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.21b and 105 ILCS 5/22-30, amended by P.A. 103-175, replacing the retired <i>Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form</i> with <u>allergy emergency action plan</u> in the School Code provisions regarding administration of medication to students;</li> <li>2. 105 ILCS 5/22-30(f), amended by P.A. 103-348, eff. 1-1-24, requiring districts to maintain a supply of undesignated opioid antagonists to administer as necessary; and</li> <li>3. 105 ILCS 5/22-30(f), amended by P.A. 103-196, eff. 1-1-24, permitting a district maintaining special education facilities to maintain a supply of undesignated oxygen tanks.</li> </ol> <p>The footnotes are also updated for continuous improvement. The Cross References are updated in response to the renaming of 7:270-AP2, <i>Checklist for District Supply of Undesignated-Asthma Medication(s), Epinephrine Injectors, Opioid Antagonists, and/or Glucagon</i>.</p>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication(s), Epinephrine Injectors, Opioid Antagonists, and/or Glucagon	<b>RENAMED.</b> The procedure is updated for the reasons stated in 7:270, <i>Administering Medicines to Students</i> , above.	<input type="checkbox"/>
7:285, Anaphylaxis Prevention, Response, and Management Program	The Legal References and footnotes are updated in response to 105 ILCS 5/10-22.39, amended by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, streamlining training requirements regarding anaphylactic reactions and management for staff members who work with students. Continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>
7:285-AP, Anaphylaxis Prevention, Response, and Management Program	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.21b and 105 ILCS 5/22-30, amended by P.A. 103-175, replacing the retired <i>Illinois Food Allergy Plan and Treatment Authorization Form</i> with <u>allergy emergency action plan</u> in the School Code provisions regarding administration of medication to students;</li> <li>2. 105 ILCS 5/10-22.39, amended by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, streamlining training requirements regarding anaphylactic reactions and management for staff members who work with students;</li> <li>3. 105 ILCS 110/3, amended by P.A. 103-212, eff. 1-1-24, mandating that health education include instruction on the dangers of allergies, beginning with the 2024-2025 school year;</li> <li>4. Renaming of 7:270-AP2, <i>Checklist for District Supply of Undesignated Asthma Medication(s), Epinephrine Injectors, Opioid Antagonists, and/or Glucagon</i>; and</li> <li>5. Continuous improvement.</li> </ol>	<input type="checkbox"/>
7:290, Suicide and Depression Awareness and Prevention	The policy and footnotes are updated in response to 105 ILCS 5/10-22.39, amended by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, requiring teachers, administrators, and school support personnel who work with students to be trained on identifying warning signs of mental illness, trauma, and suicidal behavior in youth. The footnotes are also updated in response to 105 ILCS 5/10-20.81, amended by P.A. 103-143, requiring districts to insert contact information for the National Suicide Prevention Lifeline, the Crisis Text Line, and the Safe2Help Illinois helpline on student identification cards, and for continuous improvement.	<input type="checkbox"/>
7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-20.81, amended by P.A. 103-143, requiring districts to insert contact information for the National Suicide Prevention Lifeline, the Crisis Text Line, and the Safe2Help Illinois helpline on student identification cards;</li> <li>2. 20 ILCS 1705/76.2, added by P.A. 103-222, eff. 1-1-24, requiring DHS to partner with ISBE to provide technical assistance for the provision of mental health care for students during school days; and</li> <li>3. Continuous improvement.</li> </ol>	<input type="checkbox"/>
7:345, Use of Educational Technologies; Student Data Privacy and Security	The Legal References are updated in response to a minor style change. The footnotes are updated in response to guidance documents issued by the federal government on K-12 cybersecurity, <i>Protecting Our Future: Partnering to Safeguard K-12 Organizations from Cybersecurity Threats</i> (Jan. 2023) and <i>Digital Infrastructure Briefs</i> (Aug. 2023), and for continuous improvement.	<input type="checkbox"/>
7:345-AP, Use of Educational Technologies; Student Data Privacy and Security	The procedure is updated for the reasons stated in 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i> , above.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

<p>8:30, Visitors to and Conduct on School Property</p>	<p>The policy, Legal References, Cross References, and footnotes are updated. The policy and footnotes are updated in response to: <span style="float: right;">□</span></p> <ol style="list-style-type: none"><li>1. <b>PRESS</b> Advisory Board member feedback requesting clarification that the scope of subhead <b>Procedures to Deny Future Admission to Athletic or Extracurricular School Events or Meetings</b> is limited, as specified in the new subhead title, to topics set forth in 105 ILCS 5/24-24;</li><li>2. <b>PRESS</b> Advisory Board member feedback requesting clarification on the authority of boards to enforce conduct rules under 105 ILCS 5/10-20.5 and under various criminal trespass statutes; and</li><li>3. OMA, 5 ILCS 120/2(c)(4.5), added by P.A. 103-311, permitting boards to meet in closed session for hearings regarding denial of admission to school events under 105 ILCS 5/24-24.</li></ol> <p>The Legal References are updated to:</p> <ol style="list-style-type: none"><li>1. Reflect a citation change in the Pro-Children Act;</li><li>2. Add citations to School Code provisions governing the authority of boards to enforce conduct rules;</li><li>3. Add citations to Criminal Code provisions regarding trespass violations; and</li><li>4. Implement style changes.</li></ol> <p>The footnotes are also updated in response to 625 ILCS 5/12-803(f), added by P.A. 103-404, prohibiting drivers from making contact with any portion of a stopped school bus or making contact with a school child within 30 feet of the school bus, and for continuous improvement.</p> <p>Policies 2:200, <i>Types of School Board Meetings</i>, and 2:230, <i>Public Participation at School Board Meetings and Petitions to the Board</i>, are added to the Cross References.</p>
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## School Board

### Powers and Duties of the School Board; Indemnification

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

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law. <sup>1</sup>
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law. <sup>2</sup>
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/,<sup>3</sup> and establishing an equal employment opportunity policy that prohibits unlawful discrimination. <sup>4</sup>
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration. <sup>5</sup>
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law. <sup>6</sup>

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

<sup>1</sup> State law controls this policy's content. School board powers listed in the School Code are not exclusive, meaning that a board may exercise "all other powers not inconsistent with this Act 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. This policy's intent is to list the *major* statutory powers and duties – not all of them. See also 105 ILCS 5/10-20.5 ([rules](#)) and 5/10-21 ([additional duties of board](#)).

For power/duty #1, see 105 ILCS 5/10-16 ([organization of board](#)) and 5/10-16.5 ([oath of office](#)) and policies 2:80, *Board Member Oath and Conduct*, and 2:210, *Organizational School Board Meeting*. Boards that elect officers for one-year terms and/or hold organizational meetings yearly, replace the default text in number 1 with the following:

Annually organizing the Board by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with Board policy and State and federal law.

<sup>2</sup> 105 ILCS 5/10-20.5 and [sample](#) policy 2:240, *Board Policy Development*; 105 ILCS 5/10-21; and 115 ILCS 5/, Ill. Educational Labor Relations Act.

<sup>3</sup> 105 ILCS 5/10-23.12(c), ~~added by P.A. 101-531~~; 105 ILCS 5/21B-75(b), amended by P.A.s ~~101-531~~, 102-552; and 102-702, ~~eff. 7-1-23~~. For further discussion see f/n 22 in [sample](#) policy 5:90, *Abused and Neglected Child Reporting*. **Note:** While 105 ILCS 5/10-23.12(c) permits boards to *immediately* dismiss certain employees upon the determination that he or she has willfully or negligently failed to report, this does not negate a board's responsibility to provide employees with due process required by the law and district policies and procedures. Consult the board attorney for further guidance.

<sup>4</sup> 105 ILCS 5/10-21.4 (employing superintendent); 5/10-20.7 and 5/10-21.1 (teachers); 5/10-21.9 (criminal history records checks); 5/10-22.34, amended by P.A. 102-894 (nonlicensed personnel); 5/10-22.4 (dismissing teachers for cause); and 5/10-23.5 and 5/24-12 (reduction in force). See policies in the **PRESS Policy Reference Manual** Sections 3, General School Administration, and 5, Personnel.

<sup>5</sup> 105 ILCS 5/10-16.7.

<sup>6</sup> 105 ILCS 5/10-20.19 and 5/17-1 *et seq.* See policies in the **PRESS Policy Reference Manual** Section 4, Operational Services.

6. Entering contracts in accordance with applicable federal and State law, including using the public bidding procedure when required. <sup>7</sup>
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy. <sup>8</sup>
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination. <sup>9</sup>
9. Approving the curriculum, textbooks, and educational services. <sup>10</sup>
10. Evaluating the educational program and approving School Improvement ~~and District Improvement~~ Plans. <sup>11</sup>
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School, and student performance. <sup>12</sup>
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it. <sup>13</sup>
13. Establishing attendance units within the District and assigning students to the schools. <sup>14</sup>
14. Establishing the school year. <sup>15</sup>
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11. <sup>16</sup>
16. Providing student transportation services pursuant to State law. <sup>17</sup>
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities. <sup>18</sup>
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA,

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

<sup>7</sup> 105 ILCS 5/10-20.21, amended by P.A.s 102-1101 and 103-8. See sample policy 4:60, *Purchases and Contracts*.

<sup>8</sup> For the first clause, see 105 ILCS 5/10-20.6, 5/10-20.12, 5/10-22.10, 5/10-22.35A, and 5/10-22.36; and sample policy 4:150, *Facility Management and Building Programs*. For the second clause, see 105 ILCS 5/10-22.35. For the third clause, see 105 ILCS 5/10-20.19c and sample policy 4:70, *Resource Conservation*.

<sup>9</sup> Many civil rights laws guarantee equal educational opportunities; see sample policy 7:10, *Equal Educational Opportunities*.

<sup>10</sup> 105 ILCS 5/10-20.8. See policies in the **PRESS Policy Reference Manual** Section 6, Instruction.

<sup>11</sup> 105 ILCS 5/2-3.25d, which addressed school and district improvement plans, was repealed by P.A. 100-1046. 105 ILCS 5/2-3.25f, amended by P.A. 103-175, and 105 ILCS 5/27-1. For more specific information about school ~~and district~~ improvement plans, see sample policy 6:10, *Educational Philosophy and Objectives*, and f/n 6 in sample policy 6:15, *School Accountability*.

<sup>12</sup> 105 ILCS 5/10-17a. This statute details the requirements for *presenting* the district report card and school report card(s), including presenting them at a regular school board meeting and posting them on the district's website.

<sup>13</sup> 105 ILCS 5/10-20.14 and 5/10-22.6. See sample policies 7:190, *Student Behavior*; 7:200, *Suspension Procedures*; and 7:210, *Expulsion Procedures*.

<sup>14</sup> 105 ILCS 5/10-21.3 and 5/10-22.5. See sample policy 7:30, *Student Assignment and Intra-District Transfer*.

<sup>15</sup> 105 ILCS 5/10-19, amended by P.A.s 101-12 and 101-643; 23 Ill.Admin.Code §1.420. See sample policy 6:20, *School Year Calendar and Day*.

<sup>16</sup> Recognizing veterans on Nov. 11 is required by 105 ILCS 5/10-20.46.

<sup>17</sup> 105 ILCS 5/10-22.22. See sample policy 4:110, *Transportation*.

<sup>18</sup> 105 ILCS 5/10-22.31a. See sample policy 1:20, *District Organization, Operations, and Cooperative Agreements*.

- direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse. <sup>19</sup>
19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred. <sup>20</sup>
  20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction. <sup>21</sup>
  21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters. <sup>22</sup>

### Indemnification <sup>23</sup>

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

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<sup>19</sup> 325 ILCS 5/4(d), ~~amended by P.A. 101-564~~. Abuse and neglect are defined in 325 ILCS 5/3, amended by P.A.s 102-567 and 102-676. For an *adult student with a disability* see 20 ILCS 1305/1-17(b). While board members are not required to take mandated reporter training provided by the Ill. Dept. of Children and Family Services (DCFS), being familiar with ANCRA's definition of an abused child and how mandated reporting works enables board members to better meet their duty under 325 ILCS 5/4(d). Board members may learn about ANCRA by taking DCFS mandated reporter training (available to anyone online at: <https://mr.dcfstraining.org>) or IASB's ANCRA course (available in the Online Learning Center at: [www.iasb.com/conference-training-and-events/training/online-learning/www.iasb.com](http://www.iasb.com/conference-training-and-events/training/online-learning/www.iasb.com)).

<sup>20</sup> 105 ILCS 5/21B-85(a).

<sup>21</sup> *Id.* at 5/21B-85(b), amended by P.A. 102-552.

<sup>22</sup> See [sample](#) policy 8:10, *Connection with the Community*.

<sup>23</sup> 105 ILCS 5/10-20.20 (duty to indemnify) and 5/10-22.3 (duty to insure against loss or liability). These statutes identify the same individuals for protection except that the indemnification statute includes mentors of certified staff members. See f/n 3 in [sample](#) policy 4:100, *Insurance Management*.

Public officials or employees who are sued or incur loss because of the performance of their duties imposed or authorized by law on behalf of the public entity are entitled to indemnification. [McQuillan on Municipal Corporations](#) §12.137 (3rd ed. 1973). Public employees who must defend themselves in actions based upon the performance of official duties are entitled to indemnification. [Wayne Twp. Bd. of Auditors v. Ludwig](#), 154 Ill.App.3d 899 (2nd Dist. 1987). The public's interest is served by indemnifying public officials and employees in the performance of their official duties in order to recruit and retain qualified public employees and officials.

LEGAL REF.: 105 ILCS 5/10, 5/17-1, 5/21B-85, and 5/27-1.  
115 ILCS 5/, Ill. Educational Labor Relations Act.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.

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

## **Board of Education**

### **Powers and Duties of the Board; Indemnification**

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

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

18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.
19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred.
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction.
21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.
22. Endeavoring to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote upon motions presented. It is important that public Board members be non-partisan in dealing with school matters and place the education of children above any partisan principal, group interest, or personal ambition.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3,53a, 2-3.53b, and 105 ILCS 5/21A-5 et seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.: 105 ILCS 5/10, 5/17-1, 5/21B-85, and 5/27-1.  
 115 ILCS 5/, Ill. Educational Labor Relations Act.  
 325 ILCS 5/4, Abused and Neglected Child Reporting Act.

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

District Transfer), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: March 16, 2023

CURRENT

## School Board

### Board Member Development <sup>1</sup>

The School Board desires that its individual members learn, understand, and practice effective governance principles.<sup>2</sup> The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

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

### Mandatory Board Member Training <sup>3</sup>

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

1. Each Board member elected or appointed to fill a vacancy of at least one year’s duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, fiduciary responsibilities, and ~~(beginning in the fall of 2023)~~ trauma-informed practices for students and staff within the first year of his or her first term. <sup>4</sup>
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once. <sup>5</sup>
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher’s dismissal

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

<sup>1</sup> State law governs the mandatory board member training provisions in this sample policy.

<sup>2</sup> The [Ill. Association of School Boards \(IASB\) Foundational Principles of Effective Governance](http://www.iasb.com/principles.cfm) is available online at: [www.iasb.com/principles.cfm](http://www.iasb.com/principles.cfm).

<sup>3</sup> A board may omit the description of mandatory training requirements by deleting “that are described below” and deleting the numbered list. [IASB is an authorized provider of all mandatory trainings for school board members. To view IASB online trainings, see www.iasb.com/conference-training-and-events/training/online-learning/.](http://www.iasb.com/conference-training-and-events/training/online-learning/)

<sup>4</sup> 105 ILCS 5/10-16a, amended by P.A. 102-638. See 105 ILCS 5/10-16a(b-5) for the required and recommended elements of the training regarding trauma-informed practices. [See 105 ILCS 5/3-11, amended by P.A. 103-413, eff. 1-1-24, for the definitions of trauma, trauma-responsive learning environments \(including trauma aware, trauma responsive, and healing centered\), and whole child.](#)

<sup>5</sup> 5 ILCS 120/1.05(b) ~~and (c).~~ [IASB is an authorized provider of this training.](#) ~~5 ILCS 120/1.05(c).~~

using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date. <sup>6</sup>

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training. <sup>7</sup>

#### Professional Development; Adverse Consequences of School Exclusion; Student Behavior <sup>8</sup>

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

#### Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement. <sup>9</sup>

#### New Board Member Orientation <sup>10</sup>

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

The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year,

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

<sup>6</sup> 105 ILCS 5/24-16.5. This mandatory training requirement was phased-in as districts implemented evaluations that incorporate student growth as a significant factor, otherwise known as Performance Evaluation Reform Act (PERA) evaluations. The implementation timeline for PERA evaluations varied from district to district but all districts ~~must had to~~ implement PERA evaluations. ~~After the implementation of PERA evaluations, a~~ district may use an optional alternative evaluative dismissal process using the PERA evaluation. Before voting on a dismissal based upon an optional alternative evaluative dismissal process, a board member must complete a training program on PERA evaluations. ~~IASB is an authorized provider of this training.~~ For more information about PERA, see *PERA Overview for School Board Members*, available at: [www.iasb.com/law/pera.cfm](http://www.iasb.com/law/pera.cfm).

<sup>7</sup> 105 ILCS 5/10-16a(b) requires each school district to post on its website, if any, the names of all board members who have completed the minimum of four hours of training described in #1. Recognizing that a board may want to highlight all training and development achievements, the sample policy extends this reporting requirement to all training and development activities. For a website reporting template, see 2:120-E2, *Website Listing of Development and Training Completed by Board Members*.

A board may choose to strictly follow the statute by using the following alternative: "The Superintendent or designee shall post on the District website the names of all Board members who have completed the professional development leadership training described in number 1, above."

<sup>8</sup> Optional. 105 ILCS 5/10-22.6(c-5). Information about professional development opportunities is available through IASB's ~~website at: [www.iasb.com/conference-training-and-events/training/](http://www.iasb.com/conference-training-and-events/training/)~~ ~~Online Learning Center (OLC). Inquire at: [onlinelearning@iasb.com](mailto:onlinelearning@iasb.com).~~

<sup>9</sup> Boards are not required to conduct self-evaluations, but may hold a closed meeting with representatives of a State association authorized under Article 23 of the School Code for the purpose of discussing self-evaluation practices and procedures, or professional ethics. 5 ILCS 120/2(c)(16).

<sup>10</sup> New board member orientation is a critical step in helping new board members become effective and in promoting a smoothly functioning new team. The ~~first paragraph~~ ~~orientation process~~ should ~~include information about~~ ~~be customized to~~ ~~add references to~~ the IASB policy services ~~to which the board subscribes~~ ~~that the district receives~~, e.g., **PRESS**, **PRESS-Online**, **School Board Policies Online** (**SBPOL**), and **PRESS Plus**.

and other helpful information including material describing the District and explaining the Board's roles and responsibilities.

The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.

The Board President may request a veteran Board member to mentor a new member. <sup>11</sup>

All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

#### Candidates

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

LEGAL REF.: 5 ILCS 120/1.05 and 120/2, [Open Meetings Act](#),  
105 ILCS 5/10-16a and 5/24-16.5.

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

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<sup>11</sup> See 2:120-E1, *Guidelines for Serving as a Mentor to a New School Board Member*.

## **Board of Education**

### **Board Member Development**

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

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

### **Mandatory Board Member Training**

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

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

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

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

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., *Senate Bill 100 training topics*.

### **Board Self-Evaluation**

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

### **New Board Member Orientation**

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

1. The Superintendent or their designees shall give each new School Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.

2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

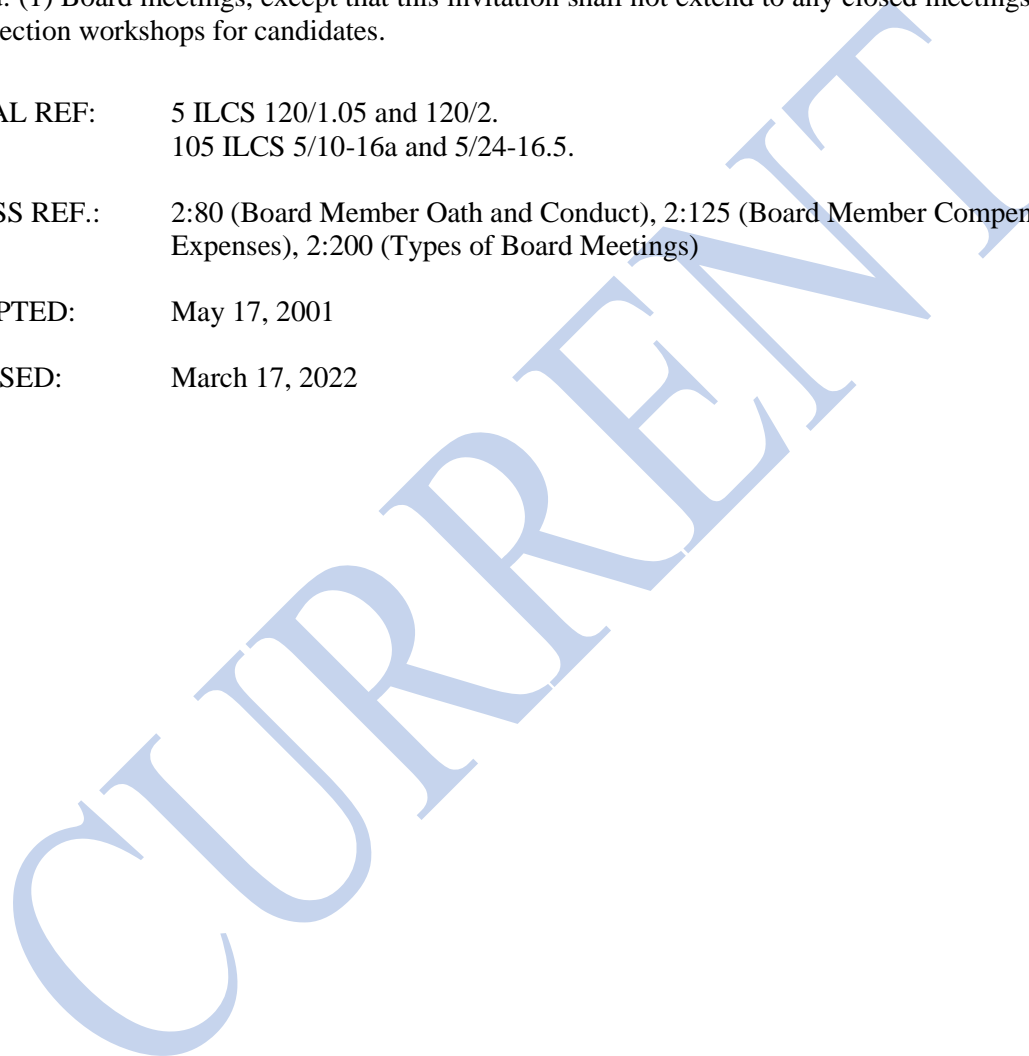
The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF: 5 ILCS 120/1.05 and 120/2.  
105 ILCS 5/10-16a and 5/24-16.5.

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022



## School Board

### Types of School Board Meetings <sup>1</sup>

#### General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board.<sup>2</sup> Unless otherwise specified, all meetings are held in the District's main office.<sup>3</sup> Board policy 2:220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training.<sup>4</sup> In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.<sup>5</sup>

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<sup>1</sup> State law controls this policy's content. The provisions of the Open Meetings Act (OMA) do not apply to collective bargaining negotiations, including negotiating team strategy sessions, and grievance arbitrations as provided in 115 ILCS 5/18, ~~amended by P.A. 100-768~~.

<sup>2</sup> 5 ILCS 120/2.02. These responsibilities may be given to anyone.

<sup>3</sup> State law only requires that meetings be held in a location convenient and open to the public and no open meeting is allowed to be held on a legal holiday unless the regular meeting day falls on that holiday. 5 ILCS 120/2.01. According to an Ill. Atty. Gen. Public Access Counselor Opinion (PAO), a board may not meet in a private residence because it would not be convenient and open to the public, PAO 12-8. A board meeting 26 miles away from its regular location, while open to the public, was inconvenient because "the public, as a practical matter, would be deterred from attending it." PAO 13-14. Any person may record an open meeting. 5 ILCS 120/2.05. See [sample](#) policy 2:220, *School Board Meeting Procedure*.

<sup>4</sup> Each board must designate at least one employee or member to receive training on compliance with OMA. 5 ILCS 120/1.05. Revise this paragraph if the board designates other individual(s) to receive the training. A list of designated individual(s) must be submitted to the Ill. Attorney General's Public Access Counselor (PAC). The designated individual(s) must successfully complete an electronic training curriculum administered by the PAC within 30 days after that designation, and thereafter must successfully complete an annual training program. ~~The~~ OMA does not specify duties for the designated individuals who receive the training but presumably they would assist the board in its OMA compliance efforts.

<sup>5</sup> 5 ILCS 120/1.05(b) applies to training administered by the Ill. Attorney General's Office; 1.05(c) applies to training administered by IASB. Board members elected or appointed after 1-1-12 must complete the training not later than 90 days after taking the oath of office. Even before this law, compliance with ~~the~~ OMA has always been considered a shared responsibility of board members. Failing to complete ~~the~~ OMA training does not affect the validity of an action taken by the board nor is it considered a criminal violation. 5 ILCS 120/1.05(b) and 120/4. However, a person found to have violated any other provisions of ~~the~~ OMA is guilty of a Class C misdemeanor punishable by a \$1,500 fine and/or 30 days in jail. 5 ILCS 120/4.

## Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year.<sup>6</sup> The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.<sup>7</sup>

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.<sup>8</sup>

## Closed Meetings<sup>9</sup>

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. 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.<sup>10</sup> 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

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<sup>6</sup> ~~The~~ OMA and the School Code have different provisions regarding the establishment of a regular meeting schedule. ~~The~~ OMA requires each public body to prepare and make available a regular meeting schedule at the beginning of each calendar or fiscal year. 5 ILCS 120/2.03. The School Code states that this task is accomplished during the organizational meeting. By *announcing* the schedule at the beginning of each calendar or fiscal year and by *fixing* the schedule at the organizational meeting, a board can implement both laws. Note that the phrase in this sample policy, "at the beginning of each fiscal year," can be changed to "at the beginning of each calendar year."

<sup>7</sup> Regular meeting dates may be changed by giving at least 10 days' notice in a newspaper of general circulation and posting a notice at the district's main office. 5 ILCS 120/2.03. Districts with a population of less than 500, in which no newspaper is published, may give the 10 days' notice by posting a notice in at least three prominent places within the district, in addition to posting a notice at the district's main office. Id. Notice shall also be given to those news media having filed an annual request to receive notifications. Id.

<sup>8</sup> 5 ILCS 120/2.02(a). The posting location may need modification to comply with the law's requirement that the agenda be posted at the district's main office. For agenda requirements, see [sample policy 2:200, School Board Meeting Procedure](#).

OMA also requires that "any requested notice and agenda for the meeting be continuously available for public review during the entire 48-hour period preceding the meeting." ~~Emphasis added.~~ 5 ILCS 120/2.02(c) (emphasis added). The requirement for continuously available is satisfied if the district posts any required notice and agenda on its website. However, to comply with the legislative intent, posting on the district website does not replace the posting described in this sentence. See Rep. Pihos' remarks reported in *New open-meetings law; is hard-copy posting of agendas still required?*, Sept. 2012, Illinois Bar Journal.

For districts that do not post board meeting agendas on a website (because they do not have a website maintained by a full-time staff member), add the following sentence:

The agenda shall be continuously available for public review during the entire 48-hour period preceding the meeting. If a notice or agenda is not continuously available for the full 48-hour period due to actions outside of the district's control, the lack of availability does not invalidate any meeting or action taken.

<sup>9</sup> 5 ILCS 120/2(c), amended by P.A. 103-311. The reasons for closed meetings are frequently addressed in court decisions and Ill. Attorney Gen. oral opinions; only a few of these decisions/opinions are mentioned in the footnotes.

<sup>10</sup> "Th[is] exception is not intended to allow private discussion of fiscal matters, notwithstanding that they may directly or indirectly impact the employees of the public body." See PAOs 12-11 and 15-03. Discussing the elimination of an employee's position for reasons unrelated to the performance of the employee is not within the scope of Section 2(c)(1). See PAO 15-07. Nor does the exception permit a public body to hold closed sessions to discuss employees in general or issues that may ultimately have an impact on employees. See PAOs 15-05, 16-13, and 18-12.

- Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), ~~amended by P.A. 101-459.~~ <sup>11</sup>
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2). <sup>12</sup>
  3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
  4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
  - ~~4.5. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5).~~
  - ~~5.6. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).~~
  - ~~6.7. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).~~
  - ~~7.8. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).~~
  - ~~8.9. 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).~~
  - ~~9.10. Student disciplinary cases. 5 ILCS 120/2(c)(9).~~
  - ~~10.11. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).~~

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

<sup>11</sup> The Local Government Wage Increase Transparency Act, 50 ILCS 155/, allows *disclosable payments* (described below) to Ill. Municipal Retirement Fund (IMRF) employees only when the school board has first discussed the specific payment to be made at a meeting open to the public and posted and held in accordance with the requirements of OMA. 50 ILCS 155/5, ~~amended by P.A. 101-228.~~

The provisions apply only to disclosable payments made to participating employees under Article Seven of the Illinois Pension Code (IMRF) who began participation before 1-1-11 and who are not subject to a collective bargaining agreement with respect to the employment upon which the participation is based.

*Disclosable payments* means a payment, whether in the form of an increase in the rate of earnings or a lump-sum payment, that would:

1. Be made by a participating employer to a participating employee after the employee has expressed to the employer his or her intent to retire or withdraw from service;
2. Have the effect of increasing the employee's reportable monthly earnings from that employer by more than 6% compared to the previous month; and
3. Be made between 12 months and 90 days prior to the employee's expected termination of service.

A disclosable payment also includes payment for accumulated sick leave; it does not include a refund of contributions or any payment required to be paid by State or federal law.

<sup>12</sup> Discussing a hiring freeze is not within the scope of Section 2(c)(2). See PAO 15-07. And if a public body is not engaged in collective bargaining at the time of the meeting, discussion of a hiring freeze does not constitute a collective negotiating matter. Id.

- ~~11~~.12. 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).
- ~~12~~.13. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
- ~~13~~.14. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16). <sup>13</sup>
- ~~14~~.15. Discussion of 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).
- ~~15~~.16. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes. <sup>14</sup>

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote. <sup>15</sup>

No final Board action will be taken at a closed meeting. <sup>16</sup>

### Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required

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

<sup>13</sup> IASB field services directors are available to facilitate a board self-evaluation.

<sup>14</sup> 5 ILCS 120/2a. Provided the open meeting was properly noticed, no additional notice is required to close the meeting. A motion to close a meeting can be as simple as, "I move that the Board hold [go into] a closed session to discuss [state one of the closed meeting grounds with reference to the specific section authorizing the closed meeting]."

The adequacy of a motion to go into closed session was discussed in Henry v. Anderson and Champaign Community Unit School Dist. No. 4, 827 N.E.2d 522 (Ill.App.4,356 Ill.App.3d 952 (4th Dist. 2005)). A statutory citation is not required in the motion to go into closed session, but the OMA does require a reference to the specific exception.

The *litigation* exception is tricky. If the litigation has been filed and is pending, the motion to go into closed session need only state that the board will discuss litigation that has been filed and is pending. If the litigation has not been filed, the board must: (1) find that the litigation is probable or imminent, and (2) record and enter into the closed session minutes the basis for that finding. 4205 ILCS 5120/2(c)11. See City of Bloomington v. Raoul, 184 N.E.3d 366 (Ill. App. 4th Dist. 2021) (finding city council improperly invoked litigation exception to justify closed session); PAO 21-03.

<sup>15</sup> Id.

<sup>16</sup> 5 ILCS 120/2(e). See also PAOs 13-03, 13-07, and 14-01.

when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda. <sup>17</sup>

### Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting. <sup>18</sup>

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice. <sup>19</sup>

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda. <sup>20</sup>

### Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice. <sup>21</sup>

### Posting on the District Website <sup>22</sup>

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

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<sup>17</sup> 5 ILCS 120/2.02.

<sup>18</sup> 105 ILCS 5/10-16 (two members of a board of directors; 105 ILCS 5/10-6). Lawyers disagree whether three members may call a special meeting without violating OMA, although there is general agreement that no violation occurs if three members call a special meeting while they are participating in a lawful board committee meeting with the matter on the agenda.

<sup>19</sup> 5 ILCS 120/2.02. News media that gave the board an address or telephone number within the district's territorial jurisdiction must be given notice in the same manner as given board members.

OMA requires that "any required notice and agenda be *continuously available* for public viewing during the entire 48-hour period preceding the meeting." ~~Emphasis added,~~ 5 ILCS 120/2.02(c) (~~emphasis added~~). The requirement for *continuously available* is satisfied if the district posts any required notice and agenda on its website. Posting on the district website does not replace the posting described in this paragraph. See f/n 8.

For districts that do not post board meeting notices and agendas on a website (because they do not have a website maintained by a full-time staff member), add the following sentence:

The notice and agenda shall be continuously available for public review during the entire 48-hour period preceding the meeting.

<sup>20</sup> Lawyers disagree whether OMA mandates this restriction, i.e., whether it restricts board *discussions* to items related to an item on the special meeting agenda. OMA limits board *action* to items on the agenda (5 ILCS 120/2.02(c)); it states that the validity of any action taken "which is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda." 5 ILCS 120/2.02(a). For agenda requirements, see [sample policy 2:220, School Board Meeting Procedure](#).

<sup>21</sup> 5 ILCS 120/2.02(a).

<sup>22</sup> Required *only if* the district has a website that is maintained by a full-time staff member; if not, this section may be omitted. 5 ILCS 120/2.02. Note that 5 ILCS 120/2.02(b) requires that a notice of *all* meetings be posted on the district website, but only notices of *regular* meetings must remain posted until the *regular* meeting is concluded. As this is an obvious oversight, it is wise to leave the notice of every meeting on the website until after the meeting occurred. The agenda must remain on the district website until the meeting is concluded. Id.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.  
5 ILCS 140/, Freedom of Information Act.  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks), [8:30 \(Visitors to and Conduct on School Property\)](#)

## **Board of Education**

### **Types of Board Meetings**

#### **General**

For all meetings of the Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent or his/her designee is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

#### **Regular Meetings**

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

#### **Closed Meetings**

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. 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 the Open Meetings Act. 5 ILCS 120/2 (c)(1), amended by P.A. 101-459.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. 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).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. 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).
12. The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of 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).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(28).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours,

or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practicable, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District's Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded; (4) minutes, once approved by the Board, shall be posted for 30 days.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.  
5 ILCS 140/, Freedom of Information Act.  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers); 2:120 (Board Member Development); 2:210 (Organizational Board Meetings); 2:220 (Board Meeting Procedure); 2:230 (Public Participation at Board Meetings and Petitions to the Board); 6:235 (Access to Electronic Networks)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

## School Board

### School Board Meeting Procedure <sup>1</sup>

#### Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content.<sup>2</sup> 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.<sup>3</sup>

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

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

<sup>1</sup> 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.

<sup>2</sup> 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’s Foundational Principles of Effective Governance* at: [www.iasb.com/IASB/media/Documents/found\\_prin.pdf](http://www.iasb.com/IASB/media/Documents/found_prin.pdf) [www.iasb.com/principles.cfm](http://www.iasb.com/principles.cfm).

<sup>3</sup> 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.” 5 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 Educ. of Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill.*, 77 N.E.3d 625 (Ill. 2017).

<sup>4</sup> 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. Bd. of Trustees of Adams Cnty.*, 326 Ill.App.3d 1120 (4th Dist. 2002).

<sup>5</sup> An alternative follows:

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

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

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.<sup>8</sup> 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.<sup>9</sup> A vote of *abstain* or

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<sup>6</sup> See [sample](#) 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].

<sup>7</sup> An ~~opinion from the Ill. Atty. Gen.~~ Public Access Counselor [Opinion \(PAO\)](#) 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.

<sup>8</sup> 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.

<sup>9</sup> 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 13491 Ill.2d 389](#) (Ill. 1982); [People v. Bertrand, 978 N.E.2d 681 \(Ill. App. 1st Dist. 2012\)](#). 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. [105 ILCS 5/5-22](#).
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.

*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. <sup>10</sup>

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. <sup>11</sup>

### 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. <sup>12</sup> The minutes include: <sup>13</sup>

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

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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(a)(xiv).
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.
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.

<sup>10</sup> 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.

<sup>11</sup> 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.

<sup>12</sup> 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.

<sup>13</sup> 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. [Atty. Gen.](#) Public Access Counselor (PAC) found a board's vague reference to a *personnel matter* insufficient to meet the requirements of #3. PAO 13-7.

8. Upon request by a Board member, a record of how he or she voted on a particular motion;<sup>14</sup> and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board 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. <sup>15</sup>

Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) determines which, if any, no longer require confidential treatment and are available for public inspection.<sup>16</sup> This is also referred to as a *semi-annual review*. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session. <sup>17</sup>

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require. <sup>18</sup>

The official minutes are in the custody of the Board Secretary.<sup>19</sup> Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval;<sup>20</sup> 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

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<sup>14</sup> 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.

<sup>15</sup> Required by 5 ILCS 120/2.06(b).

<sup>16</sup> Required by 5 ILCS 120/2.06(d), amended by P.A. 102-653. If a board is unable to conduct the review every six months, it must do so as soon after as is practicable, taking into account the nature and meeting schedule of the board. *Id.* A board may also conduct the review more frequently. For the sake of brevity and to align with the closed meeting exception in 5 ILCS 120/2(c)(21) that continues to refer to a public body's *semi-annual* review of its closed session minutes, this policy's exhibits use the term *semi-annual*, even though that term was removed from 5 ILCS 120/2.06(d).

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 Sch. 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(d), amended by P.A. 102-653.

<sup>17</sup> 5 ILCS 120/2(c)(21) allows boards to discuss the confidentiality needs of closed meeting minutes in closed meetings.

<sup>18</sup> Required by 105 ILCS 5/10-7.

<sup>19</sup> Optional provision: "A copy of the minutes is kept in a secure location appropriate for valuables."

<sup>20</sup> Required by 5 ILCS 120/2.06(b).

Board member.<sup>21</sup> 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. <sup>22</sup>

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. <sup>23</sup>

#### Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings.<sup>24</sup> 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. <sup>25</sup>

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. <sup>26</sup>

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member.<sup>27</sup> Access to the verbatim

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<sup>21</sup> 5 ILCS 120/2.06(f). 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.

<sup>22</sup> Id.

<sup>23</sup> 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).

<sup>24</sup> Boards must keep a verbatim record of their closed meetings in the form of an audio or video recording. 5 ILCS 120/2.06(a). 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.

<sup>25</sup> Alternatively, use: “is maintained within the District’s administrative offices or their official storage location.”

<sup>26</sup> 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.

<sup>27</sup> 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 the board member could potentially be accused of tampering with or taking the verbatim recording/closed session minutes.

Consult the board attorney about:

recordings is available at the District’s administrative offices or the verbatim recording’s official storage location.<sup>28</sup> 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. <sup>29</sup>

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. <sup>30</sup>

### Quorum and Participation by Audio or Video Means <sup>31</sup>

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.

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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* official of the public body;” 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 the board member’s individual capacity (see [sample policy 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 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.

<sup>28</sup> Id.

<sup>29</sup> Id.

<sup>30</sup> 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.

<sup>31</sup> 5 ILCS 120/2.01 and 120/7, amended by P.A. ~~401-640~~[103-311](#). See also 105 ILCS 5/10-6 ([regular and special meetings](#)) and 5/10-12 ([quorum](#)). 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.

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, or (4) unexpected childcare obligations. 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<sup>32</sup>

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency.<sup>33</sup> 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

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

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.

<sup>32</sup> 5 ILCS 120/2.01 and 120/7(e)(1)-(10), ~~amended by P.A. 101-640~~. See also 105 ILCS 5/10-6 (regular and special meetings) and 5/10-12 (quorum). 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. In June of 2020, 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.

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.foiapac.ilag.gov/content/pdf/Updated%20Remote%20Meetings%20Guidance%20May%202023.pdf](http://www.foiapac.ilag.gov/content/pdf/Updated%20Remote%20Meetings%20Guidance%20May%202023.pdf) [www.foia.ilattorneygeneral.net/pdf/OMA-FOIA-Guide.pdf](http://www.foia.ilattorneygeneral.net/pdf/OMA-FOIA-Guide.pdf).

<sup>33</sup> The phrase "due to public health emergency" aligns with Ill. Emergency Management Agency Act (IEMAA), 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/BLRDs because the School Code states that the governor must declare the disaster.

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. <sup>34</sup>

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,<sup>35</sup> 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. <sup>36</sup>

#### Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order Newly Revised, as a guide when a question arises concerning procedure. <sup>37</sup>

#### Broadcasting and Recording Board Meetings

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

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

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06, and 120/7, [Open Meetings Act](#).  
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), 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

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

<sup>34</sup> 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.

<sup>35</sup> 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.

<sup>36</sup> See [sample exhibit 2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration](#).

<sup>37</sup> 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.

<sup>38</sup> 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.

## **Board of Education**

### **Board Meeting Procedure**

#### Agenda

All Board meetings shall begin as follows:

1. Roll Call
2. Closed Session (if applicable)
3. Pledge of Allegiance
4. Academic Spotlight / Student Presentations (if applicable)
5. Revision and Adoption of the Agenda

The Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. A portion of the agenda shall be designated 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.

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

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

#### Voting Method

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

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 of the members present.

#### 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. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;

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

The minutes shall be submitted to the Board 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.

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

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

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

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

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

#### Verbatim Record of Closed Meetings

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

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

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

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

#### Quorum and Participation by Audio or Video Means

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

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

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

#### Rules of Order

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

#### Broadcasting and Recording Board Members

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

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may

restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120-2a, 120/2.02, 120/2.05, 120/2.06, and 120/7.  
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

CURRENT

## Operational Services

### Fiscal and Business Management <sup>1</sup>

The Superintendent is responsible for the School District's fiscal and business management.<sup>2</sup> This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board and publishing it before December 1 as required by State law.<sup>3</sup>

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an *Authorization for Access to the District's Electronic Network*.<sup>4</sup>

### Budget Planning

The District's fiscal year is from July 1 until June 30.<sup>5</sup> The Superintendent shall present to the Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation.<sup>6</sup> This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Ill. State Board of Education's (ISBE) *School District Budget Form*.<sup>7</sup> To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by ISBE guidelines.<sup>8</sup>

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

<sup>1</sup> State or federal law controls this policy's content. Article 17 of the School Code controls budgeting, tax levies, and tax warrants.

<sup>2</sup> Boards are authorized to hire a chief school business official. 105 ILCS 5/10-22.23a. Districts having a chief school business official may want to replace "Superintendent" with "Chief School Business Official" throughout this policy.

<sup>3</sup> 105 ILCS 5/10-17.

<sup>4</sup> See [sample](#) exhibits 6:235-API, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-API, E2, *Staff Authorization for Access to the District's Electronic Networks*. Use of electronic networks in the curriculum is covered in sample policy 6:235, *Access to Electronic Networks*.

<sup>5</sup> The board sets the fiscal year (105 ILCS 5/17-1) and this sentence should reflect that local decision. If the board sets an alternative fiscal year, State law provides, "If the beginning of the fiscal year of a district is subsequent to the time that the tax levy due to be made in such fiscal year shall be made, then such annual budget shall be adopted prior to the time such tax levy shall be made." *Id.* Consult the board attorney for guidance on the impact of an alternative fiscal year on the deadlines in this policy.

<sup>6</sup> The board must designate a person(s) to prepare a tentative budget. 105 ILCS 5/17-1. The purpose of this policy's directive for the superintendent to present a tentative budget "no later than the first regular meeting in August" is to ensure that the budget can be adopted by September 30 (see f/n 13). A board may amend this directive to give the superintendent additional flexibility by requiring him or her to present a tentative budget "during a regular Board meeting in August."

<sup>7</sup> Required by 105 ILCS 5/17-1. See [www.isbe.net/Pages/School-District-Joint-Agreement.aspx](http://www.isbe.net/Pages/School-District-Joint-Agreement.aspx).

<sup>8</sup> *Id.* The budget instructions from ISBE detail when a deficit reduction plan must be completed. State law requires the budget to be balanced and, if not, a three-year deficit reduction plan must be developed.

### Preliminary Adoption Procedures

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

1. A public hearing on the proposed budget,<sup>9</sup> and
2. The proposed budget to be available to the public for inspection.<sup>10</sup>

The Board Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing.<sup>11</sup> The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, including the cash reserve balance of all funds held by the District related to its operational levy and, if applicable, any obligations secured by those funds,<sup>12</sup> and the public shall be invited to comment, question, or advise the Board.<sup>13</sup>

### Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define.<sup>14</sup> To the extent possible, the budget shall be balanced as defined by ISBE; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within three years according to ISBE requirements.<sup>15</sup>

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the minutes.<sup>16</sup>

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.<sup>17</sup>

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<sup>9</sup> At least one public hearing must be held before final action is taken on the budget. 105 ILCS 5/17-1.

<sup>10</sup> The tentative budget must be conveniently available for public inspection for at least 30 days before final action on the budget. 105 ILCS 5/17-1.

<sup>11</sup> 105 ILCS 5/17-1 makes the board secretary responsible for this public notice at least 30 days before the hearing. If there is no newspaper published in the district, notice must be given by posting notices in five of the most public places in the district. 105 ILCS 5/17-1.

<sup>12</sup> 105 ILCS 5/17-1.3, added by P.A. 102-895, requires districts to disclose this cash reserve balance information "at the public hearing at which the district certifies its budget and levy for the taxable year." The statute does not specify the manner in which the disclosure must be made; for ease of administration, this sample policy manages disclosure at the budget hearing by including it in the budget review. To provide evidence of compliance, consider as a best practice recording this disclosure in the board meeting minutes and/or presenting it in writing. The term *operational levy* is not defined in the statute, but [the definition of operational funds in 105 ILCS 5/17-1.10, added by P.A. 103-394, references 105 ILCS 5/17-1.3 and supports that it may refer to a district's operating funds, which ISBE rules define as the Educational, Operations and Maintenance, Transportation, and Working Cash funds. 23 Ill. Admin. Code §100.20 includes the educational, transportation, and operation and maintenance funds.](#) Consult the board attorney for guidance.

<sup>13</sup> State law does not address what transpires during the budget hearing. See f/n 12, above, regarding disclosure of cash reserves at the budget hearing as a means to comply with 105 ILCS 5/17-1.3, added by P.A. 102-895.

<sup>14</sup> Required by 105 ILCS 5/17-1 and 5/17-3.2. See f/n 5.

<sup>15</sup> Required by 105 ILCS 5/17-1. See f/n 8.

<sup>16</sup> Required by 105 ILCS 5/10-7.

<sup>17</sup> Required by 105 ILCS 5/17-1.2, *only if* the district has a website. Delete this sentence unless the district has a website.

2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption. <sup>18</sup>
3. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing<sup>19</sup> at which the Board certifies its operational levy.
- 3.4. Present a written report that includes the annual average expenditures of the District's operational funds for the previous three fiscal years at or before the board meeting at which the Board adopts its levy. In the event the District's combined cash reserve balance of its operational funds is more than 2.5 times the annual average expenditures of those funds for the previous three fiscal years, the Board will adopt and file with ISBE a reserve reduction plan by December 31. <sup>20</sup>
- 4.5. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
- 5.6. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements. <sup>21</sup>

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in the School Code and Truth in Taxation Act. <sup>22</sup>

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

<sup>18</sup> Required by 35 ILCS 200/18-50, which refers to "appropriation and budget ordinances or resolutions." School districts adopt budgets by board resolution. The budget serves as the district's appropriation.

<sup>19</sup> Required by 105 ILCS 5/17-1.3, added by P.A. 102-895. Consult the board attorney about the meaning of the *public hearing* for the levy and if the disclosure must always be made at the board meeting at which the board certifies the district's levy, or only in those instances where notice and a *public hearing* are required by the Truth in Taxation Law. 35 ILCS 200/18-70. Similar to the disclosure of cash reserves made at the budget hearing, a district may want to manage compliance for the levy hearing by incorporating the information into the presentation of the levy at the board meeting. See f/n 12, above.

<sup>20</sup> Delete this paragraph if a district receives federal impact funding. 105 ILCS 5/17-1.10(a), added by P.A. 103-394. Federal impact aid is designed to assist local school districts that have lost a portion of their local tax base because of federal ownership of property (e.g., military bases, low-rent housing properties, or concentrations of students that have parents/guardians in the uniformed services). For more information about federal impact aid, see [www.oese.ed.gov/offices/office-of-formula-grants/impact-aid-program/](http://www.oese.ed.gov/offices/office-of-formula-grants/impact-aid-program/) and [www.nafisd.org/impact-aid-resources/impact-aid-payments/](http://www.nafisd.org/impact-aid-resources/impact-aid-payments/). 105 ILCS 5/17-1.10(a), added by P.A. 103-394, requires a board to present "at a board meeting" a written report that includes the annual average expenditures of its *operational funds*, which include the educational, transportation, and operation and maintenance funds. Id. The average expenditures are calculated based on the district's most recently audited annual financial report (AFR). Id. For ease of administration, this sample policy manages presentation of the report in conjunction with the meeting at which a board adopts its levy, or earlier, if a district's AFR is available. Consult the board attorney if a district's AFR is not available before December 31 (the date by which a reserve reduction plan must be filed, if applicable); the board may need to rely upon estimated numbers in that scenario. If a district's ratio of its combined cash reserves of its operational funds to its average annual expenditures of those funds over the past three fiscal years exceeds 2.5, then the board must adopt and file a plan with ISBE to reduce its cash reserves to expenditures ratio to at or below 2.5 within three years. Id. at (b), added by P.A. 103-394.

<sup>21</sup> Required by 105 ILCS 5/17-1.

<sup>22</sup> 105 ILCS 5/17-11 and 35 ILCS 200/18-55 et seq.

## Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption. <sup>23</sup>

## Implementation

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

The Board shall act on all interfund loans<sup>24</sup>, interfund transfers<sup>25</sup>, transfers within funds<sup>26</sup>, and transfers from the working cash fund or abatements of it, if one exists. <sup>27</sup>

LEGAL REF.: 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, [5/17-1.10](#), 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.  
35 ILCS 200/18-55 et seq., Truth in Taxation Law.  
23 Ill.Admin.Code Part 100.

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

ADMIN. PROC.: 6:235-AP1, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-AP1, E2 (Staff Authorization for Access to the District's Electronic Networks)

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

<sup>23</sup> 105 ILCS 5/17-1; 23 Ill.Admin.Code Part 100.

<sup>24</sup> 105 ILCS 5/10-22.33, 5/20-4, 5/20-5, 5/20-8, and 5/20-10 and 23 Ill.Admin.Code §100.50. If the district loans money from the working cash fund to another fund, Section 5/20-10 requires the district to maintain a credit to the working cash fund (meaning that borrowing fund must repay the working cash fund).

<sup>25</sup> 105 ILCS 5/17-2A, amended by P.A.s 102-671 and 102-895, contains the requirements for a permanent transfer. P.A.102-895 extended the time period during which a district may transfer money from specified funds for any purpose through June 30, 2026.

<sup>26</sup> Transfers between the various items in any fund may not exceed in the aggregate ten percent of the total of such fund as set forth in the budget. If the aggregate exceeds 10%, the board must amend the budget. 105 ILCS 5/17-1.

<sup>27</sup> The purpose of the working cash fund is to enable the school district "to have in its treasury at all times sufficient money to meet demands for expenses." 105 ILCS 5/20-1. School officials, including board members, are liable "for any sum that may be unlawfully diverted from the working cash fund ...." 105 ILCS 5/20-6.

105 ILCS 5/20-10 codified a long-held practice and understanding of Ill. school districts. A district may abate (reduce the funds) money from the working cash fund at any time and transfer it to any district fund or funds most in need of the money, provided that the district maintains an amount to the credit of the working cash fund. This was a legislative overturn of a case concluding that any permanent transfer, including abatements, of the working cash fund should be transferred only to the education fund. See G.I.S. Venture v. Novak, 388 Ill.App.3d 184 (2nd Dist. 2009); G.I.S. Venture v. Novak, 385 Ill.Dec. 430 (2nd Dist. 2014). Abolishments (deplete all funds) of the working cash fund must still be transferred to the education fund only.

## **Operational Services**

### **Fiscal and Business Management**

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

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management through the use of computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each staff member is responsible for understanding the content of the District's electronic network shall complete an *Authorization for Electronic Network Access*.

### **Budget Planning**

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

### **Preliminary Adoption Procedures**

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

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

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

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

### **Final Adoption Procedures**

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

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

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians and other taxpayers in the district that it is posted and provide the website's address.

2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year (certified by the District’s Chief Fiscal Officer) with the County Clerk within 30 days of the budget’s adoption.
3. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy.
4. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act, file the Certificate of Tax Levy with the County Clerk, on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
5. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements.

Any amendments to the budget or certificate of tax levy shall be made as provided in *The School Code* and Truth In Taxation Act.

Budget Amendments

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

Implementation

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

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

LEGAL REF.: 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.  
35 ILCS 200/18-55 et seq., Truth in Taxation Law.  
23 Ill. Admin. Code Part 100.

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

ADMIN. PROC.: 6:235-API, E1 (Student Authorization for Access to the District’s Electronic Networks), 6:235-API, E2 (Staff Authorization for Access to the District’s Electronic Networks)

ADOPTED: May 17, 2001

REVISED: March 16, 2023

## Operational Services

### Revenue and Investments <sup>1</sup>

#### Revenue

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

#### Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one.<sup>2</sup> The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law. <sup>3</sup>

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.<sup>4</sup>

#### Investment Objectives <sup>5</sup>

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

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

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<sup>1</sup> Each district must have an investment policy; its detail and complexity must be appropriate to the nature of the funds, the funds' purpose, and the amount of the public funds within the investment portfolio. 30 ILCS 235/2.5(a).

<sup>2</sup> 30 ILCS 235/2.5(a)(7). Districts having a chief business official may use this alternative: "The Chief Business Official shall serve as the District's Chief Investment Officer." If a Township Treasurer manages the district funds, substitute this sentence:

The Township Treasurer shall serve as the Chief Investment Officer.

<sup>3</sup> Township and school treasurers are authorized by 105 ILCS 5/8-7 to enter into agreements regarding the deposit, investment, and withdrawal of district funds.

<sup>4</sup> The policy must include a standard of care. 30 ILCS 235/2.5(a)(2).

<sup>5</sup> The policy must address safety, liquidity, return (30 ILCS 235/2.5(a)), as well as diversification (30 ILCS 235/2.5(a)(4)). These objectives also serve as investment guidelines. 30 ILCS 235/2.5(a)(3). How these are addressed is at the board's discretion.

## Authorized Investments <sup>6</sup>

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

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.  
The term “agencies of the United States of America” includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (c) any other agency created by Act of Congress.
3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. ~~Short-term~~ Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than ~~three years~~ 270 days from the date of purchase, (b) such purchases do not exceed 10% of the corporation’s outstanding obligations, and (c) no more than one-third of the District’s funds may be invested in short-term obligations of corporations under this paragraph.
- 4.5. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature more than 270 days but less than three years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in obligations of corporations under this paragraph.
- ~~5-6.~~ Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
- ~~6-7.~~ Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or

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<sup>6</sup> The policy must contain a “listing of authorized investments.” 30 ILCS 235/2.5(a)(1). 30 ILCS 235/2(a-1) allows school districts to invest public funds in interest-bearing bonds of any local government (see paragraph 6). Investments from which a board may choose are listed in this policy. See 30 ILCS 235/2, amended by P.A. [102-285400-752](#). Alternatively, a board may refer to that law by stating:

The Chief Investment Officer may invest any District funds in any investment as authorized in 30 ILCS 235/2, and Acts amendatory thereto.

Some attorneys are of the opinion that the Investment of Municipal Funds Act (IMFA) (50 ILCS 340/) authorizes school districts to invest funds in certain tax anticipation warrants. The IMFA applies to counties, park districts, sanitary districts, and other *municipal corporations*. *Id.* at 340/1. *Municipal corporation* is not specifically defined in the IMFA. Consult with the board attorney and/or bond counsel regarding the authority for such investments and the inclusion of the IMFA in this policy.

As part of its mission to protect public entities, the Municipal Securities Rulemaking Board (MSRB) has resources available that school officials may find helpful at: [www.msrb.org/EdCenter](http://www.msrb.org/EdCenter) [www.msrb.org/EducationCenter/Issuers/Issuing.aspx](http://www.msrb.org/EducationCenter/Issuers/Issuing.aspx). It provides information about bond issuance, required disclosures, and working with municipal advisors.

agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.

~~7.8.~~ Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.

~~8.9.~~ Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.

~~9.10.~~ A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.

~~10.11.~~ The Illinois School District Liquid Asset Fund Plus.<sup>7</sup>

~~11.12.~~ Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

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

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a

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<sup>7</sup> The Illinois School District Liquid Asset Fund Plus is an Illinois trust organized to permit Illinois school districts, community colleges, and educational service regions to pool their investment funds to obtain the highest possible investment yield consistent with maintaining liquidity and preserving capital, and to engage in cooperative cash management activities resulting in more efficient financial resource utilization. The program was developed in cooperation with the Ill. Association of School Boards, the Ill. Association of School Business Officials, and the Ill. Association of School Administrators. For more information, including regional representative contact information, see [www.iasbop2p.org/isdlaf/home](http://www.iasbop2p.org/isdlaf/home) [www.isdlafplus.com](http://www.isdlafplus.com).

designated institution. The “custodial bank” is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.

- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank’s computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
- d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
- e. The security interest must be perfected.
- f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
- g. Agreements shall be for periods of 330 days or less.
- h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
- i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District’s claims to rights to those securities.
- j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
- k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.

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

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer. <sup>8</sup>

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and

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<sup>8</sup> 30 ILCS 235/2, amended by P.A. [102-285/100-752](#).

(5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.<sup>9</sup>

#### Selection of Depositories, Investment Managers, Dealers, and Brokers<sup>10</sup>

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

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency.<sup>11</sup> Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.<sup>12</sup>

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.<sup>13</sup>

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:<sup>14</sup>

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

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<sup>9</sup> This statement is required by 30 ILCS 235/2.5(a-5), ~~added by P.A. 101-473, eff. 1-1-20~~. See the Ill. Sustainable Investing Act (SIA)(30 ILCS 238/, ~~added by P.A. 101-473, eff. 1-1-20~~) for examples of these five *sustainability factors*. Id. at 238/20. Under the SIA, school districts, must "prudently integrate sustainability factors into its investment decisions-making, investment analysis, portfolio construction, due diligence, and investment ownership in order to maximize anticipated financial returns, minimize projected risk, and more effectively execute its fiduciary duty." Id. See [www.illinoistreasurer.gov/Local Governments/Sustainable Investing Act for more information](http://www.illinoistreasurer.gov/Local_Governments/Sustainable_Investing_Act_for_more_information).

<sup>10</sup> The policy must address these topics. 30 ILCS 235/2.5(a)(11).

<sup>11</sup> 30 ILCS 235/6.

<sup>12</sup> Id.

<sup>13</sup> 30 ILCS 235/6.5.

<sup>14</sup> This paragraph is optional, but is authorized by 30 ILCS 235/8.

### Collateral Requirements <sup>15</sup>

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

### Safekeeping and Custody Arrangements <sup>16</sup>

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

### Controls and Report <sup>17</sup>

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

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type. <sup>18</sup>

The Board will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted. <sup>19</sup>

### Ethics and Conflicts of Interest <sup>20</sup>

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board*

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<sup>15</sup> Collateral requirements are permissive; if used, guidelines regarding their use must be included in the policy. 30 ILCS 235/2.5(a)(5). The requirements for collateral agreements are in 30 ILCS 235/6(d). The sample policy contains one guideline, that is, that the board be kept informed of collateral agreements. An optional guideline follows:

In addition, the financial institution must provide the Board with a copy of its board of directors' meeting minutes evidencing that the board of directors approved the collateral agreement.

<sup>16</sup> The policy must address safekeeping and custody arrangements. 30 ILCS 235/2.5(a)(5). Registration requirements are in 30 ILCS 235/3.

<sup>17</sup> The policy must provide for internal controls, periodic review, and at least quarterly written investment reports. 30 ILCS 235/2.5(a)(6), (9), and (10). The operational procedures to prevent losses are best addressed by each district in consultation with its auditor and legal counsel. See [sample policy 4:80, Accounting and Audits](#); and [sample administrative procedures 4:80-API, Checklist for Internal Controls](#), and [4:80-AP2, Fraud, Waste, and Abuse Awareness Program](#).

<sup>18</sup> The policy must include performance measures. 30 ILCS 235/2.5(8).

<sup>19</sup> 105 ILCS 5/10-22.44. "Chief Business Official" may replace "Superintendent." Interest income earned on any funds for IMRF, Tort Immunity Act, Fire Prevention, Safety and Environmental Energy, and Capital Improvement Act are restricted to the respective fund. *Id.*

<sup>20</sup> The policy must address these topics. 30 ILCS 235/2.5(a)(12). The conflict of interest prohibition is in 30 ILCS 235/2(d).

*Member Conflict of Interest.* No District employee having influence on the District's investment decisions shall:

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

LEGAL REF.: 30 ILCS 235/, Public Funds Investment Act.  
30 ILCS 238/, Ill. Sustainable Investing Act.  
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

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

## **Operational Services**

### **Revenue and Investments**

#### Revenue

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

#### Investments

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

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

#### Investment Objectives

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

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

#### Authorized Investments

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

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

The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (ciii) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.

4. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than three years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short term obligations of corporations.
5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
6. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
7. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
8. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
9. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
10. The Illinois School District Liquid Asset Fund Plus.
11. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

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

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
  - b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to “purchase” specified securities from a designated institution. The “custodial bank” is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
  - c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank’s computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
  - d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
  - e. The security interest must be perfected.
  - f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
  - g. Agreements shall be for periods of 330 days or less.
  - h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
  - i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District’s claims to rights to those securities.
  - j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
  - k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.
12. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 11 supersedes paragraphs 1-10 and controls in the event of conflict.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

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

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

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

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

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

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

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

### Collateral Requirements

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

### Safekeeping and Custody Arrangements

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

### Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action. A semi-annual report shall be made to the Board of Education to ensure that appropriate protocols are being followed.

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

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

Ethics and Conflicts of Interest

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

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

LEGAL REF.: 30 ILCS 235/, Public Funds Investment Act.  
30 ILCS 238/, Ill. Sustainable Investing Act.  
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

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

ADOPTED: December 16, 1999

REVISED: March 19, 2020

## Operational Services

### Purchases and Contracts <sup>1</sup>

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies.

#### Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law.<sup>2</sup> No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.<sup>3</sup>

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

1. Supplies, materials, or work involving an expenditure in excess of ~~\$35,000~~\$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.<sup>4</sup>

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

<sup>1</sup> State law controls this policy's content. 105 ILCS 5/10-20.21, amended by P.A.s 102-1101 and 103-8, eff. 1-1-24, contains bidding plus other requirements. Other laws also govern district contracts. For example, the Prevailing Wage Act requires, among other things, that a district specify in all contracts for public works that the prevailing wage rate must be paid. 820 ILCS 130/. When a district awards work to a contractor without a public bid, contract, or project specification, the district must provide the contractor with written notice on the purchase order or a separate document indicating that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work on the project. In addition, the district must notify all contractors of any rate changes by the Ill. Dept. of Labor (IDOL). 820 ILCS 130/4(f). The law allows a district to discharge this duty by including the following language in all contracts: "Any prevailing rate of wages as they are revised by the Ill. Dept. of Labor (IDOL) shall apply to this contract. You are notified that any rate changes to the prevailing wage rate are available on IDOL's official website." 820 ILCS 130/4(1). See 4:60-E, *Notice to Contractors*, for sample language.

<sup>2</sup> This end statement should be amended according to local board discretion.

<sup>3</sup> An optional addition follows: "Notwithstanding the above, the Superintendent shall not commit to any single, non-customary purchase or expenditure, excluding personnel, of greater than \$ \_\_\_\_\_ without prior Board approval." This optional provision's intent is to provide an internal control as well as to keep the board involved when the district is making a large purchase or expenditure, e.g., copiers, computers, textbooks, or something that might not happen every year. It is intended to cover purchases/expenditures regardless of whether they were previously budgeted.

<sup>4</sup> The bidding threshold increases from \$25,000 to \$35,000 on 1-1-24. 105 ILCS 5/10-20.21, amended by P.A. 103-8, eff. 1-1-24. See sample administrative procedure 4:60-API, *Purchases*, for bidding exemptions and the requirements for electronic bid opening. A board may set a lower bidding threshold by policy but should first seek its attorney's advice because such action may expand a board's vulnerability to a bidding challenge.

2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 *et seq.*
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c. <sup>5</sup>
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget. <sup>6</sup>
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10). <sup>7</sup>
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*. <sup>8</sup>
8. Each contractor with the District is bound by each of the following:
  - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c)<sup>9</sup> to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibit any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense;<sup>10</sup> and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her. <sup>11</sup>
  - b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails

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

<sup>5</sup> Concerning collective bargaining requirements, see McLean Co. Unit Dist. 5 v. AFSCME & IELRB, 12 N.E.3d 120 (4th Dist. 2014) (good faith bargaining on the decision to subcontract requires notice of the consideration of the subcontract before it is finalized; meeting with the union to provide an opportunity to discuss and explain the decision; providing information to the union; and giving consideration to any counterproposal the union makes).

<sup>6</sup> 105 ILCS 5/10-20.21(b-5).

<sup>7</sup> 105 ILCS 5/10-20.21(b-10).

<sup>8</sup> 105 ILCS 5/10-20.19c.

<sup>9</sup> 105 ILCS 5/10-21.9(c); 105 ILCS 5/21B-80(c).

<sup>10</sup> Id.

<sup>11</sup> The implementation process is in sample administrative procedure 4:60-AP3, *Criminal History Records Check of Contractor Employees*. See sample administrative procedure 5:30-AP2, *Investigations*, for a list of offenses which disqualify an individual from having direct, daily contact with one or more students until seven years following the end of the individual's sentence for the criminal offense.

to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g). <sup>12</sup>

- c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official. <sup>13</sup>

9. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act. <sup>14</sup>

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

<sup>12</sup> 105 ILCS 5/22-94, added by P.A. 102-702, ~~eff. 7-1-23~~. See [sample administrative procedure](#) 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*. For the definition of *sexual misconduct*, see 105 ILCS 5/22-85.5(c), added by P.A. 102-676, and sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest. Direct contact with children or students* is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” 105 ILCS 5/22-94(b), added by P.A. 102-702, ~~eff. 7-1-23~~. This standard, which triggers the EHR, appears on its face to be broader than the *direct, daily contact* standard that triggers the *complete criminal history records check* in 105 ILCS 5/10-21.9(f). See [sample administrative procedures](#) 5:30-AP2, *Investigations*, 4:60-AP3, *Criminal History Records Check of Contractor Employees*, and 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for more information. For example, a contracted night custodian who may have some passing, routine interaction with students who are on campus for after-school events, but does not have direct, daily contact with students triggers an EHR but not necessarily a *complete criminal history records check*. It is less clear if the reverse scenario could arise where a *complete criminal history records check* under 105 ILCS 5/10-21.9(f) would be required but an EHR would not be required. For ease of administration, a district may wish to require contractors to undergo a *complete criminal history records check* whenever the obligation to conduct an EHR is triggered, and vice versa.

105 ILCS 5/22-94(g), added by P.A. 102-702, ~~eff. 7-1-23~~, prohibits contractors from entering any agreement that: (1) has the effect of suppressing information concerning a pending or completed investigation in which an allegation of sexual misconduct was substantiated, (2) affects the ability of the contractor to report sexual misconduct to the appropriate authorities, or (3) requires the contractor to expunge information about allegations or findings of suspected sexual misconduct, unless an allegation is found to be false, unfounded, or unsubstantiated following an investigation.

<sup>13</sup> 105 ILCS 5/24-5. P.A. 98-716, expanded the scope of 105 ILCS 5/24-5 by adding a definition of *employee* that includes contractors’ employees for whom a criminal history records check is required. Since Aug. 2014, the Ill. Dept. of Public Health (IDPH) has not required school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3). Before requesting a contractor’s employee for a health examination, contact the board attorney concerning this action’s legality under other personnel laws, including the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 *et seq.*).

<sup>14</sup> 410 ILCS 170/10(b), added by P.A. 102-242.

10. Design-build contracts must comply with 105 ILCS 5/15A-1 et seq. <sup>15</sup>

9-11. Any new contract for a district-administered assessment must comply with 105 ILCS 5/10-20.85. <sup>16</sup>

10-12. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award. <sup>17</sup>

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided. <sup>18</sup>

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

<sup>15</sup> 105 ILCS 5/15A-1 et seq., added by P.A. 103-491, eff. 1-1-24. Under a *design-build* delivery system for a construction project, a board contracts with a *design-build entity* that furnishes architecture, engineering, land surveying, public art or interpretive exhibits, and other construction services, as required for the project. It allows a single contractor to manage both the design and construction of a project, creating the potential for greater efficiency. Contrast this method with the traditional *design-bid-build* delivery method, in which a board contracts with multiple entities and utilizes a competitive bidding process for certain contractors, such as a general contractor. 105 ILCS 5/15A-1 et seq., added by P.A. 103-491, eff. 1-1-24, does not impact a district's ability to use a qualification-based selection process under 50 ILCS 510/. Local Government Professional Services Act (LGPSA), to select design professionals or construction managers for design-build projects. 105 ILCS 5/15A-50. See sample policy 2:170, *Procurement of Architectural, Engineering, and Land Surveying Services*. For design-build projects, consult with the board attorney as needed to ensure the district: (1) complies with the specific procedural requirements related to requests for proposals (RFPs) and evaluation of RFP submissions for these contracts, and (2) incorporates additional criteria for requests for proposals and evaluation of proposals based on local conditions and the specific project, as permitted by the statute. Note that under 105 ILCS 5/15A-20, added by P.A. 103-491, eff. 1-1-24, a board must employ or contract with an independent design professional or public art designer (as applicable) selected under the LGPSA to assist with developing the scope and criteria for performance for a request for proposal under a design-build delivery system.

<sup>16</sup> 105 ILCS 5/10-20.85, added by P.A. 103-393. See sample administrative procedure 4:60-API, *Purchases*, for specific requirements. A *district-administered assessment* is one that requires all student test takers at any grade level to answer the same questions, or a selection of questions from a common bank of questions. It does *not* include the observational assessment tool used to satisfy the annual kindergarten assessment required by 105 ILCS 5/2-3.64a-10 or an assessment developed by district teachers or administrators that is used to measure student progress at an attendance center. *Id.*

<sup>17</sup> 2 C.F.R. §§200.318-200.327; 30 ILCS 708/. The Grant Accountability and Transparency Act (GATA) adopts the federal uniform guidance for all grants, unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by the Ill. State Board of Education, see [www.isbe.net/gata](http://www.isbe.net/gata).

<sup>18</sup> This is an optional provision. The numerous reporting and website posting mandates are in [sample exhibit 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records](#). As an alternative to the policy's default language, a board may insert the underscored:

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

LEGAL REF.: 2 C.F.R. Part 200.  
105 ILCS 5/10-20.19c, 5/10-20.21, [5/10-20.85](#), 5/10-21.9, 5/10-22.34c, [5/15A-1 et seq.](#), 5/19b-1 et seq., 5/22-94, and 5/24-5.  
30 ILCS 708/, Grant Accountability and Transparency Act.  
410 ILCS 170/, Coal Tar Sealant Disclosure Act.  
820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting)

## **Operational Services**

### **Purchases and Contracts**

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board policies.

#### **Standards for Purchasing and Contracting**

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, Article 28A of the School Code), an existing Federal purchasing contract, or national cooperative purchasing network, may be considered as a bid.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

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

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility, 105 ILCS 5/10-20.21(xi).
3. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
4. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
5. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
6. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
7. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).

8. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and board policy 4:70, *Resource Conservation*.
9. Each contractor with the District is bound by each of the following:
  - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21b-80(c) to have direct, daily contact at a District school or school-related activity with one more student(s); (2) prohibits any of the contractor’s employees from having direct daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee’s sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District’s fingerprint-based criminal history records check on him or her.
  - b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contract has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee’s assignment based on the employee’s involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g).
  - c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official.
10. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
11. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

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

LEGAL REF.: 2 C.F.R. Part 200.  
 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq.,  
 5/22-94, and 5/24-5.  
 30 ILCS 708/, Grant Accountability and Transparency Act.  
 410 ILCS 170/, Coal Tar Sealant Disclosure Act.  
 820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Expansion Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting)

ADOPTED: May 17, 2001

REVISED: June 15, 2023

CURRENT

# REFORMATTED

October:~~November 2018~~2023

4:130

## Operational Services

### Free and Reduced-Price Food Services<sup>1</sup>

Notice

**Commented [DJ1]:** Please note the large area of blank space on this page is intentional due to new formatting styles within **PRESS** materials. The spacing appears normal once the footnotes are removed.

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

<sup>1</sup> State or federal law controls this policy's content. A policy on eligibility for free and reduced-price meals is required by 7 C.F.R. §245.10 for districts participating in the National School Lunch or Breakfast Programs. See f/n 2 below for more information about programs.

4:130

Page 1 of 4

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The Superintendent shall be responsible for implementing the District’s free and reduced-price food services policy and all applicable programs.<sup>2 3</sup>

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

<sup>2</sup> Every public school must have a free lunch program. School Breakfast and Lunch Program Act, 105 ILCS 125/.

Each school where at least 40% or more of the students are eligible for free or reduced-price lunches must operate a school breakfast program. Childhood Hunger Relief Act, 105 ILCS 126/15. A school district may opt-out if the expense reimbursement would not fully cover the costs of implementing and operating the breakfast program. To do so, the district must petition its regional superintendent by February 15. The regional superintendent, after a public hearing, and by March 15, informs the district of his or her decision. If the regional superintendent does not grant an exemption, the district must implement a school breakfast program by the first student attendance day of the next school year. However, the school district or a resident of the school district may appeal the regional superintendent’s decision to the State Superintendent of Education.

School districts must, by February 15, promulgate a plan to serve breakfast and/or lunch at each school where 50% or more of the students are eligible for free or reduced-price school meals *and* have a summer school program operating during the summer months. 105 ILCS 126/20. School districts must implement these programs every summer as long as the school district has a school or schools that meet the criteria. If a school building with a 50% or greater free and reduced percentage does not operate a summer school program, the school district shall make information available regarding the number of children in the school eligible for free or reduced-price school meals upon request by a non-profit organization. A school district may utilize an *opt-out* provision if documentation shows the expense reimbursement would not fully cover the costs of implementing and operating a program. To do so, the district must petition its regional superintendent of schools by January 15. The regional superintendent, after a public hearing, and by March 1, informs the district of his or her decision. If the regional superintendent does not grant an exemption, the district must implement and operate the summer food program the summer following the current school year. However, the school district or a resident of the school district may appeal the regional superintendent’s decision to the State Superintendent of Education who shall hear appeals and make a final decision no later than April 1. Resources for promulgating a plan for a summer breakfast or lunch (or both) food service program are available on ISBE’s website at: [www.isbe.net/Pages/National-School-Lunch-Program.aspx](http://www.isbe.net/Pages/National-School-Lunch-Program.aspx) and [www.isbe.net/Pages/Seamless-Summer-Option.aspx](http://www.isbe.net/Pages/Seamless-Summer-Option.aspx).

105 ILCS 126/16, ~~added by P.A. 99-850~~, requires qualifying school districts to implement and operate a *breakfast after the bell* program in each of its school buildings where:

1. At least 70% or more of the students are eligible for free or reduced-price lunches based upon the previous year’s October claim (for those schools that participate in the National School Lunch Program (NSLP),
2. At least 70% or more of the students are classified as low-income according to the Fall Housing Data from the previous year (for those schools that do not participate in the NSLP-National School Lunch Program), or
3. An individual building’s site percentage for free or reduced-price meals of 70% or more (for those schools using Provision 2 under Section 11(a)(1) of the federal Richard B. Russell National School Lunch Act or the Community Eligibility Provision (CEP) under Section 104(a) of the federal Healthy, Hunger-Free Kids Act of 2010 to provide universal meals).

Schools that fall below the applicable 70% threshold for two consecutive years may either continue participating in the program or discontinue it. Id.

Each school under this Section may determine the *breakfast after the bell* service model that best suits its students. Service models include, but are not limited to, breakfast in the classroom, grab and go breakfast, and second-chance breakfast. Id. at (c).

A district is not required to implement a breakfast after the bell program when it can demonstrate that:

- a. Delivery of school breakfasts effectively, as defined by 70% or more of free or reduced-price eligible students participating in the National School Breakfast Program (NSBP), or
- b. Its reimbursement for the program would not fully cover its implementation and operation costs due to district-specific circumstances (a cost analysis must be submitted to the school board, the board must hold a public hearing, and the board must pass a resolution that the district cannot afford to operate a breakfast after the bell program).

A board must post the time, date, place, and general subject matter of the public hearing on its website and notify the Ill. State Board of Education at least 14 days prior to the hearing. Id. at (d).

<sup>3</sup> 7 C.F.R. §245.10(a)(1).

4:130

Page 2 of 4

If State funding is available for the Healthy School Meals for All Program, the Board will annually determine if it will participate in the program. <sup>4</sup>

#### **Eligibility Criteria and Selection of Children** <sup>5</sup>

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Ill. State Board of Education.

#### **Notification** <sup>6</sup>

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program;<sup>7</sup> and (4) other information required by federal law. -The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs;<sup>8</sup> and (2) the District's website (if applicable), all school newsletters, or students' registration

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

<sup>4</sup> Optional. 105 ILCS 125/2.3, added by P.A. 103-532. Subject to appropriation, the Ill. State Board of Education (ISBE) is required to establish the Healthy School Meals for All Program. Id. at (b). Participating boards must offer eligible meals, without charge, to all students enrolled in schools that participate in the National School Breakfast Program (NSBP) and National School Lunch Program (NSLP). To receive State reimbursement under the Healthy School Meals for All Program, a board must: (1) annually notify ISBE of its intent to participate in the program; (2) maximize its access to federal funds for NSBP and NSLP by participating in the CEP or another special assistance alternative, if eligible, and (3) operate the NSBP and NSLP in a manner that in the opinion of ISBE, draws down the most possible federal funding for meals served in the NSBP and NSLP. Id. at (b) and (c). If State funding is insufficient to cover reimbursement of all interested boards, ISBE is required to inform eligible schools of the impact of the inadequate funding so that boards can make an informed decision about food service administration in their districts.

<sup>5</sup> 7 C.F.R. §245.3; see also the subhead titled Household Eligibility Criteria-Information on ISBEState Board of Education's website at: [www.isbe.net/Pages/School-Based-Child-Nutrition-Documents.aspx](http://www.isbe.net/Pages/School-Based-Child-Nutrition-Documents.aspx). If a child transfers from one district school to another district school, his or her eligibility for free or reduced price meals or for free milk, if previously established, is honored by the receiving school.

Beginning in the year 2011-2012, the U.S. Depts. of Agriculture and Education implemented the CEP, a new claiming option for providing reimbursements to school districts that provide free breakfasts and lunches to all students in schools with significantly economically disadvantaged populations. It is called the Community Eligibility Provision (CEP). For more information about qualifying for and claiming through this reimbursement method, see [www.isbe.net/Pages/Guidance-for-HHFKA.aspx](http://www.isbe.net/Pages/Guidance-for-HHFKA.aspx).

For districts that qualify for and claim the CEP, insert the following sentence at the end of the first sentence:

From time to time, the income eligibility guidelines and standards may not be necessary when reimbursements for students' free breakfasts and lunches are claimed through the U.S. Depts. of Agriculture and Education's Community Eligibility Provision (CEP). When claiming the CEP, the District will follow its requirements.

**All subheads in this policy that detail the legal requirements under State and federal laws continue to apply when CEP is used and should remain in the policy.**

<sup>6</sup> 7 C.F.R. §245.5; 23 Ill.Admin.Code §305.10(c). Any changes in the eligibility criteria must be announced according to 7 C.F.R. §245.5(b). Beginning 7-1-17, districts were required to clearly communicate their meal charge policy (or procedures) to students and their parents/guardians to ensure consistency and transparency. See sample exhibit 4:130-E, *Free and Reduced-Price Food Services: Meal Charge Notifications*. For additional guidance, see U.S. Dept. of Agriculture memo, *Unpaid Meal Charges: Local Meal Charge Policies (7-8-16)*, available at: [www.fns.usda.gov/cn/unpaid-meal-charges-local-meal-charge-policies](http://www.fns.usda.gov/cn/unpaid-meal-charges-local-meal-charge-policies).

<sup>7</sup> 23 Ill.Admin.Code §305.10(c) requires notification of this one additional piece of information.

<sup>8</sup> 7 C.F.R. §245.5.

materials.<sup>9</sup> Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

**Nondiscrimination Assurance** <sup>10</sup>

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

**Appeal** <sup>11</sup>

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Dept. of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal. <sup>12</sup>

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.  
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.  
[105 ILCS 125/, School Breakfast and Lunch Program Act](#) ~~and 126/~~.  
[105 ILCS 126/, Childhood Hunger Relief Act](#).  
23 Ill.Admin.Code §305.10 et seq.

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

<sup>9</sup> 23 Ill.Admin.Code §305.10(c). Only one medium must be used; a board may choose one medium and delete the others from the policy or use them all.

<sup>10</sup> 7 C.F.R. §§245.8 and 245.10(a)(4).

<sup>11</sup> 7 C.F.R. §245.7. The minimal hearing requirements are also found there.

<sup>12</sup> The Hunger-Free Students' Bill of Rights Act (HFSBRA) (105 ILCS 123/~~added by P.A. 100-1092~~) requires the district to provide a free meal or snack to a student who requests it, regardless of his or her ability to pay. See f/ns to sample policy 4:45, *Insufficient Fund Checks and Debt Recovery*, for more information about this law. The HFSBRA does not contain a publication requirement.

For boards that wish to inform their communities about students' rights under the HFSBRA, add "105 ILCS 123/, Hunger-Free Students' Bill of Rights Act" to the Legal References and insert the following sentence:

The status of a student's appeal or eligibility for free or reduced-price food services shall not relieve the District of its obligation to provide him or her with a free meal or snack under the Hunger-Free Students' Bill of Rights Act if he or she requests one, regardless of his or her ability to pay.

## **Operational Services**

### **Free and Reduced-Price Food Services**

#### Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

#### Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Ill. State Board of Education.

#### Notification

At the beginning of each school year, the District must publicly announce the availability of free lunches and, as applicable, free breakfasts. This public notice may be published in a newspaper of general circulation for the school district, made available on the school district's website, provided in a school newsletter, or included with registration materials. The notice shall include: (1) eligibility requirements for free and reduced-price food service, (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, (2) the local unemployment office, and any major area employers contemplating layoffs. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

#### Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

#### Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Dept. of Agriculture in 7 C.F.R. § 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.  
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk In Schools, 7 C.F.R. Part 245.  
105 ILCS 125/ and 126/.  
23 Ill. Admin. Code §305.10 et seq.

ADOPTED: May 17, 2001

REVISED: August 15, 2019

CURRENT

## Operational Services

### Environmental Quality of Buildings and Grounds <sup>1</sup>

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

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

<sup>1</sup> State and/or federal law control this policy's content and require districts to:

1. Have a procedure to comply with the Structural Pest Control Act (225 ILCS 235/) and the Lawn Care Products Application and Notice Act (415 ILCS 65/). See [sample administrative procedure 4:160-AP, Environmental Quality of Buildings and Grounds](#).
2. Designate a staff person to be responsible for district compliance with the safety acts listed in #1 above. This policy designates the superintendent or designee.

Many State and federal laws regulate the environmental quality of schools. For example:

1. Several federal laws regulate asbestos as a hazardous substance, the most significant for schools being the Asbestos Hazard Emergency Response Act of 1986. 15 U.S.C. § 2641 *et seq.* The Asbestos Abatement Act, 105 ILCS 105/, requires schools to perform a variety of functions regarding asbestos. Federal and State regulations also require annual notice to parents and employees of the availability of the district's asbestos management plan. 40 C.F.R. §763.93(g)(4); 77 Ill.Admin.Code §855.300(a)(3). This can be inserted in student handbooks; the Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook* (MSH), at: [www.ilprincipals.org/msh/](http://www.ilprincipals.org/msh/) [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).
2. The Indoor Air Quality Act, 410 ILCS 87/. The Ill. Dept. of Public Health (**IDPH**) Guidelines for Indoor Air Quality are advisory, i.e., not enforceable. See [https://dph.illinois.gov/topics-services/environmental-health-protection/toxicology/indoor-air-quality-healthy-homeswww.idph.state.il.us/envhealth/factsheets/indoorairqualityguide\\_fs.htm](https://dph.illinois.gov/topics-services/environmental-health-protection/toxicology/indoor-air-quality-healthy-homeswww.idph.state.il.us/envhealth/factsheets/indoorairqualityguide_fs.htm).
3. The Smoke-Free Illinois Act, 410 ILCS 82/, bans tobacco smoking inside schools.
4. The Structural Pest Control Act, 225 ILCS 235/ requires [the Ill. Dept. of Public Health IDPH](#) to establish guidelines for an integrated pest management program for schools. See <https://dph.illinois.gov/topics-services/environmental-health-protection/structural-pest-control/integrated-pest-managementwww.idph.state.il.us/envhealth/ipm/index.htm>, or [www.idph.state.il.us/envhealth/entpestfshts.htm](http://www.idph.state.il.us/envhealth/entpestfshts.htm) <https://dph.illinois.gov/topics-services/environmental-health-protection/structural-pest-control>.
5. Notices to employees and parents/guardians before pesticide applications are required by the Structural Pest Control Act, 225 ILCS 235/10.3. The Lawn Care Products Application and Notice Act requires similar notices but only to parents/guardians. 415 ILCS 65/3.
6. The Green Cleaning School Act, 105 ILCS 140/, and Green Cleaning for Elementary and Secondary Schools, 23 Ill.Admin.Code Part 2800, contain guidelines for green cleaning. See policy 4:150, *Facility Management and Building Programs*.
7. The Green Buildings Act requires all new State-funded building construction and major renovation projects to meet specified environmental requirements. 20 ILCS 3130/. Waivers may be granted by the Capital Development Board in certain situations. *Id.*
8. The Ill. legislature recommended that each occupied school building be tested every five years for radon and provided a process for the screening in 105 ILCS 5/10-20.48. Employers must provide all employees with an education and training program with respect to all toxic substances to which an employee is routinely exposed while working. 820 ILCS 255/16; 23 Ill.Admin.Code §1.330. However, this section and most of the Toxic Substances Disclosure to Employees Act (820 ILCS 255/) are **inoperative**; its implementing rules (56 Ill.Admin.Code Part 205) were repealed. Instead, the Ill. Dept. of Labor enforces the federal Occupational Safety and Health Administration Hazard Communication Standards at 29 C.F.R. §1910.1200. 820 ILCS 255/1.5, [amended by P.A. 102-1071](#). Thus, school districts must follow the federal disclosure and training requirements.

<sup>2</sup> A board persuaded by #8 in the above footnote may add the following option:

## Pesticides

Pesticides will not be applied on the paved surfaces, playgrounds, or playing fields of any school serving grades K-8 during a school day or partial school day when students are in attendance for instructional purposes.<sup>3</sup> Additionally, the application of any restricted use pesticides will not be prohibited-applied on or within 500 feet of school property during normal school hours.<sup>4</sup> Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.<sup>5</sup>

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

If economically feasible, the Superintendent or designee shall manage the testing of each occupied school building for radon pursuant to Section 10-20.48 of the School Code.

A board may want to add the following option if it is concerned that employees who are eligible for district-paid hepatitis B vaccination are unaware of their eligibility:

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

<sup>3</sup> Pesticide Application at Schools Act (PASA), 105 ILCS 160/, added by P.A. 103-496, prohibits schools serving students grades K-8 from scheduling pesticide applications on school grounds during the school day when students are in attendance for instructional purposes. Areas prohibited from treatment include paved surfaces, playgrounds and playing fields, where children are typically present. For High School only districts, delete this sentence, ~~Additionally, at the start of the next sentence, and 105 ILCS 160/, Pesticide Application at Schools Act from the Legal References.~~

Pesticides is not specifically defined in PASA; however, the Illinois Pesticide Act (IPA) defines both pesticides and the subcategory of restricted use pesticides. 415 ILCS 60/4. PASA therefore appears broader than the IPA because it applies to all pesticides, including those that are not restricted use pesticides. See f/n 4, below. However, PASA is narrower than the IPA in two ways. First, PASA's geographic scope is narrower than the IPA because PASA does not apply to "areas of school grounds where children are typically not present, including, but not limited to flower beds and lawns surrounding the school not used as playing fields." Id. at 160/15. Second, PASA is narrower in that its prohibition is only in effect when students are in attendance for instruction, compared to the IPA prohibition that applies during normal school hours and could extend beyond instructional hours. See f/n 4, below. For ease in administering these slightly different standards, an elementary or unit district may want to follow the more restrictive geographic and temporal prohibitions in the IPA but apply them to all types of pesticides. See sample administrative procedure 4:160-AP, *Environmental Quality of Buildings and Grounds*.

<sup>4</sup> 415 ILCS 60/14 3.F., amended by P.A. 102-548. *Normal school hours* means Monday through Friday from 7 a.m. until 4 p.m., excluding days when classes are not in session. Id. The statute prohibits restricted pesticide applications during *normal hours* but defines *normal school hours*. This policy uses normal school hours. *State Restricted Pesticide Use* is defined as any pesticide use which the Director (Ill. Dept. of Agriculture or his or her authorized representative) determines, subsequent to public hearing, that an additional restriction for that use is needed to prevent unreasonable adverse effects. Id. at 60/4 36.

<sup>5</sup> Different requirements pertain to the notices in the Structural Pest Control Act (225 ILCS 235/10.3) and the Lawn Care Products Application and Notice Act (415 ILCS 65/3(f)). Both require notice to parents/guardians. Notice to employees is only required by the Structural Pest Control Act. For the sake of simplicity, the sample policy requires notice to employees before pesticides are used. Notice at least four business days before application is required by Lawn Care Products Application and Notice Act; notice at least two business days is required by the Structural Pest Control Act; and the Illinois Pesticide Act (415 ILCS 60/14 3.F., amended by P.A. 102-548) makes it unlawful to apply a restricted use pesticide on or within 500 feet of school property during normal hours, except for whole structure fumigation, and if the pesticide application information listed on the pesticide label is more restrictive than the law, then the more restrictive provision applies.

If a registry is maintained, replace the last sentence with this alternative:

The Superintendent or designee shall maintain a registry of employees and parents/guardians of students requesting notification before the application of pesticide(s) and notify those people as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Be sure the notice provisions in the policy and its implementing administrative procedure are consistent.

Coal Tar Sealant<sup>6</sup>

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

LEGAL REF.: 105 ILCS 5/10-20.17a; 5/10-20.48.  
29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).  
29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.  
20 ILCS 3130/, Green Buildings Act.  
105 ILCS 135/, Toxic Art Supplies in Schools Act.  
105 ILCS 140/, Green Cleaning School Act.  
[105 ILCS 160/, Pesticide Application at Schools Act.](#)  
225 ILCS 235/, Structural Pest Control Act.  
415 ILCS 60/14, Illinois Pesticide Act.  
415 ILCS 65/, Lawn Care Products Application and Notice Act.  
410 ILCS 170/, Coal Tar Sealant Disclosure Act.  
820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (inoperative)  
23 Ill.Admin.Code §1.330.

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

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<sup>6</sup> 410 ILCS 170/~~10~~(a)(1)-(4), added by P.A. 102-242, ~~eff. 1-1-23~~, requires schools to provide written or telephonic notification to employees and parents/guardians of students prior to any application of a coal tar-based sealant product or a high polycyclic aromatic hydrocarbon sealant product. Written notifications must: (1) be included in newsletters, bulletins, calendars, or other correspondence currently published by the district (this is the only prong of written notice that is permissive); (2) be given at least 10 business days before the application and should identify the intended date and location of the application of the coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant; (3) include the name and telephone contact number for the school or day care center (if the district has one) personnel responsible for the application; and (4) include any health hazards associated with coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product, as provided by a corresponding safety data sheet.

Districts may want to include numbers (3) and (4) in their student handbooks. The IPA maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/msh/](http://www.ilprincipals.org/msh/) [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

## Operational Services

### Environmental Quality of Buildings and Grounds

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

#### Pesticides

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

#### Coal Tar Sealant

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

LEGAL REF.:        105 ILCS 5/10-20.17a; 5/10-20.48.  
                          29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as  
    adopted by the Illinois Department of Labor, 56 Ill. Admin. Code §350. 700(b).  
                          29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard  
    Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances  
    Disclosure to Employees Act.  
                          20 ILCS 3130/, Green Buildings Act.  
                          105 ILCS 135/, Toxic Art Supplies in Schools Act.  
                          105 ILCS 140/, Green Cleaning School Act.  
                          225 ILCS 235/ Structural Pest Control Act.  
                          415 ILCS 60/14, Illinois Pesticide Act.  
                          415 ILCS 65/ Lawn Care Products Application and Notice Act.  
                          410 ILCS 170/, Coal Tar Sealant Disclosure Act.  
                          820 ILCS 255/ Toxic Substances Disclosure to Employees Act. (*inoperative*)  
                          23 Ill. Admin. Code §1.330.

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

ADOPTED:            May 17, 2001

REVISED:            March 17, 2022

## Operational Services

### Safety<sup>1</sup>

#### Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event.<sup>2</sup> The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;<sup>3</sup>

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

<sup>1</sup> State law requires a policy on several topics in this policy and otherwise controls this policy's content. Topics previously assigned to this code number were moved in May 2014 and placed in [sample policies](#) 4:100, *Insurance Management*, and 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

Grants may be available from the Ill. State Board of Education (ISBE) to support school ~~security~~safety improvements, including professional development; safety-related upgrades to school buildings, equipment, and facilities; [additional resources to implement restorative interventions and resolution strategies as alternatives to exclusionary discipline; and crisis response mapping data](#). 105 ILCS 5/2-3.180, 5/2-3.181, and 128/50 (final citation pending), added by P.A. 103-8401-413.

Based upon the recommendation of the Federal Commission on School Safety in 2018 ([www2.ed.gov/documents/school-safety/school-safety-report.pdf](http://www2.ed.gov/documents/school-safety/school-safety-report.pdf)), the U.S. Depts. of Homeland Security, Education, Justice, and Health and Human Services created a central school safety clearinghouse website at: [www.schoolsafety.gov](http://www.schoolsafety.gov), to share actionable recommendations to help schools prevent, protect, mitigate, respond to, and recover from emergency situations. Topics include bullying/cyberbullying, student mental health, school climate, threat assessment, emergency planning, security, recovery, and drills.

<sup>2</sup> This ~~sample~~ end statement should be discussed and altered accordingly before board adoption. Ask: what effect or impact will this statement have on the students and the community?

<sup>3</sup> The term *emergency operations and crisis response plan* is used because federal agencies refer to school *emergency operations plans* and the School Safety Drill Act (105 ILCS 128/) refers to *emergency and crisis response plans*. [105 ILCS 128/50 \(final citation pending\), added by P.A. 103-194, eff. 1-1-24, requires a school building's emergency and crisis response plan, protocol, and procedures to include a plan for local law enforcement to rapidly enter a school building in an emergency.](#)

See administrative procedure 4:170-API, *Comprehensive Safety and Security Plan*. This procedure follows the recommendations in the *Guide for Developing High-Quality School Emergency Operations Plans*, produced by a collaboration of federal agencies in June 2013 at: [www.rems.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](http://www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf). The *Guide* informs schools what they *need* to do, not *what* to do. It recommends a process for developing, implementing, and continually refining a school emergency operations plan as well as a discussion of its form, function, and content. See also *The Role of Districts in Developing High-Quality School Emergency Operations Plans: A Companion to the School Guide*, at: [https://rems.ed.gov/docs/District\\_Guide\\_508C.pdf](https://rems.ed.gov/docs/District_Guide_508C.pdf).

ISBE maintains a comprehensive website on school emergency and crisis response planning in compliance with the School Safety Drill Act and Joint Rules of the Office of the State Fire Marshal and ISBE (29 Ill.Admin.Code Part 1500), at [www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx](http://www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx). ISBE's website includes a *Sample School Emergency Operations Plan* which aligns with the federal *Guide for Developing High-Quality School Emergency Operations Plans*.

105 ILCS 128/45, ~~added by P.A. 101-455~~, required school districts to implement a threat assessment procedure by 12-6-19, and to establish a threat assessment team by 2-19-20. The threat assessment procedure may be part of a board policy on targeted school violence prevention that includes the creation of a threat assessment team. For more discussion, see [sample](#) policy 4:190, *Targeted School Violence Prevention Program*.

2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices;<sup>4</sup> and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.<sup>5</sup>

### School Safety Drill Plan<sup>6</sup>

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

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel

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105 ILCS 5/10-20.72, ~~added by P.A. 101-548~~, allows school districts to install a door security locking means on a door of a school building to prevent unwanted entry through the door only if the door security locking means is used: (1) by a trained school district employee; (2) during an emergency that threatens the health and safety of students and employees or during an active shooter drill; and (3) when local law enforcement officials and the local fire department have been notified of its installation prior to its use. Id.

<sup>4</sup> Required by 105 ILCS 128/20(b) and 105 ILCS 5/10-20.14(c) for all students. See 4:110-AP3, *School Bus Safety Rules*.

<sup>5</sup> 105 ILCS 5/10-20.28. Consider discussing with local law enforcement what its preference would be and encourage staff and students to follow the recommendation. A wave of 911 cell phone calls can jam phone lines. Student use of cell phones is addressed in 7:190, *Student Behavior*.

625 ILCS 5/12-610.1(e) prohibits wireless telephone use at any time while operating a motor vehicle on a roadway in a school speed zone except for: (1) highway construction or maintenance workers within their work zones; (2) any use for emergency purposes; (3) law enforcement officers or emergency responders performing their duties; (4) a person using a wireless telephone in voice-operated mode with or without use of a headset; (5) a person with technology that uses a single button to initiate or terminate a voice communication, e.g., *HandsFreeLink*®; and (6) a person using an electronic communication device solely to report an emergency and for continued communication with emergency personnel. 625 ILCS 5/12-813.1 limits cell phone use by school bus drivers; see policy 4:110, *Transportation*.

<sup>6</sup> Each of the listed drills is required by the School Safety Drill Act. Each drill's requirements are comprehensively covered in 4:170-AP1, *Comprehensive Safety and Security Plan*. For information about documenting minimum compliance with the School Safety Drill Act, see [www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx](http://www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx).

105 ILCS 5/2-3.12(f) authorizes the Ill. State Fire Marshal or a qualified fire official to whom the Ill. State Fire Marshal has delegated his or her authority to conduct an annual fire safety inspection of each school building, provided the inspection is coordinated with the regional superintendent. See also 105 ILCS 5/3-14.21(c) ([inspection of schools](#)) and 23 Ill.Admin.Code §180.300(b) ([annual building and fire safety inspections](#)). To effectively implement this law and ensure the education of students in the district is not disturbed, school officials should discuss with the Ill. State Fire Marshal and regional superintendent whether written notice may be provided to the principal requesting to schedule a mutually agreed upon time.

and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.<sup>7</sup>

### Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). 29 Ill.Admin.Code Part 1500.<sup>8</sup>

### Automated External Defibrillator (AED)<sup>9</sup>

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

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District.<sup>10</sup> The Superintendent or designee shall ensure that every AED on the District's premises is

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<sup>7</sup> 105 ILCS 128/20(c), amended by P.A. 102-395. While 105 ILCS 128/20(c) uses both *lockdown drill* and *walk-through lockdown drill*, the terms are synonymous. For brevity, this material uses the term *lockdown drill*. Schools must (1) notify parents/guardians in advance of any lockdown drill that involves student participation, and (2) allow parents/guardians to exempt their child(ren) from participating for any reason. [School administrators and support personnel may, at their discretion, exempt a student from participating in a lockdown drill. 105 ILCS 128/20\(c\)\(4\), added by P.A. 102-395. When deciding whether to exempt a student, such personnel must include the student's individualized education program team or 504 plan team, if any, in the decision. 105 ILCS 128/20\(c\)\(4\), amended by P.A. 103-197, eff. 1-1-24.](#) For students who do not participate in the lockdown drill, districts must provide alternative safety education and instruction related to an active threat or active shooter event. For students who do participate in the lockdown drill, districts must allow them to ask questions related to it.

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

<sup>8</sup> The School Safety Drill Act requires each school board or its designee to conduct one annual meeting at which it reviews each building's emergency and crisis response plan, protocols, and procedures, including procedures regarding the school district's threat assessment team, the efficacy and effects of law enforcement drills, and each building's compliance with the school safety drill plan. 105 ILCS 128/25, amended by P.A. 102-395, and 128/30; 29 Ill.Admin.Code Part 1500. If the board uses a designee, it should preferably be someone other than the District Safety Coordinator to assure an unbiased audit. The statute contains detailed requirements. The board or its designee must: (1) complete a one-page report certifying that the review took place, among other things; (2) send a copy of the report to each participating party; and (3) send a copy of the report to the appropriate Regional Superintendent. 105 ILCS 128/25(c), (d). ISBE's website contains a suggested annual review checklist and a report form to document compliance at: [www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx](http://www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx).

<sup>9</sup> Each indoor and outdoor physical fitness facility serving at least 100 individuals must "adopt and implement a written plan for responding to medical emergencies that occur at the facility during the time that the facility is open for use by its members or by the public." 210 ILCS 74/10(a). The facility must file the plan with the Ill. Dept. of Public Health (IDPH). Id. In addition, each indoor facility must have at least one AED on the premises, and each outdoor facility must house an AED in a building, if any, that is within 300 feet of the outdoor facility. 210 ILCS 74/15. See the statute and administrative rules for the other numerous mandates: 210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act; 77 Ill.Admin.Code Part 527, [Physical Fitness Facility Medical Emergency Preparedness Code](#). Also see 4:170-AP6, *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED*.

<sup>10</sup> 77 Ill.Admin.Code §527.600(d), (f).

properly tested and maintained in accordance with rules developed by the IDPH.<sup>11</sup> This policy does not create an obligation to use an AED.

### Carbon Monoxide Alarms <sup>12</sup>

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

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

### Soccer Goal Safety <sup>13</sup>

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

### Unsafe School Choice Option <sup>14</sup>

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

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<sup>11</sup> 210 ILCS 74/15(c); 77 Ill.Admin.Code §527.700.

<sup>12</sup> 105 ILCS 5/10-20.57. *Carbon monoxide detector* and *detector* mean a device having a sensor that responds to carbon monoxide gas and that is connected to an alarm control unit and approved in accordance with rules adopted by the Ill. State Fire Marshal. 105 ILCS 5/10-20.57(a). *Approved carbon monoxide alarm* or *alarm* means a carbon monoxide alarm that complies with all the requirements of the rules and regulations of the Ill. State Fire Marshal, bears the label of a nationally recognized testing laboratory, and complies with the most recent standards of the Underwriters Laboratories or the Canadian Standard Association. 430 ILCS 135/5.

**Consult both the board attorney and the local fire officials about whether a school building is exempt from this law.** Remove this subhead if the board attorney determines that every building across the entire school district is exempt. The law applies to school buildings that have or are close to any *sources of carbon monoxide*; however, it does not specifically define what that means. 430 ILCS 135/20 defines exemptions for residential units and may provide guidance on the exemption for schools. The law also fails to define *carbon monoxide emitting device*, which triggers the placement point in a school building for a carbon monoxide alarm or carbon monoxide detector.

<sup>13</sup> Include this section **only if** the school district owns and controls a movable soccer goal Movable Soccer Goal Safety Act, *a/k/a Zach's Law*, 430 ILCS 145/. The Act requires: (1) organizations that own and control a movable soccer goal to create a soccer goal safety and education policy that outlines how the organization will specifically address the safety issues associated with movable soccer goals; and (2) the IDPH to provide technical assistance materials. 430 ILCS 145/10, 20. See [www.dph.illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/soccer-goal-safety](http://www.dph.illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/soccer-goal-safety).

<sup>14</sup> This topic must be covered in board policy. 105 ILCS 5/10-21.3a. See also 20 U.S.C. §7912 ([unsafe school choice option](#)). ISBE maintains a list of persistently dangerous schools. Districts having only one school may substitute the following for this paragraph:

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Districts with each grade in only one attendance center may substitute the following for this paragraph:

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

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

### Lead Testing in Water <sup>15</sup>

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH.<sup>16</sup> The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children’s respective school buildings. <sup>17</sup>

### Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property. <sup>18</sup>

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

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student’s parent/guardian, may request special accommodations from the Superintendent or designee.

<sup>15</sup> 225 ILCS 320/35.5. Requires that each source of potable water in school buildings constructed on or before 1-1-00, which may be occupied by more than 10 children in grades pre-K through 5, be tested for lead. Testing for buildings constructed prior to 1-1-87 must have been conducted by 12-31-17. 225 ILCS 320/35.5(c)(4). Testing for buildings constructed between 1-2-87 and 1-1-00 must have been conducted by 12-31-18. *Id.* By 6-30-19, the IDPH was to determine whether it is necessary and appropriate to require testing for buildings constructed after 1-1-00. 225 ILCS 320/35.5(d). IDPH recommends that all schools constructed in whole or in part from 1-2-00 through 1-4-14 test all sources of potable water for lead. See IDPH’s recommendations at: [www.isbe.net/Documents/Improving-Water-Quality-Illinois-Schools.pdf](http://www.isbe.net/Documents/Improving-Water-Quality-Illinois-Schools.pdf). For high school districts, delete this subhead if no lead testing occurs.

Boards may, by resolution, use excess taxes levied for fire prevention, safety, energy conservation, and school security purposes for sampling lead in drinking water in schools and for repair and mitigation due to lead levels in the drinking water supply. 105 ILCS 5/17-2.11(j)(1).

<sup>16</sup> 225 ILCS 320/35.5(e) requires the IDPH to post on its website guidance on mitigation actions for lead in drinking water, and ongoing water management practices, in schools. ~~On 5-9-17, the IDPH posted~~ *See Mitigation Strategies for Lead Found in School Drinking Water* at: [www.dph.illinois.gov/sites/default/files/publications/school-lead-mitigation-strategies-050917.pdf](http://www.dph.illinois.gov/sites/default/files/publications/school-lead-mitigation-strategies-050917.pdf) <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/school-lead-mitigation-strategies-050917.pdf>. ~~Note: Page 2 of Mitigation Strategies states “IDPH is requiring the mitigation strategies and requirements contained in this guidance document to be followed for all plumbing fixtures identified with any level of lead,” however the statute does not authorize the IDPH to impose such additional requirements.~~

<sup>17</sup> If any samples taken in the school exceed five parts per billion, a district must provide individual notification of sampling results, via written or electronic communication, to parents/guardians of all enrolled students that must include: (1) the corresponding sampling location within the school building; and (2) the U.S. Environmental Protection Agency’s website for information about lead in drinking water at: [www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water](http://www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water). 225 ILCS 320/35.5(c)(3). If any samples taken in the school are at or below five parts per billion, notification may be made in the same manner or by posting on the school’s website. *Id.*

<sup>18</sup> When a school is closed or its starting time is delayed due to adverse weather conditions or a health or safety threat, the district may count a partial day of attendance as a full day for State aid purposes, provided: (1) at least one hour of instruction was provided or the normal start time was delayed; and (2) the superintendent provides the Regional Superintendent or the Suburban Cook County Intermediate Service Center, whichever is appropriate, with a written report in support of the partial day within 30 days. 105 ILCS 5/18-12.

105 ILCS 5/18-12.5 governs claiming State aid if a district closes one or more schools, but not all schools, during the public health emergency, as determined by ISBE in consultation with the IDPH.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12, and 5/18-12.5.  
105 ILCS 128/, School Safety Drill Act; 29 Ill.Admin.Code Part 1500.  
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.  
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), [4:190 \(Targeted School Violence Prevention Program\)](#), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

## **Operational Services**

### **Safety**

#### **Safety and Security**

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

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

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

#### **School Safety Drill Plan**

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

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

#### **Annual Review**

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). 29 Ill. Admin. Code Part 1500.

#### **School Bus Safety**

Students shall be provided with instruction in safe bus riding practices at least twice during each school year. The instruction shall include two (2) emergency evacuation drills, as well as the operation and use of the emergency door, windows (as a means of escape), and fire extinguisher. Each bus driver shall report to the Superintendent the time, date, and place of each drill. The first

emergency bus evacuation drills will be held prior to September 15 and the second emergency bus evacuation drill will be held prior to April 15 of each school year.

#### Automated External Defibrillator (AED)

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

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

#### Carbon Monoxide Alarms

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

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

#### Soccer Goal Safety

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

#### General Personnel - Photo Identification

Employees will be issued a Photo ID that includes the employee's name and title. Employees are expected to wear their ID at all times when on school property, unless engaged in an activity in which the ID could be considered a safety hazard. The Photo ID must be returned to the immediate supervisor or designee immediately upon resignation, layoff or discharge.

#### Unsafe School Choice Option

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

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

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

#### Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the

IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children’s respective school buildings.

Emergency Closing

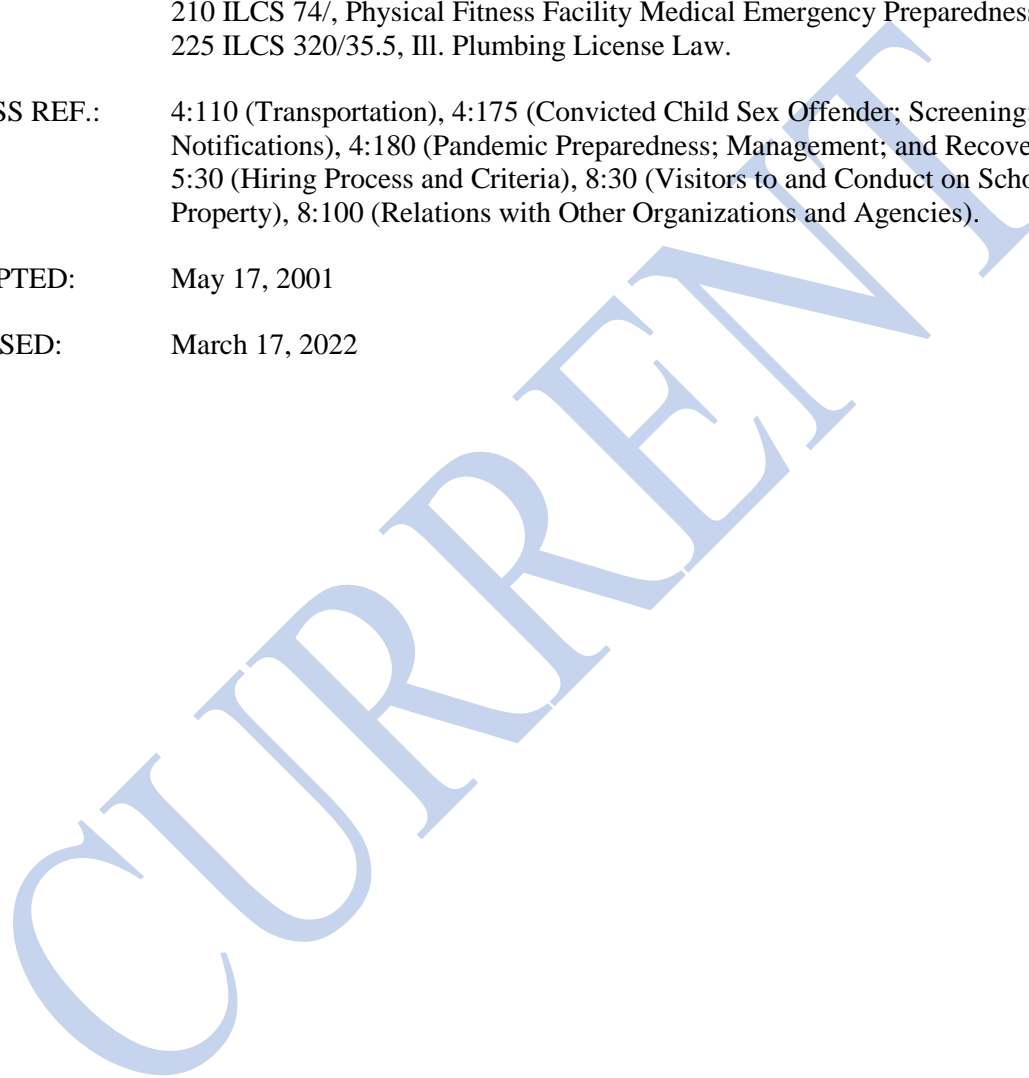
The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12 and 5/18-12.5.  
105 ILCS 128/, School Safety Drill Act; 29 Ill. Admin. Code Part 1500.  
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.  
225 ILCS 320/35.5, Ill. Plumbing License Law.

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022



## General Personnel

### Hiring Process and Criteria <sup>1</sup>

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment.<sup>2</sup> The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board.<sup>3</sup> If the Superintendent's recommendation is rejected, the Superintendent must submit another.<sup>4</sup> No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).<sup>5</sup>

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

<sup>1</sup> State or federal law controls this policy's content. This policy contains an item on which impact 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.

<sup>2</sup> See [sample](#) policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Districts may not classify a job as either a *male* or *female* job. 29 C.F.R. §1604.5, 34 C.F.R. §106.55.

[105 ILCS 5/22-95, amended by PA 103-46, eff. 1-1-24, requires school districts, when hiring or assigning educators for physical education, music, or visual arts, to prioritize the hiring or assigning of educators who hold an educator license and endorsement in those areas.](#)

<sup>3</sup> Boards must consider the superintendent's recommendations concerning, among other things, "the selection, retention, and dismissal of employees." 105 ILCS 5/10-16.7. The board may want to use this alternative sentence:

All personnel decisions are made by the Board, but only on the recommendation of the Superintendent.

~~Subject to an applicable collective bargaining agreement in effect on 6-13-11, a~~ board that fills a "new or vacant teaching position" must select a candidate based on: (1) certifications, (2) qualifications, (3) merit and ability (including performance evaluation, if available), and (4) relevant experience, provided that the length of continuing service with the district must not be considered a factor, unless all other factors are determined by the school district to be equal. 105 ILCS 5/24-1.5. The statute does not define "new or vacant teaching positions." The requirement does not apply to filling vacant positions under 105 ILCS 5/24-12 (reduction in force and recall). Consult the board attorney about these issues.

[The Equal Pay Act of 2003, 820 ILCS 112/10\(b-25\), added by P.A. 103-539, eff. 1-1-25, makes it unlawful for employers with 15 or more employees to fail to include the "pay scale and benefits" for a position in any specific job posting. "Pay scale and benefits" means the wage or salary, or the wage or salary range, and a general description of benefits and other compensation. Id. at 112/5, amended by P.A. 103-539, eff. 1-1-25. To satisfy the posting requirement, an employer can include a hyperlink to a public webpage that includes the pay scale and benefit information. Id. at 112/10\(b-25\), added by P.A. 103-539, eff. 1-1-25. If an employer uses a third party to post its job postings, then the employer must provide the pay scale and benefits or a hyperlink containing the information to the third party. Id. The Act also requires employers to inform current employees of promotion opportunities within 14 calendar days after the employer posts externally for the position. Id. Employers are not prohibited from asking applicants about their wage or salary expectations for a position. Id.](#)

<sup>4</sup> An additional optional sentence follows:

The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

<sup>5</sup> 775 ILCS 5/2-103.1 prohibits employers from using conviction records as a basis to refuse to hire or to take any adverse action against an applicant or employee unless: (1) otherwise authorized by law; (2) there is a *substantial relationship* between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. For the disqualifying offenses listed in 105 ILCS 5/21B-80, amended by P.A. 102-552, a district does not have to show a *substantial relationship* between the offense and the position or that hiring or continuing to employ the person would involve an unreasonable risk. However, the Ill. Dept. of Human Rights (IDHR) interprets the Ill. Human Rights Act (IHRA) to still require the employer to notify the applicant of the disqualification pursuant to law and to afford the applicant at least five business days to respond in case the applicant wants to dispute the accuracy of the conviction record. [Id.](#) at 5/2-103.1(C). See IDHR's *Conviction Record Protection – Frequently Asked Questions* (March 2021), at:

All applicants must complete a District application in order to be considered for employment. <sup>6</sup>

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

<https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html>.

Attorneys have different opinions as to whether the IHRA requires the *interactive assessment* outlined in 775 ILCS 5/2-103.1(c), which includes preliminary and final notices, when a disqualifying offense listed in 105 ILCS 5/21B-80 is found in a conviction record; **consult the board attorney for guidance on this issue**. See [sample](#) administrative procedure 5:30-AP2, *Investigations*, and its footnotes for more detail regarding the IHRA notice provisions and the need for districts to also comply with the seven-day notification requirement in the Ill. Uniform Conviction Information Act, 20 ILCS 2635/7. **Note:** The protections of 775 ILCS 5/2-103.1 do not cover *unpaid interns*, which may include student teachers in the K-12 context. The definition of *employee* in the IHRA only extends to include unpaid interns for civil rights violations involving sexual harassment. 775 ILCS 5/2-101(A)(1)(c) and 5/2-102(D).

105 ILCS 5/10-21.9(c); 105 ILCS 5/21B-80, amended by P.A. 102-552, allows individuals with criminal histories involving certain drug convictions to apply for or to reinstate their educator licenses seven years after their sentence for the criminal offense is completed. Consult the board attorney about whether the board wants to continue prohibiting employment for any individual who has a criminal history involving these exempted drug offenses.

For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, amended by P.A.s 102-552 and 102-702, ~~eff. 7-1-23~~, see f/ns 5 and 6 in [sample](#) policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

<sup>6</sup> Any person who applies for employment as a teacher, principal, superintendent, or other certificated employee who willfully makes a false statement on his or her application for employment, material to his or her qualifications for employment, which he or she does not believe to be true, is guilty of a Class A misdemeanor. 105 ILCS 5/22-6.5. District employment applications must contain a statement to this effect. *Id.* Each employment application for these positions must state the following (*Id.*):

Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

Many districts ask applicants about disqualifying criminal convictions on their employment applications or at another point before a job offer is made. State law does not expressly prohibit this practice; however, guidance issued by IDHR regarding implementation of 775 ILCS 5/1-103(G-5) and 5/2-103.1 states “[u]nless authorized by law, an employer is prohibited from inquiring about an applicant’s conviction record prior to making a job offer to the applicant.” See *Conviction Record Protection – Frequently Asked Questions* guidance issued by IDHR (March 2021), at:

<https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html>.

While the School Code and Job Opportunities for Qualified Applicant Act do not prohibit districts from asking about disqualifying convictions before a job offer is made, it is unclear whether they affirmatively *authorize* such inquiries. The IDHR’s guidance does not carry the force of law, but it may impact its handling of a discrimination charge based on a conviction record. It is also unclear if an applicant’s mere disclosure of a disqualifying conviction on an application, absent results of a fingerprint-based criminal history records check, Ill. Sex Offender Registry check, or Violent Offender Against Youth Registry check, triggers the district’s obligation to provide notice to the applicant under 775 ILCS 5/2-103.1(C); see also f/n 5, above. Consult the board attorney for advice on these issues and how they may affect application processes.

Any employer that asks applicants to record video interviews and uses an artificial intelligence (AI) analysis of the applicant-submitted videos must comply with the Artificial Intelligence Video Interview Act, 820 ILCS 42/. Employers should also be careful that use of AI, software, and algorithms to assess applicants does not violate the Americans with Disabilities Act (ADA) (42 U.S.C. §12101 *et seq.*). See [EEOC technical assistance documents, The Americans with Disabilities Act and the Use of Software, Algorithms, and Artificial Intelligence to Assess Job Applicants and Employees \(May 2022\)](#), at: [www.eeoc.gov/laws/guidance/americans-disabilities-act-and-use-software-algorithms-and-artificial-intelligence-and-Select-Issues-Assessing-Adverse-Impact-in-Software-Algorithms-and-Artificial-Intelligence-Use-in-Employment-Selection-Procedures-Under-Title-VII-of-the-Civil-Rights-Act-of-1964-\(May-2023\)](http://www.eeoc.gov/laws/guidance/americans-disabilities-act-and-use-software-algorithms-and-artificial-intelligence-and-Select-Issues-Assessing-Adverse-Impact-in-Software-Algorithms-and-Artificial-Intelligence-Use-in-Employment-Selection-Procedures-Under-Title-VII-of-the-Civil-Rights-Act-of-1964-(May-2023)), at: [www.eeoc.gov/select-issues-assessing-adverse-impact-software-algorithms-and-artificial-intelligence-used-technical-assistance-document-issued-by-the-U.S.-Equal-Employment-Opportunity-Commission-\(May-2022\)](http://www.eeoc.gov/select-issues-assessing-adverse-impact-software-algorithms-and-artificial-intelligence-used-technical-assistance-document-issued-by-the-U.S.-Equal-Employment-Opportunity-Commission-(May-2022)) at: [www.eeoc.gov/laws/guidance/americans-disabilities-act-and-use-software-algorithms-and-artificial-intelligence](http://www.eeoc.gov/laws/guidance/americans-disabilities-act-and-use-software-algorithms-and-artificial-intelligence). Given the rapidly changing technologies in this area, please consult the board attorney.

## Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration. <sup>7</sup>

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict. <sup>8</sup>

## Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law.<sup>9</sup> When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall

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<sup>7</sup> 105 ILCS 5/10-16.7. The foundation for a productive employment relationship begins with a board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: [www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/](http://www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/).

See also [sample exhibit 3:40-E](#), *Checklist for the Superintendent Employment Contract Negotiation Process*, for best practice discussions about establishing the board-superintendent employment relationship and contract.

<sup>8</sup> Job descriptions will become the basis for categorizing a teacher into one or more positions that the teacher is qualified to hold for reduction in force (RIF) dismissal and recall purposes. 105 ILCS 5/24-12(b). A board should consult with its attorney to review its current list of job descriptions and discuss the district's specific responsibilities.

A job description is evidence of a position's essential functions. 29 C.F.R. §1630.2(n). The ADA protects individuals who have a disability and are qualified, with reasonable accommodation, to perform the *essential functions* of the job. 42 U.S.C. §12101 *et seq.*, amended by the ADA Amendments Act (ADAAA), Pub. L. 110-325. Determining which functions are essential may be critical to determining if an individual with a disability is qualified. An individual is qualified to perform a job even though he or she is unable, due to a disability, to perform tasks which are incidental to the job. Only when an individual is unable to perform the *essential functions* of a job may a district deny the individual employment opportunities. 29 C.F.R. §1630.2(m). For a definition of essential functions see *Id.* at 1630.2(n). Whether a particular function is essential is a factual determination.

**Important:** The ADAAA made significant changes to the ADA's definition of disability that broadened the scope of coverage and overturned a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a qualifying disability. There is information about the regulations and a link to them at: [www.eeoc.gov/laws/guidance/fact-sheet-eeocs-final-regulations-implementing-adaaa](http://www.eeoc.gov/laws/guidance/fact-sheet-eeocs-final-regulations-implementing-adaaa)[www.eeoc.gov/laws/regulations/adaaa-fact-sheet.cfm](http://www.eeoc.gov/laws/regulations/adaaa-fact-sheet.cfm). Consult the board attorney regarding how these amendments impact the district's hiring processes.

<sup>9</sup> The policy's requirements on criminal records checks for applicants for employment are mandated by 105 ILCS 5/10-21.9, amended by P.A.s 102-552 and 102-702, ~~eff. 7-1-23~~. See [sample](#) administrative procedure 5:30-AP2, *Investigations*, for the process, timing, and positions requiring criminal background investigation and what steps a district must take if it wants to disqualify an applicant based on a conviction record. The Statewide Sex Offender Database (a/k/a Sex Offender Registry) is available at: <https://isp.illinois.gov/Sor/Disclaimer>. The Statewide Murderer and Violent Offender Against Youth Database is available at: <https://isp.illinois.gov/MVOAY/Disclaimer>. For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, amended by P.A. 102-702, ~~eff. 7-1-23~~; see f/n 5 in [sample](#) policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*. See [sample](#) policy 4:60, *Purchases and Contracts*, for requirements concerning (1) criminal background checks of employees of contractors who have *direct, daily contact* with students and (2) sexual misconduct related employment history reviews (EHRs) of employees of contractors of have *direct contact with children or students*.

ensure that these checks are completed.<sup>10</sup> The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database.<sup>11</sup> The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law.<sup>12</sup> The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

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

<sup>10</sup> *Id.* If a board wants to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A.s 102-552 and 102-702, ~~eff. 7-1-23~~, and the EHR required by 105 ILCS 5/22-94, added by P.A. 102-702, ~~eff. 7-1-23~~, including the federal *Rap Back Service* (20 ILCS 2630/3.3) and/or checks through consumer reporting agencies regulated by the Fair Credit Reporting Act (15 U.S.C. §1681 *et seq.*), consult the board attorney. For more detailed information, see the laws listed in sample exhibit 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, under the checklist item entitled **Conditions of Employment**, in the **Other Background Check Laws** row.

<sup>11</sup> 105 ILCS 5/10-21.9(b) and 105 ILCS 5/21B-10. The School Code requires the board president to keep a conviction record confidential. It is impossible to know whether a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases on a successful superintendent candidate will come back with a conviction record.

Therefore, in accordance with best practice (ensuring compliance and aligning with good governance principles), this policy does not assign a designee for the board president to complete this task. However, to balance the requirement to keep conviction records confidential with the practical implementation of ensuring a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases are performed on each successful superintendent applicant, a board president may want to designate the duty to order these checks to the individuals otherwise listed in 105 ILCS 5/10-21.9(b). Those individuals include the board president, the superintendent or designee, regional superintendent (if the check was requested by the district), state superintendent of education, state Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for clarification purposes, the Ill. State Police and/or Statewide Sex Offender Registry.

<sup>12</sup> *Id.* at 5/10-21.9(b) and 105 ILCS 5/21B-85, amended by P.A. 102-552. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department.

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

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director."

For more discussion regarding responses to results obtained by criminal history records checks and screenings as required by 105 ILCS 5/10-21.9(e), amended by P.A. 102-702, ~~eff. 7-1-23~~, see f/n 6 in [sample](#) policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law. <sup>13</sup>

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80<sup>14</sup> or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment. <sup>15</sup>

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following: <sup>16</sup>

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position. <sup>17</sup>
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria. <sup>18</sup>
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation. <sup>19</sup>

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<sup>13</sup> Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.* Consult with the board attorney regarding the district's rights and responsibilities under all Illinois laws if the district uses any electronic employment verification system, including *E-Verify* and/or the Basic Pilot Program. 820 ILCS 55/12. This statute urges employers who voluntarily use *E-Verify* (formerly known as the Basic Pilot/Employment Eligibility Verification Program) to consult the Ill. Dept. of Labor's website for current information on the accuracy of *E-Verify* and to review and understand their legal responsibilities relating to the use of any electronic employment verification systems. See f/n 2 in [sample administrative procedure](#) 5:150-AP, *Personnel Records*, for a more detailed discussion of *E-Verify* issues.

<sup>14</sup> See f/n 5, above.

<sup>15</sup> 105 ILCS 5/10-21.9(c) and (g). See f/n 6 in [sample policy](#) 4:175, *Convicted Child Sex Offender; Screening; Notifications*, for further discussion.

<sup>16</sup> As an alternative to describing the prohibited investigations, a board may substitute this sentence:

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

The default policy provision and the alternative stated above – whichever is selected – may be made a prohibition rather than a duty of the superintendent; to do this, delete the stricken text as follows: “~~The Superintendent shall ensure that the District does not engage~~”

<sup>17</sup> Employee Credit Privacy Act, 820 ILCS 70/10. This Act allows inquiries into an applicant's credit history or credit report or ordering or obtaining an applicant's credit report from a consumer reporting agency when a satisfactory credit history is an *established bona fide occupational requirement* of a particular position. 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.

<sup>18</sup> 820 ILCS 112/10(b-5). If an employer violates this subsection, the employee may recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5).

<sup>19</sup> [Id. at 112/10\(b-5\).](#)

4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment. <sup>20</sup>
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation. <sup>21</sup>
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act. <sup>22</sup>
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts. <sup>23</sup>
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Sexual Misconduct Related Employment History Review (EHR) <sup>24</sup>

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is

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<sup>20</sup> Id.

<sup>21</sup> 820 ILCS 112/10(b-10). **Note:** Attorneys caution that using the exceptions in 820 ILCS 112/10(b-10)(1) and (2) may trigger litigation. Violating this subsection entitles an employee to recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5).

A school board that wishes to preserve these exceptions should consult its board attorney; then they may supplement number 5 by adding the following after "compensation":

unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer.

<sup>22</sup> Right to Privacy in the Workplace Act, 820 ILCS 55/10(a).

<sup>23</sup> Id. at 55/10(b)(~~6~~)(B) (commonly known as the *Facebook Password Law*). A *personal online account* is defined as an online account used primarily by a person for personal purposes. *Personal online account* does not include an account created, maintained, used, or accessed for the business purpose of a person's employer or prospective employer. Id. at 55/10(b)(~~6~~)(5). Bracketed explanations follow the statutory language in 105 ILCS 55/10(b)(5):

"Nothing in this subsection shall prohibit or restrict an employer from complying with a duty to screen employees or applicants prior to hiring...provided that the password, account information, or access sought by the employer only relates to an online account that:

(A) an employer supplies or pays; or

(B) an employee creates or maintains on behalf of under the direction of an employer in connection with that employee's employment."

[Based on this explanation, it is implausible that an applicant would have an account, service, or profile for business purposes of a school employer.]

The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's (district's) electronic equipment and electronic mail. The statute also states that it does *not prohibit* an employer from obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute. Finally, the statute does not apply to all types of personal technology that employees may use to communicate with students or other individuals, such as text messages on a personal phone. Consult the board attorney about these issues.

<sup>24</sup> 105 ILCS 5/22-94, added by P.A. 102-702, ~~eff. 7-1-23~~. See sample administrative procedure 5:30-AP3, *Sexual Misconduct Related Employment History Review (EHR)*, for the process, timing, and positions requiring an EHR. See sample policy 4:60, *Purchases and Contracts*, and sample administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for EHR requirements for employees of contractors who have *direct contact with children or students*.

a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

### Physical Examinations <sup>25</sup>

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity.<sup>26</sup> The Board will pay the expenses of any such examination.

### Orientation Program

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

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<sup>25</sup> 105 ILCS 5/24-5. According to this statute, a new or existing employee or substitute teacher employee may be subject to additional health examinations, including tuberculosis screening, as required by rules adopted by the Ill. Dept. of Public Health (IDPH) or by order of a local public health official. The IDPH does not require school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3).

The last sentence of the first paragraph exceeds State law requirements and may be deleted.

Note that while examination by a spiritual leader/practitioner is sufficient for purposes of leaves, the statute does not permit an examination by a spiritual leader/practitioner for initial employment exams. This difference may present a constitutional issue; contact the board attorney for an opinion if an applicant wants to use an examination by a spiritual leader/practitioner.

Federal law limits pre-employment medical inquiries to whether the applicant is able to perform job-related functions; required medical examinations of applicants is forbidden. ADA, 42 U.S.C. §12112(d)(2); see also f/n 8 for an explanation regarding the ADAAA. Districts may condition an employment offer on taking and passing medical inquiries or physical exams, provided that all entering employees in the same classification receive the same conditional offer.

<sup>26</sup> The State law (105 ILCS 5/24-5) allowing boards to require physicals of current employees "from time to time," is superseded by the ADA. 42 U.S.C. §12112(d)(4). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. Id. Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. §1630.2(r). See f/n 8 for an explanation regarding the ADAAA.

See f/n 25 for a discussion of examinations by spiritual leaders/practitioners.

LEGAL REF.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.  
 15 U.S.C. §-1681 et seq., Fair Credit Reporting Act.  
 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.  
 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b,  
 5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.  
 20 ILCS 2630/3.3, Criminal Identification Act.  
 820 ILCS 55/, Right to Privacy in the Workplace Act.  
 820 ILCS 70/, Employee Credit Privacy Act.  
[820 ILCS 112/, Equal Pay Act of 2003.](#)  
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),  
 aff'd in part and remanded 115 Ill.2d 482 (Ill. 1987).  
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).  
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than  
 the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex  
 Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and  
 Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease),  
 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of  
 Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and  
 Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and  
 Qualifications)

## **General Personnel**

### **Hiring Process and Criteria**

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

All applicants must complete a District application in order to be considered for employment.

### **Job Descriptions**

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

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

### **Investigations**

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, or any other person necessary to the hiring decision, the Ill. State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

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

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

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

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

#### Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

#### Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

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

#### Drug Testing

The District is a drug-free workplace as provided in policy 5:50, *Drug- and Alcohol-Free Workplace, E-Cigarette, Tobacco, and Cannabis Prohibition*. Upon receipt of a contingent offer of employment, applicants must complete pre-employment drug testing which shows no positive result of cannabis, illegal drugs, or alcohol. Applicants to whom a contingent offer is made whose pre-employment drug test returns positive for illegal drugs or alcohol will be ineligible for employment and will have their contingent offer of employment revoked.

Applicants to whom a contingent offer is made whose pre-employment drug test returns positive for cannabis may be ineligible for employment and are subject to having their contingent offer of employment revoked. Applicants who test positive for cannabis will be afforded a reasonable opportunity to explain a positive result for cannabis. The District has sole discretion in determining whether to revoke the contingent offer of employment.

No applicant will be tested under this policy without his or her consent. However, the failure or refusal of any applicant for employment to consent to such testing will be treated as a failure to complete the application process, precluding any consideration of the applicant for employment.

*Cannabis* means marijuana, hashish, and other substances that are identified as including any parts of the plant *Cannabis sativa* and including derivatives or subspecies, such as *Indica*, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plant; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, “cannabis” does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination.

#### Orientation Program

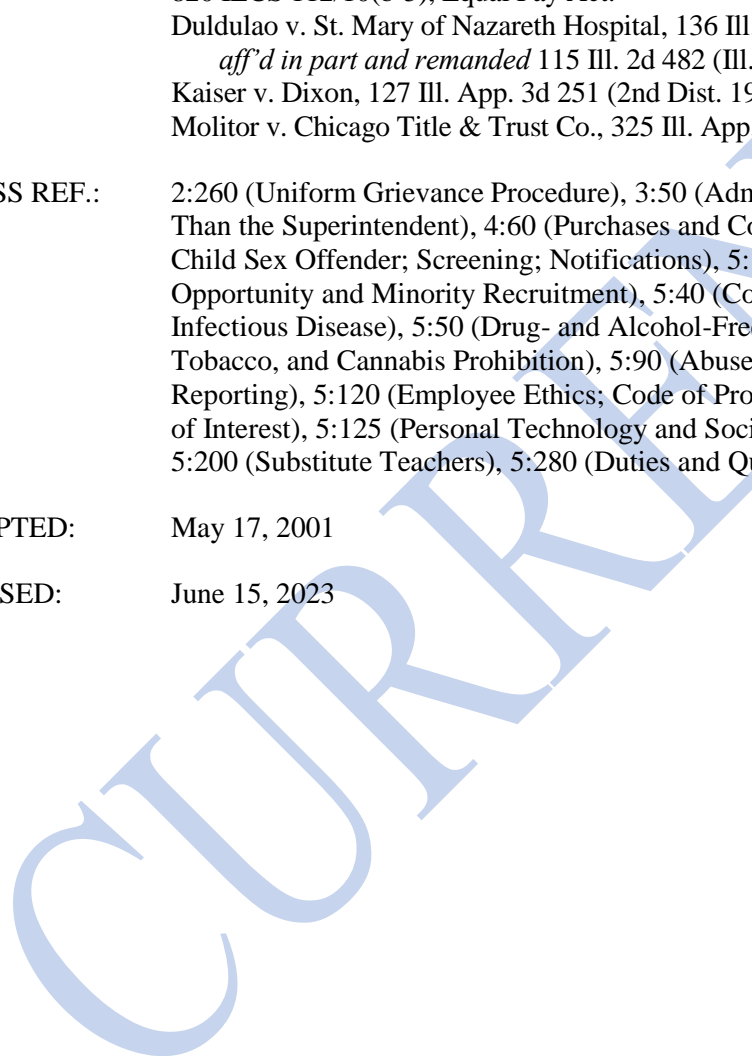
The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated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

LEGAL REF.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.  
 15 U.S. C. §1681 et seq., Fair Credit Reporting Act.  
 8 U.S. C. §1324a et seq., Immigration Reform and Control Act.  
 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b,  
 5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.  
 20 ILCS 2630/3.3, Criminal Identification Act.  
 820 ILCS 55/, Right to Privacy in the Workplace Act.  
 820 ILCS 70/, Employee Credit Privacy Act.  
 410 ILCS 705/10-50, Cannabis Regulation and Tax Act.  
 820 ILCS 112/10(b-5), Equal Pay Act.  
 Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),  
*aff'd in part and remanded* 115 Ill. 2d 482 (Ill. 1987).  
 Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).  
 Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace, E-Cigarette, Tobacco, and Cannabis Prohibition), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Substitute Teachers), 5:280 (Duties and Qualifications)

ADOPTED: May 17, 2001

REVISED: June 15, 2023



## General Personnel

### Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition <sup>1</sup>

All District workplaces are drug- and alcohol-free workplaces. <sup>2</sup>

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

<sup>1</sup> 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. The Right to Privacy in the Workplace Act (RPWA) allows employers to regulate employees' use of lawful products that impair an employee's ability to perform his or her assigned duties. 820 ILCS 55/5(b), ~~amended by P.A. 101-27~~. The Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/10-35(a)(8), ~~amended by P.A. 101-593~~, allows penalties issued by employers of law enforcement officers for consumption, possession, sale, purchase, or delivery of cannabis or cannabis-infused substances while on or off-duty to be collectively bargained; districts that employ school resource officers should consult their board attorneys about this provision of the CRTA.

The federal Drug-Free Workplace Act applies only to the specific programs receiving federal funds. 41 U.S.C. §8101 *et seq.* For ease of administration, this policy makes its requirements applicable to all employees to avoid confusion during implementation and to avoid complications when obtaining and maintaining federal funds. The CRTA, 410 ILCS 705/, ~~added by P.A. 101-27 and amended by P.A. 101-593~~, legalized cannabis, but it remains a *Schedule I* (c)(17) controlled substance under federal law, meaning that it has no currently accepted medical use in addition to a high potential for abuse. 21 U.S.C.A. §812 (exempting hemp as defined at 7 U.S.C.A. §1639o). 41 U.S.C. §§8101, 8102 and 8103. While not law, in June 2019, the U.S. House of Representatives, in a voice vote, voted in favor of an amendment to H.R. 3055, which was introduced by Reps. Earl Blumenauer (D-OR), Tom McClintock (R-CA), and Eleanor Holmes Norton (D-D.C.), prohibiting the U.S. Dept. of Justice (DOJ) from interfering with a state's decision to implement laws governing the legalization of cannabis (recreational and medicinal). This marked the first time that either branch of the U.S. Congress has voted to protect state recreational cannabis laws from federal enforcement actions. If the amendment becomes law, it would block the DOJ from using funds to intervene in state and territory cannabis legalization laws. This policy continues to prohibit employees from using cannabis as allowed by the CRTA. See f/n 9, below.

The federal Safe and Drug-Free Schools and Communities Act provides funds, upon application, for drug and violence prevention programs; it does not contain policy mandates. Illinois also has a Drug Free Workplace Act (30 ILCS 580/) that applies to districts with 25 or more employees working under a state contract or a grant of \$5,000 or more.

<sup>2</sup> Replace this sentence with the district's drug- and alcohol- free policy goal(s), if any.

With the passage of the CRTA, 410 ILCS 705/, ~~added by P.A. 101-27 and amended by P.A. 101-593~~, each board and superintendent may wish to engage in a risk-management conversation about the district's drug- and alcohol-free policy enforcement and discipline goals. Enforcement and discipline goals depend upon a board's risk-level tolerance and community expectations. Risk-level-tolerance decisions will depend upon many factors, including, but not limited to: (1) the board attorney's recommendations, (2) the district's budget parameters, if any, for reasonable suspicion training on identification of symptoms of impairment and/or being under the influence, (3) drug testing, and (4) the community's expectations. Answers to the following questions might structure this risk-management conversation:

1. Does the board want to implement a reasonable suspicion program (or any other type of *just cause* provisions in an applicable collective bargaining agreement) to identify employees suspected of being impaired and/or under the influence to enhance its ability to discipline?
2. Does the board want the superintendent to secure training for designated district employees to educate them to identify symptoms of impairment or being under the influence of the substances prohibited in this policy?
3. How does the board want to address employees in positions of leadership, e.g., the superintendent and/or building principal(s), who are perpetually on call due to the nature of their positions and responsibilities (see f/n 3, below)?
4. How will the district manage its duty to educate students about the dangers of drugs and alcohol against the reality that employees are allowed to use lawful products off-duty and off the district's premises (820 ILCS 55/5(~~ab~~); ~~amended by P.A. 101-27~~)?
5. Will licensed educators be held to a higher standard than non-licensed employees due to their professional code of conduct expectations?

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call*<sup>3</sup> for the District: <sup>4</sup>

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance. <sup>5</sup>
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred. <sup>6</sup>
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33.<sup>7</sup> The District considers employees impaired by

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6. Will employees working directly with students be held to a higher standard than employees not working directly with students?

<sup>3</sup> An employee is *on call* when the employer schedules him or her with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the employer's location or another previously-designated location. 820 ILCS 55/5, ~~amended by P.A. 101-27~~. Consult the board attorney regarding how the board wants to treat employees who may be considered on call, e.g., superintendents, principals, coaches, and/or maintenance workers, etc.

For boards that do not want this text, delete ~~or being on call~~.

<sup>4</sup> To align with best practices for identifying and subsequently initiating discipline of employees for violating this policy (especially with the passage of the CRTA) and any possible collective bargaining agreement provisions, ~~the superintendent may want to convene the~~ **Employee Substance Abuse Prevention Committee** (see [sample administrative procedure 2:150-AP, Superintendent Committees](#)).

<sup>5</sup> These actions are prohibited by both federal (41 U.S.C.A. §§8101, 8102 and 8103) and State Workplace Acts. See f/n 13, below. These laws do not address *under the influence* but a board may add: “, or being impaired by or under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.” This option is limited to *illegal* substances to avoid prohibiting employees from using lawfully prescribed controlled substances. See f/n 13. Contact the board attorney for advice concerning this provision and whenever the district wants to discipline or dismiss an employee using it. If a hearing is required before the district may discipline or discharge an employee under this provision, the district must put forth evidence that the employee violated it. A district would also have this burden if a grievance is filed under a *just cause* provision in a collective bargaining agreement. This policy's third paragraph addresses prescribed medications other than cannabis.

<sup>6</sup> Optional; alcohol is not addressed in either the federal or State Drug-Free Workplace Acts. Contact the board attorney for advice concerning this provision and whenever the district wants to discipline or dismiss an employee using it. If a hearing is required before the district may discipline or discharge an employee under this provision, the district must put forth evidence that the employee violated it. A district would also have this burden if a grievance is filed under a *just cause* provision in a collective bargaining agreement. The Ill. Court of Appeals held that when the policy defines *under the influence* as any “mental, emotional, sensory or physical **impairment** due to the use of drugs or alcohol,” the school district must prove that the teacher showed signs of impairment even though she registered 0.056 blood-alcohol level on a Breathalyzer. Kinsella v. Bd. of Ed. of the City of Chicago, 27 N.E.3d 226 (Ill. App. Ct. 1st Dist. 2015).

<sup>7</sup> “[R]egardless of when and/or where the use occurred” is intended to mean that an employer may reach an employee's conduct on or off-duty depending upon the facts of the disciplinary situation; however, the CRTA contains a specific requirement that law enforcement employers adopt a policy outlining penalties for discipline of law enforcement employees for their on or off-duty conduct involving consumption, possession, sale, purchase, or delivery of cannabis or cannabis-infused substances. Id. at 10-35(a)(8), ~~amended by P.A. 101-593~~. See also f/ns 1, above, and 9, below. Consult the board attorney if the district employs a school resource officer(s) (SRO(s)) as opposed to contracting with a local law enforcement agency for SRO services.

or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms<sup>8</sup> while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.<sup>9</sup>

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and

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410 ILCS 130/25(b) prohibits discipline or arrest of school nurses and/or administrators for acting in accordance with *Ashley's Law*, 105 ILCS 5/22-33, ~~amended by P.A. 101-370~~. Employers may enforce drug-free workplace policies when they are applied in a nondiscriminatory manner. 410 ILCS 705/10-50(a), ~~added by P.A. 101-27~~, includes disciplining employees – even those who are *registered qualifying patients* – for violating drug-free workplace policies (410 ILCS 130/50 and 705/10-35(a)(1), ~~added by P.A. 101-27~~). Contact the board attorney for advice concerning the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)).

<sup>8</sup> Specific articulable symptoms listed in 410 ILCS 705/10-50(d), ~~added by P.A. 101-27~~, include: the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others. In contrast to the CRTA, the MCPA, while listing the same specific, articulable, symptoms, does not require an employer to have a *good faith belief* that a *registered qualifying patient* is under the influence of cannabis. 410 ILCS 130/50(f), ~~and scheduled to be repealed on 7-1-20~~.

<sup>9</sup> 410 ILCS 705/10-35 and 10-50(a), ~~added by P.A. 101-27~~ allows reasonable, nondiscriminatory, zero-tolerance policies. If the district seeks to discipline an employee on the basis that he or she is under the influence of or impaired by cannabis, it must afford the employee a reasonable opportunity to contest the basis of the determination. *Id.* at 10-50(d), ~~added by P.A. 101-27~~. See also f/n 7, above. **Contact the board attorney for advice concerning this provision and whenever the district seeks disciplinary action or dismissal of an employee on the basis of the cannabis prohibitions in the policy.**

See also the Ill. Vehicle Code 625 ILCS 5/11-501.2(b-5) number one: when an individual's tetrahydrocannabinol concentration (THC) is five nanograms or more in whole blood or 10 nanograms or more in another bodily substance, e.g., saliva, urine, etc., as defined in 625 ILCS 5/11-501.2(a), a presumption under Illinois law exists that the individual is under the influence of cannabis. Under 625 ILCS 5/11-501.2(b-5) number two: when an individual's [THC] is less than five nanograms in whole blood or less than 10 nanograms or more in another bodily substance, e.g., saliva, urine, etc., as defined in 625 ILCS 5/11-501.2(a), the individual may still be considered impaired.

In addition to a zero-tolerance policy, the CRTA also allows civil, criminal, or other penalties for:

1. Engaging in tasks under the influence of cannabis when doing so would constitute negligence, professional malpractice, or professional misconduct (410 ILCS 705/10-35(a)(1));
2. Possessing cannabis on a school bus or on school grounds (*Id.* at 10-35(a)(2)(A)-(B) unless permitted under the MCPA);
3. Using cannabis on a school bus or on school grounds (*Id.* at 10-35(a)(3)(A)-(B) unless permitted under the MCPA);
4. [Using cannabis] in a public place [while impaired or under the influence of cannabis] (*Id.* at 10-35(a)(3)(F));
5. Knowingly being [impaired by or under the influences of cannabis] in close physical proximity to anyone under 21 years of age who is not a registered medical cannabis patient under the MCPA (*Id.* at 10-35(a)(3)(G));
6. Smoking [and/or *vaping* (see f/n 19, below for a definition of *vaping*)] in any place where smoking is prohibited under the Smoke Free Illinois Act (*Id.* at 10-35(a)(4));
7. Using [cannabis] as an on-duty law enforcement officer, corrections officer, probation officer, or firefighter (*Id.* at 10-35(a)(8)), or consuming, possessing, selling, purchasing, or delivering cannabis or a cannabis-infused substance(s) while on or off-duty [only if a policy has been adopted] *Id.* at 10-35(a)(8), ~~amended by P.A. 101-593~~; or
8. [Using cannabis while [b]]eing on duty as an individual holding a school bus permit or Commercial Driver's License (*Id.* at 10-35(a)(9)).

nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test. <sup>10</sup>

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

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

For purposes of this policy, *District premises*<sup>11</sup> means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. School grounds means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. “Vehicles used for school purposes” means school buses or other school vehicles.

As a condition of employment, each employee shall: <sup>12</sup>

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

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee’s licensed health care provider, provided that an employee’s work performance is not impaired. <sup>13</sup>

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<sup>10</sup> 410 ILCS 705/10-50(d). For boards that will not communicate to employees what will happen when reasonable suspicion exists, delete the first sentence of this paragraph: ~~Upon the Superintendent or designee’s reasonable suspicion of an employee’s violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation.~~

410 ILCS 705/10-50(e)(1), ~~amended by P.A. 101-593~~, protects the district from liability for actions described in the last sentence of this paragraph. Delete it if the board will not communicate this information to its employees.

<sup>11</sup> 410 ILCS 705/10-35 and 10-50(a), ~~added by P.A. 101-27 and amended by P.A. 101-593~~, allows employers to prohibit cannabis in the *workplace*. Many attorneys agree it is a best practice for employers to define workplace in policies that prohibit cannabis. 410 ILCS 705/10-50(h), ~~added by P.A. 101-27~~, defines *workplace* as the employer’s premises, including any building, real property, and parking area under the control of the employer or area used by an employee while in performance of the employee’s job duties, and vehicles, whether leased, rented, or owned – and may be further defined by the employer’s written policy when it is consistent with this definition.

This policy’s definition of workplace expands the above CRTA definition to areas that board policy and/or the School Code impose duties upon districts to keep students safe, including:

1. The *school property* definition from [sample](#) policy 8:30, *Visitors to and Conduct on School Property*;
2. The *school grounds* definition at 105 ILCS 5/10-27.1A(d); and
3. Places that school districts must prevent and respond to bullying, including vehicles used for school purposes. 105 ILCS 5/27-23.7(a).

<sup>12</sup> Required by the State and federal Drug-Free Workplace Acts.

<sup>13</sup> This optional paragraph is not addressed in State or federal drug-free workplace acts. An employer should generally not ask an employee about his or her use of medication. See rules implementing the Americans with Disabilities Act, 29 C.F.R. §1630.14. Consult the board attorney if an employee is suspected of working while impaired or under the influence.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following: <sup>14</sup>

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted. <sup>15</sup>
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations. <sup>16</sup>
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace,
  - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
  - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence. <sup>17</sup>

#### E-Cigarette, Tobacco, and Cannabis Prohibition <sup>18</sup>

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes,<sup>19</sup> tobacco, and cannabis

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<sup>14</sup> Numbers one through five in this paragraph are required by the State and federal Drug-Free Workplace Acts. 30 ILCS 580/3.

<sup>15</sup> As an alternative, replace the phrase “in a place where other information for employees is posted” with the district’s local method, e.g., staff intranet, Internet, etc.

<sup>16</sup> Grants may be available from the Ill. State Board of Education for developing a drug-free awareness program. 105 ILCS 5/2-3.93. The drug-free awareness program requirement can be met by developing a brochure on drug abuse or by contacting local, State, or national anti-drug abuse organizations for materials. The materials should be distributed to employees along with a list of places employees may call for assistance.

<sup>17</sup> Optional. This statement serves as a display of good judgement and a reminder to employees that 105 ILCS 5/27-13.2, amended by P.A. [102-195](#) and [103-365](#), and [5/27-23.4](#) (provided it can be funded by private grants or the federal government) require districts to educate students about the prevention and avoidance of drugs abuse, ~~and~~ the dangers of opioid and substance abuse, ~~and the dangers of fentanyl~~.

<sup>18</sup> 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act, 410 ILCS 82/, and the CRTA, 410 ILCS 705/10-35(a)(4)(smoking anyplace where smoking is prohibited under the Smoke Free Illinois Act). Federal law prohibits smoking inside schools. 20 U.S.C. §6083(a).

The prohibition in [sample policy](#) 8:30, *Visitors to and Conduct on School Property*, referred to here, applies “on school property or at a school event.” Here, “at a school event” is clarified with the phrase “while ... performing work for the District” in order to align with this policy’s other prohibitions.

<sup>19</sup> While 720 ILCS 675/~~1~~, ~~amended by P.A. 101-2~~, excludes e-cigarettes from its definition of tobacco, it does not address vaporization. Prohibiting *e-cigarettes* aligns with the district’s obligation to maintain a safe, smoke-free environment and is logical extension of 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act (410 ILCS 82/), and The Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675, ~~amended by P.A. 101-2~~ ([raising-provides](#) the legal age to buy tobacco and e-cigarette products to 21 years of age). In addition, the U.S. Food and Drug Administration now regulates e-cigarettes. 21 C.F.R. Parts 1100, 1140, and 1143, ~~amended by 81 Fed.Reg. 28973~~.

products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

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

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

*E-Cigarette* is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device. <sup>20</sup>

#### District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. <sup>21</sup> In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

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E-Cigarettes may resemble cigarettes but contain a battery-operated heating element that turns a liquid into an aerosol (or vapor) that sometimes includes nicotine, flavorings, and other chemicals. The act of inhaling and exhaling the aerosol is known as *vaping*. See [www.eenteronaddiction.org/e-cigarettes/recreational-vaping/what-vaping](http://www.eenteronaddiction.org/e-cigarettes/recreational-vaping/what-vaping) <https://nida.nih.gov/publications/drugfacts/vaping-devices-electronic-cigarettes>. For ease of administration, this policy treats *vaping*, whether tobacco products or not, and smoking tobacco the same due to the outbreaks of lung disease associated with the use of e-cigarettes and vaping. Some e-cigarettes do not look like tobacco products; they are designed to resemble other objects, such as USB flash drives, to be more easily concealed. Like smoking tobacco, vaporization products may include nicotine, which is derived from and is the addictive drug in tobacco, and other potentially harmful chemicals. See *Tobacco/Nicotine and E-Cigs Vaping* at: <https://nida.nih.gov/research-topics/tobacconicotine-vaping> [www.drugabuse.gov/drugs-abuse/tobacconicotine-e-cigs](http://www.drugabuse.gov/drugs-abuse/tobacconicotine-e-cigs). Unlike smoking tobacco, vaping does not produce smoke, but rather the aerosol, often mistaken for water vapor and consisting of fine particles. Many of these particles contain varying amounts of toxic chemicals, which have been linked to cancer and respiratory and heart disease. For resources, see [www.cdc.gov/tobacco/basic\\_information/e-cigarettes/index.htm](http://www.cdc.gov/tobacco/basic_information/e-cigarettes/index.htm) and [https://digitalmedia.hhs.gov/tobacco/educator\\_hub](https://digitalmedia.hhs.gov/tobacco/educator_hub). An outbreak of lung disease has been associated with e-cigarette use and vaping. See articles at: [www.cdc.gov/tobacco/basic\\_information/e-cigarettes/severe\\_lung\\_disease.html](http://www.cdc.gov/tobacco/basic_information/e-cigarettes/severe_lung_disease.html); and [www.cdc.gov/tobacco/basic\\_information/e-cigarettes/severe\\_lung\\_disease/health\\_departments/index.html](http://www.cdc.gov/tobacco/basic_information/e-cigarettes/severe_lung_disease/health_departments/index.html).

<sup>20</sup> Optional. If a district does not want to include the statutory example that includes the term *vape pen*, which provides notice that vaping products are also prohibited through the term e-cigarette, replace ~~includes but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device~~ with “shall have the meaning provided in the Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675/1(a-9).”

<sup>21</sup> An employee who currently uses *illegal* drugs is not protected under the Americans With Disabilities Act (ADA) when the district acts on the basis of such use. 42 U.S.C. §12114. Legal drug abusers and alcoholics may still be protected as *handicapped* under the Rehabilitation Act of 1973 (29 U.S.C. §706 et seq.) or the Ill. Human Rights Act (IHRA). 775 ILCS 5/1-101 et seq. and 56 Ill.Admin.Code §2500.20. The Rehabilitation Act, however, excludes from protection “an alcohol or drug abuser whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment ... would constitute a direct threat to the property or the safety of others.” 28 C.F.R. §42.540(k)(1) 29 U.S.C. §706(7)(B).

The ADA neither authorizes nor prohibits drug testing; it allows the results of such tests to be used as the basis for disciplinary action. 42 U.S.C. §12114; 29 C.F.R. §1630.16-(c). Drug tests may still violate other laws, e.g., Title VI and the Rehabilitation Act. 42 U.S.C. §2000e et seq.; and 29 U.S.C. §7016 et seq. Drug tests may also be a subject of collective bargaining. See paragraph one of f/n 1, above. Consult the board attorney before implementing a drug testing program to enforce this policy.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction. <sup>22</sup>

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction. <sup>23</sup>

Disclaimer <sup>24</sup>

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

LEGAL REF.: [20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994.](#)  
[21 U.S.C. §812, Controlled Substances Act; 21 C.F.R. §1308.11-1308.15.](#)  
[41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988.](#)  
42 U.S.C. §12114, Americans With Disabilities Act.  
[21 C.F.R. Parts 1100, 1140, and 1143.](#)  
[21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15, Controlled Substances Act.](#)  
[41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988.](#)  
~~[20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994.](#)~~  
30 ILCS 580/, Drug-Free Workplace Act.  
105 ILCS 5/10-20.5b.  
410 ILCS 82/, Smoke Free Illinois Act.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.  
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.  
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.  
820 ILCS 55/, Right to Privacy in the Workplace Act.  
~~[21 C.F.R. Parts 1100, 1140, and 1143.](#)~~  
23 Ill.Admin.Code §22.20.

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

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

<sup>22</sup> Required by both the federal and State Drug-Free Workplace Acts.

<sup>23</sup> Id.

<sup>24</sup> Optional best practice text.

## General Personnel

### Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

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

All employees shall be prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District. An employee is on call when the employer schedules the employee with at least 24 hours' notice to be on standby or otherwise responsible for performing employment related tasks either at the employer's location or another previously-designated location.

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

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

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

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

For purposes of this policy, *District premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

For purposes of this policy, applicants will be deemed to be “under the influence” of an illegal drug whenever test results confirm the employee to have detectable levels of any illegal drug in his or her system. Further, employees will be deemed to be under the influence of alcohol whenever test results confirm a blood alcohol concentration of .02 percent or more or a urine alcohol concentration of .04 percent or more. Safety-sensitive positions include administrators, teachers, other professional staff working directly with students, teacher aides and other paraprofessional staff working directly with students, and non-volunteer coaches and extracurricular sponsors.

As a condition of employment, each employee shall:

1. Abide by the terms of this Board policy respecting a drug- and alcohol-free workplace;
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction; and
3. Complete pre-employment testing which shows no positive results for cannabis, illegal drugs or alcohol pursuant to policy 5:30, *Hiring Process and Criteria*.

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

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

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

E-Cigarette, Tobacco, and Cannabis Prohibition

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

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

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

*E-Cigarette* is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah,

vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

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

Any employee, including registered qualifying patients using cannabis in accordance with the Compassionate Use of Medical Cannabis Program Act, who is determined to be under the influence of or impaired by cannabis will first be given a reasonable opportunity to contest the basis of the determination before being subject to discipline.

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

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

Disclaimer

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

LEGAL REF.: 42 U.S.C. §12114, Americans With Disabilities Act.  
 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15, Controlled Substances Act.  
 41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988.  
 20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994.  
 30 ILCS 580/, Drug-Free Workplace Act.  
 105 ILCS 5/10-20.5b.  
 410 ILCS 82/, Smoke Free Illinois Act.  
 410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.  
 410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.  
 720 ILCS 675, Prevention of Tobacco Use by Persons Under 21 Years of Age and Sale and Distribution of Tobacco Products Act.  
 820 ILCS 55/, Right to Privacy in the Workplace Act.  
 21 C.F.R. Parts 1100, 1140, and 1143.  
 23 Ill. Admin. Code §22.20.

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

ADOPTED: May 17, 2001

REVISED: March 16, 2023

## Professional Personnel

### Teacher Qualifications <sup>1</sup>

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law.<sup>2</sup> The following qualifications apply:

1. Each teacher must: <sup>3</sup>
  - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
  - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
  - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
  - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements. <sup>4</sup>

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

<sup>1</sup> 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 concerns an area in which the law is unsettled.

<sup>2</sup> 105 ILCS 5/21B et seq., amended by P.A. 102-894; 23 Ill.Admin.Code §§ 1.610, 1.705, and Part 25 (educator licensure); 105 ILCS 5/27-24.2, amended by P.A. 101-450; and 23 Ill.Admin.Code Part 252 (contracted driver education teacher). ~~School boards may participate in the Illinois Teacher Corps; however as of 9-1-11 individuals may no longer be admitted to Illinois Teacher Corps programs. 105 ILCS 5/21-11.4, repealed in 2013.~~

<sup>3</sup> Subparagraph 1a is required for all teachers by 105 ILCS 5/21B-15 (qualifications of educators). Four types of educator licenses are listed in 105 ILCS 5/21B-20, amended by P.A.s ~~101-643 and~~ 102-894 ~~and 103-111~~: (1) Professional Educator License; (2) Educator License with Stipulations (including endorsements for alternative provisional educator, alternative provisional superintendent, career and technical educator, transitional bilingual educator, language, visiting international educator, paraprofessional educator, chief school business official, provisional in-state educator, school support personnel intern, and special education area); (3) Substitute Teaching License; and (4) until 6-30-283, Short-Term Substitute Teaching License. Districts may not require an individual who holds a valid Professional Educator License or Educator License with Stipulations to seek or hold a Substitute Teaching License to teach as a substitute teacher. 105 ILCS 5/21B-20(3). See also 23 Ill.Admin.Code §§ 1.610, 1.705, and Part 25 (per §25.100, teachers are no longer endorsed in any course subjects in which they earn grades lower than a "C-" or equivalent in college). The Ill. State Board of Education's (ISBE) *Educator Licensure Information System* (ELIS) is a web-based system that allows educators, administrators, and the public to access licensure information. See [www.isbe.net/Pages/Educator-Licensure-Information-System.aspx](http://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx).

Subparagraph 1b and 1c are required of all teachers by 105 ILCS 5/24-23. Some boards add the word "official" to the phrase, "complete official transcript of credits."

Subparagraph 1d is optional but informs the superintendent when a teacher may be eligible to change lanes on the salary schedule.

<sup>4</sup> ~~The highly qualified teacher requirement of the No Child Left Behind Act, formerly found in §6319 of the Elementary and Secondary Education Act (ESEA, 20 U.S.C. §6319), was repealed by the Every Student Succeeds Act (ESSA, Pub. L. 114-95, eff. 12-10-15). ESEA federal implementing regulation 34 C.F.R. §200.55 was updated on 7-7-17 (82 Fed. Reg. 31706), and State implementing regulations at 23 Ill. Admin.Code Part 25, Appendix D (criteria for identification of teachers as highly qualified) were finally repealed on 6-3-21. Information on State implementation of ESSA is available at: [www.isbe.net/essa](http://www.isbe.net/essa).~~

The Superintendent or designee shall:

3. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;<sup>5</sup>
4. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
5. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.<sup>6</sup>

LEGAL REF.: 20 U.S.C. §6312(e)(1)(A).  
105 ILCS 5/10-20.15, ~~5/21-11.4~~, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.  
23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

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

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

ESEA, as amended by ESSA, requires that each state plan contain assurances that the state educational agency will ensure that all teachers and paraprofessionals meet state certification/licensure requirements. 20 U.S.C. §6311(g)(2)(J).

<sup>5</sup> See the ISBE webpage on educator licensure approval requirements at [www.isbe.net/Pages/educator-licensure-approvals.aspx](http://www.isbe.net/Pages/educator-licensure-approvals.aspx).

ESEA, as amended by ESSA, requires districts to provide parents timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. 20 U.S.C. §6312(e)(1)(B)(ii). For a sample notice, see 5:190-E2, *Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements*.

<sup>6</sup> 20 U.S.C. §6312(e)(1)(A).

## Professional Personnel

### Teacher Qualifications

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

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

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teacher; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students’ classroom teachers’ professional qualifications.

LEGAL REF: 20 U.S.C. §6312(e)(1)(A).  
105 ILCS 5/10-20.15, 5/21-11.4, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.  
23 Ill. Admin. Code §1.610 et seq., §1.705 et seq., and Part 25.

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

ADOPTED: May 17, 2001

REVISED: January 19, 2017

## **Professional Personnel**

### **Terms and Conditions of Employment and Dismissal**<sup>1</sup>

The School Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.<sup>2</sup>

#### School Year

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days.<sup>3</sup> Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans Day).<sup>4</sup>

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

<sup>1</sup> State or federal law 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. The local collective bargaining agreement may contain provisions that exceed these requirements. In such cases, the board policy should be amended to state, "Please refer to the applicable collective bargaining agreement."

Evaluation, tenure, and dismissals changed significantly from 2013 to 2016 as P.A.s 96-861, 97-8, and 98-513 were implemented. These public acts are referred to as *Education Reform* or *Education Reform Acts*.

<sup>2</sup> This paragraph is consistent with the IASB's *Foundational Principles of Effective Governance*, at:

[www.iasb.com/IASB/media/Documents/found\\_prin.pdf](http://www.iasb.com/IASB/media/Documents/found_prin.pdf). Boards have three options for using this paragraph: (1) use it as an introduction to the policy; (2) use it alone leaving the specific other topics for administrative implementation; or (3) do not use it.

<sup>3</sup> 105 ILCS 5/10-19, ~~amended by P.A.s 101-12 and 101-643~~. See [sample policy](#) 6:20, *School Year Calendar and Day*.

<sup>4</sup> 105 ILCS 5/24-2(b). See sample policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for a holiday listing as well as a discussion of the case finding the State-mandated school holiday on Good Friday unconstitutional. 105 ILCS 5/24-2, amended by P.A.s ~~101-642~~, 102-14, 102-15, 102-334, ~~and 102-411, and 103-395~~, prohibits districts from making a deduction "from the time or compensation of a school employee on account of any legal or special holiday."

~~10 ILCS 5/2A-1.1c, added by P.A. 102-15 and scheduled to be repealed on 1-1-23, and 105 ILCS 5/24-2(e), amended by P.A.s 101-642 and 102-15, designated 2020 Election Day on 11-3-2020 and 2022 Election Day on 11-8-22 as legal school holidays for purposes of 105 ILCS 5/24-2. 10 ILCS 5/2A-1.1c, added by P.A. 102-15 and scheduled to be repealed on 1-1-23, requires any school closed on 2022 Election Day to make itself available to an election authority as a polling place on those days.~~

~~No waiver exists for 2022 Election Day. 105 ILCS 5/24-2(b) and (e), amended by P.A.s 101-642 and 102-15 and 103-467.~~

~~10 ILCS 5/1-24, added by P.A. 103-467 and scheduled to be repealed on 1-1-25, designated 2024 Election Day as a legal school holiday for the purposes of 105 ILCS 5/24-2 and requires any school closed on 2024 Election Day to make itself available to an election authority as a polling place on that date. No waiver exists for 2024 Election Day. 105 ILCS 5/24-2(b) and (e), amended by P.A.s 102-15 and 103-467.~~

### School Day

Teachers are required to work the school day adopted by the Board.<sup>5</sup> Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.<sup>6</sup>

The District accommodates employees who are nursing mothers according to provisions in State and federal law.<sup>7</sup>

### Salary

Teachers shall be paid according to the salaries fixed by the Board, but in no case less than the minimum salary provided by the School Code.<sup>8</sup> Teachers shall be paid at least monthly on a 10- or 12-month basis.<sup>9</sup>

### Assignments and Transfers<sup>10</sup>

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, except as otherwise provided by law, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

**Commented [JD1]:** Footnote 10, which formerly appeared after the first sentence of the paragraph under this subhead, has been moved to the subhead title.

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

<sup>5</sup> A school day is required to consist of a minimum of five clock hours under the direct supervision of a teacher or non-teaching personnel or volunteer personnel that provides non-teaching or supervisory duties as specified in 105 ILCS 5/10-22.34(a) in order to qualify as a full day of attendance. 105 ILCS 5/10-19.05(a) and (j-5), amended by P.A. 103-560, eff. 1-1-24, added by P.A. 101-12 and amended by P.A. 101-643. See [www.isbe.net/school-calendar](http://www.isbe.net/school-calendar) for ISBE's instructional day changes notice regarding this law. See 105 ILCS 5/10-19.05, amended by P.A. 103-560, eff. 1-1-24, added by P.A. 101-12 and amended by P.A. 101-643, for additional exceptions to the attendance calculation.

<sup>6</sup> 105 ILCS 5/24-9.

<sup>7</sup> 29 U.S.C. §218(d), added by Pub.L. 117-328; 42 U.S.C. §2000gg et seq., added by Pub.L. 117-328; 740 ILCS 137/; 820 ILCS 260/. ~~Ill. law requires more of employers than federal law.~~ Consult the board attorney to ensure the district is properly accommodating nursing mothers. See [sample administrative procedure 5:10-AP, Workplace Accommodations for Nursing Mothers](#).

<sup>8</sup> 105 ILCS 5/10-20.7, 5/10-21.1, 5/24-1, and 5/24-8, amended by P.A. 103-515, amended by P.A. 101-443 (minimum salary). The Commission on Government Forecasting and Accountability is required to annually certify and publish the teacher minimum salary to be used for the 2024-2025 school year and each year thereafter. Salaries are a mandatory subject of collective bargaining. 115 ILCS 5/10. Annually, by Oct. 1, each district must: (1) during an open school board meeting, report salary and benefits information for the superintendent, administrators, and teachers; (2) publish that information on the district's website, if any; and (3) provide this information to ISBE. 105 ILCS 5/10-20.47. According to a Public Access Counselor (PAC) *Informal Mediation* letter interpreting 5 ILCS 120/7.3, an IMRF employer must post on its website the names of employees having a total compensation package that exceeds \$75,000 per year. 2012 PAC 19808 (Informal Mediation by the Ill. Attorney General's Public Access Counselor (PAC)); see PAC Annual Report for 2012 at [https://foiapac.ilag.gov/viewpdf.aspx?P=-/content/pdf/Public\\_Access\\_Counselor\\_Annual\\_Report\\_2012.pdf](https://foiapac.ilag.gov/viewpdf.aspx?P=-/content/pdf/Public_Access_Counselor_Annual_Report_2012.pdf).

<sup>9</sup> 105 ILCS 5/24-21.

<sup>10</sup> Districts are required to have a policy on the distribution of the listed assignments. 23 Ill.Admin.Code §1.420(d).

Absent an individual or collective bargaining agreement, the board has unilateral discretion to assign or retain a teacher to or in an extracurricular duty. *Betebenner v. Bd. of Educ.*, 336 Ill.App. 448 (4th Dist. 1949); *Dist. 300 Educ. Assoc. v. Bd. of Educ.*, 31 Ill.App.3d 550 (2nd Dist. 1975); *Lewis v. Bd. of Educ.*, 181 Ill.App.3d 689 (5th Dist. 1989).

105 ILCS 5/22-95(a), added by P.A. 103-46, eff. 1-1-24, requires school districts, when hiring or assigning educators for physical education, music, or visual arts, to prioritize the hiring or assigning of educators who hold an educator license and endorsement in those areas. The law also requires professional educator licensure applicants to pass the licensure content area test for the content area the educator is assigned to teach or complete nine semester hours of coursework in the content area prior to the educator's employment start date, among other requirements. Id. At (b). However, the law does not make clear whether the licensure requirements in 105 ILCS 5/22-95(b), added by P.A. 103-46, eff. 1-1-24, apply only to physical education, music, and visual arts. Consult the board attorney to determine the applicability of these provisions.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.<sup>11</sup>

Dismissal

The District will follow State law when dismissing a teacher. <sup>12</sup>

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

<sup>11</sup> Optional. This subhead provides information to district employees and the community that 105 ILCS 5/14-1.09a prohibits school social workers from moonlighting by providing services to students attending the districts in which they are employed. Delete “5/10-20.65, 5/14-1.09a,” from the Legal References if the board deletes this subhead.

<sup>12</sup> All dismissal laws in the chart below were amended by the *Education Reform Acts*. 105 ILCS 5/24A-5.5, added by P.A. 101-591, requires districts to develop and implement a local appeals process for unsatisfactory ratings issued to teachers under 105 ILCS 5/24A-5, amended by P.A.s 101-643, 102-252, and 102-729. Districts must: (1) develop the process in cooperation with the bargaining unit or teachers, if applicable, and (2) include an assessment of the original rating by a panel of qualified evaluators agreed to by the PERA joint committee (105 ILCS 5/24A-4(b)).

<b>Non-tenure Teacher Discharge</b>	105 ILCS 5/24-11, amended by P.A.s <del>101-643 and 102-552</del> and 103-500.
<b>Tenured and Non-tenure Teachers</b> Reduction in Force	105 ILCS 5/24-12(b), amended by P.A.s 103-398, eff. 1-1-24, and <del>103-500</del> 101-643, and (c)
<b>Tenured Teacher Discharge</b> Where Cause Remediable	105 ILCS 5/24-12(d) (prior reasonable warning required), amended by P.A.s <del>101-531, 101-643, and 102-708</del> and 103-354, eff. 1-1-24. 105 ILCS 5/24-12(d) (procedural mandates), amended by P.A.s <del>101-531, 101-643, and 102-708</del> and 103-354, eff. 1-1-24. 105 ILCS 5/10-22.4 (general authority)
<b>Tenured Teacher Discharge</b> Where Cause Irremediable	105 ILCS 5/24-12(d) (no prior warning required) amended by P.A.s <del>101-531, 101-643, 102-708 and 103-354, eff. 1-1-24.</del> 105 ILCS 5/24-12(d) (procedural mandates), amended by P.A.s 101-531, 101-643, and 102-708 and 103-354, eff. 1-1-24. 105 ILCS 5/10-22.4 (general authority)
<b>Tenured Teacher Discharge</b> Failure to complete remediation plan with a rating of <i>Proficient or Excellent</i>	105 ILCS 5/24A-5(m) (participation in remediation plan after unsatisfactory evaluation) 105 ILCS 5/24-12(d)(1), <del>amended by P.A. 101-643 (no prior warning required if cause(s) were subject of remediation plan)</del> 105 ILCS 5/24-12(d) (procedural mandates), amended by P.A.s <del>101-531, 101-643, and 102-708</del> and 103-354, eff. 1-1-24. 105 ILCS 5/10-22.4 (general authority)
<b>Tenured Teacher Discharge – Optional Alternative Evaluative Dismissal Process for PERA Evaluation</b> Failure to complete remediation plan with a <i>Proficient</i> or better rating 105 ILCS 5/24A-2.5	105 ILCS 5/24-16.5(d) (provide written notice) 105 ILCS 5/24-16.5 (pre-remediation and remediation procedural mandates) 105 ILCS 5/24-16.5(e) and (f) (school board makes final decision with only PERA-trained board members participating in vote)
<b>Tenured Teacher Discharge – Unsatisfactory PERA evaluation within 36 months of completing a remediation plan</b> 105 ILCS 5/24A-2.5	105 ILCS 5/24A-5(n), amended by P.A. 102-252 (forego remediation and proceed to dismissal) 105 ILCS 5/24-12(d) (procedural mandates), amended by P.A.s <del>101-531, 101-643, 102-708,</del> 105 ILCS 5/10-22.4 (general authority)

Evaluation

The District’s teacher evaluation system will be conducted under the plan developed pursuant to State law. <sup>13</sup>

On an annual basis, the Superintendent will provide the Board with a written report which outlines the results of the District’s teacher evaluation system.

LEGAL REF.: [29 U.S.C. §218\(d\), Pub. L. 117-328, Pump for Nursing Mothers Act.](#)  
[42 U.S.C. §2000gg et seq., Pub. L. 117-328, Pregnant Workers Fairness Act.](#)  
105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, [5/22-95](#), 5/22.4, 5/24-16.5,  
5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.  
820 ILCS 260/, Nursing Mothers in the Workplace Act.  
23 Ill.Admin.Code Parts 50 (Evaluation of Educator Licensed Employees) and 51  
(Dismissal of Tenured Teachers).  
[Cleveland Bd. of Educ. v. Loudermill](#), 470 U.S. 532 (1985).

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

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

<b>Educational Support Personnel Employees</b> (non-licensed)	105 ILCS 5/10-23.5, amended by P.A.s <del>101-46 and 102-854</del> .
<b>Probationary Teacher</b> (non-tenure teacher)	105 ILCS 5/24-11, amended by P.A.s <del>101-643</del> ; 102-552, <del>and 102-854, and 103-500</del> .

Various components of a RIF (e.g., impact and decision to RIF) and an evaluation plan (e.g., development, implementation, and impact) may be subject to mandatory collective bargaining. [Central City Educ. Assoc. v. IELRB](#), 149 Ill.2d 496 (Ill. 1992).

[105 ILCS 5/22-95, amended by PA 103-46, eff. 1-1-24, provides that in the event of a reduction in force, schools may follow the employee contract language for filling positions.](#)

Teacher RIF procedures were changed by 105 ILCS 5/24-12(b), amended by P.A. ~~103-398 and 103-500~~ ~~101-643~~, and (c). See *PERA Overview for School Board Members*, question 15, “What is the process for selecting teachers for a reduction in force/layoff (RIF)” at: [www.iasb.com/law/PERAoverview.pdf](http://www.iasb.com/law/PERAoverview.pdf).

State law does not prohibit a PERA joint committee from agreeing to put a teacher on a remediation plan if the teacher receives a second *needs improvement* (rather than *unsatisfactory*) rating after being on a professional development plan. [Bd. of Educ. Rockford Public Sch. v. Rentsch](#), [2022 IL App \(2d\) 210187212 N.E.3d 565 \(Ill. App. Ct. 2nd Dist. 2022\)](#).

According to a binding opinion from the Ill. Public Access Counselor, a board must identify an employee by name in a motion to dismiss him or her. PAO 13-16. As this may be a significant change in practice with possible other legal consequences, a board should consult with the board attorney on this issue before dismissing an employee.

<sup>13</sup> 105 ILCS 5/24A-5, amended by P.A.s 102-252, ~~and 102-729, and 103-85~~. Teacher evaluation plans are covered in *PERA Overview for School Board Members* at: [www.iasb.com/law/PERAoverview.pdf](http://www.iasb.com/law/PERAoverview.pdf).

## **Professional Personnel**

### **Terms and Conditions of Employment and Dismissal**

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

### **School Year**

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days. Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans Day).

### **School Day**

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

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

### **Salary**

Teachers shall be paid according to the salaries fixed by the Board, and in accordance with District policy 5:250, *Leaves of Absence*, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

### **Assignments and Transfers**

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

### **School Social Worker Services Outside of District Employment**

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

### **Dismissal**

The District will follow State law when dismissing a teacher.

### **Evaluation**

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law.

On an annual basis, the Superintendent will provide the Board with a written report which outlines the results of the District's teacher evaluation system.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.  
820 ILCS 260/, Nursing Mothers in the Workplace Act.  
23 Ill. Admin. Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).  
Cleveland Bd. Of Educ. v. Loudermill, 470 U.S. 532 (1985).

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

ADOPTED: May 17, 2001

REVISED: March 16, 2023

CURRENT

## Professional Personnel

### Resignations <sup>1</sup>

~~Tenured~~ Teachers may resign at any time with consent of the School Board ~~or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, n~~ No teacher may resign during the school term in order to accept another teaching position without the consent of the Board. A teacher may resign outside of a school term if the teacher provides written notice to the secretary of the Board, at least 30 calendar days prior to the first student attendance day of the following school year. Teachers who resign with less than 30 days' notice prior to the first student attendance day of the following school term will be deemed to have resigned during the school term.

LEGAL REF.: 105 ILCS 5/24-14.  
Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill.App.3d 433 (1st Dist. 2006).

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

<sup>1</sup> State or federal law controls this policy's content.

Districts may want to add a liquidated damages clause to individual teacher contracts in order to discourage teacher resignations in violation of this policy and law. 105 ILCS 5/24-14, amended by P.A.s 102-552 and 103-549, refers to a school term as commencing on the first day of student attendance. The term school term is undefined in 105 ILCS 5/24-14. There have been occasions where a regional superintendent has interpreted the school term to begin on a teacher institute day, rather than a student attendance day. A teacher who resigns during the school term, without the board's permission, or who resigns in order to accept another teaching assignment may be referred by the board to the State Superintendent of Education, who shall convene an informal evidentiary hearing within 90 days after receipt of a district's referral-a resolution by the board. Id. 105 ILCS 5/24-14, amended by P.A.s 100-531 and 102-552. The referral to the State Superintendent must be submitted within 10 business days after the board denies acceptance of the resignation and contain: (1) a dated copy of the teacher's resignation letter; (2) a copy of the reporting district's current school year calendar; (3) proof of employment for the school year at issue; (4) documentation showing that the board did not accept the teacher's resignation; and (5) evidence that the teacher left the district in order to accept another teaching assignment. Id. The district must also notify the teacher of the referral within five business days after submitting it to the State Superintendent. Id. A teacher found guilty of resigning during the school term to accept another teaching position without board consent will have his or her license suspended for one calendar year. Id. In lieu of a hearing and finding, the teacher may agree to a lesser licensure sanction at the discretion of the State Superintendent. Id. See also Park Forest Heights Sch. Dist. v. State Teacher Certification Bd., 363 Ill.App.3d 433 (1st Dist. 2006)(regional superintendent may suspend for one year the teaching certificate of a tenured or nontenured teacher who resigns to accept another position).

For further guidance, see Ill. State Board of Education non regulatory guidance on the Application of Section 24-14 of the Illinois School Code to Teacher Resignations (10-28-19) at: [www.isbe.net/Documents/section\\_24\\_14\\_guidance.pdf](http://www.isbe.net/Documents/section_24_14_guidance.pdf).

## **Professional Personnel**

### **Resignations and Retirement**

#### **Resignations**

Tenured teachers may resign at any time with consent of the Board or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board.

Probationary teachers may resign during their contract period only with the Board's consent.

#### **Retirement**

Staff retirements shall be submitted and deemed effective at the close of a school year. To receive maximum retirement benefits, staff members planning retirement should submit written notice by March 1.

LEGAL REF.: 105 ILCS 5/24-14.  
Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill. App.  
3d 433 (1st Dist. 2006).

ADOPTED: May 17, 2001

REVISED: March 17, 2022

## Professional Personnel

### Substitute Teachers <sup>1</sup>

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

A substitute teacher must hold either a valid teaching or substitute license and may teach in the place of a licensed teacher who is under contract with the Board.<sup>2</sup> 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:<sup>3</sup>

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 ~~120 days beginning with the 2021-2022 through the 2022-2023 school year, otherwise~~ 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License<sup>4</sup> or Educator License with Stipulations<sup>5</sup> may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year ~~through June 30, 2026~~, but not more than 100 paid days in the same classroom. Beginning July 1, 202~~6~~<sup>3</sup>, 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.<sup>6</sup>

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

<sup>1</sup> State law controls this policy's content. [Sample pPolicy 5:30, Hiring Process and Criteria](#), contains the requirements for pre-employment investigations, e.g., a fingerprint based criminal history records check. See also [sample administrative procedure 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). 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.

<sup>2</sup> 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). 23 Ill.Admin.Code §25.100(k) has been renumbered as 23 Ill.Admin.Code §25.100(h), however §1.790(a)(2) still cites to §25.100(k).

<sup>3</sup> Substitute teaching licenses are governed by 105 ILCS 5/21B-20(3), amended by P.A. 102-717; 23 Ill.Admin.Code §§1.790 and 25.520.

<sup>4</sup> Professional educator licenses are governed by 105 ILCS 5/21B-20(1) and 23 Ill.Admin.Code Part 25.

<sup>5</sup> Educator licenses with stipulations are governed by 105 ILCS 5/21B-20(2), amended by P.A.s ~~101-594 and~~ 102-894, ~~eff. 1-1-23~~, and 23 Ill.Admin.Code Part 25. 105 ILCS 5/21B-20(2)(E) 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.

<sup>6</sup> 40 ILCS 5/16-118, amended by P.A.s ~~101-645 (specifying permissible paid days and hours for TRS annuitants),~~ 102-537, 102-709 (temporarily allowed for 140 paid days or 700 paid hours between 7-1-21 and 6-30-22), ~~103-88 and 103-525 (temporarily allows for 120 paid days or 600 paid hours in each school year through 6-30-26; after 6-30-26, substitute teachers will be allowed 100 paid days or 500 paid hours in each school year)~~ and 16-150.1, amended by P.A.s ~~101-49 and~~ 102-440 (TRS annuitants may return to teaching in a subject shortage area until 6-30-24). Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center [Executive Director](#)."

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. <sup>7</sup>

### Short-Term Substitute Teachers <sup>8</sup>

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.<sup>9</sup> Unless otherwise permitted by law, short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board. <sup>10</sup>

### Emergency Situations <sup>11</sup>

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

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

<sup>7</sup> If a board provides substitute teachers other benefits, it may consider listing them here.

<sup>8</sup> 105 ILCS 5/21B-20(4), amended by P.A. s 102-712 and ~~103-111 inoperative on and after 7-1-23~~, 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.

<sup>9</sup> 105 ILCS 5/10-20.67, amended by P.A. ~~103-111, scheduled to be repealed on 7-1-23~~, 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 sample administrative procedure 5:220-AP, Substitute Teachers, and its 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.

<sup>10</sup> Through 6-30-~~23~~, a district may hire a short-term substitute teacher holding a short-term substitute teaching license for up to 15 consecutive school days for each licensed teacher if the Governor has declared a disaster due to a public health emergency pursuant to the Ill. Emergency Management Agency Act, 20 ILCS 3305/7. 105 ILCS 5/21B-20(4), amended by P.A. s 102-712 and ~~103-111 inoperative on and after 7-1-23~~.

<sup>11</sup> 105 ILCS 5/21B-20(3), amended by P.A. ~~103-193, eff. 1-1-24~~. An *emergency situation* is defined as one where an unforeseen vacancy has occurred and (i) a teacher is unexpectedly unable to fulfill his or her contractual duties, or (ii) the district's teacher capacity needs exceed previous indications or vacancies are unfilled due to a lack of qualified candidates and the district is actively engaged in advertising to hire a fully licensed teacher for the vacant position. Id.

In order for a substitute teacher to remain in a vacant position for up to 90 days or until the end of the semester, whichever is greater, the position must remain vacant and the district must continue to actively seek qualified candidates and provide documentation to the Regional Office of Education that it has provided training specific to the position, including training on meeting the needs of students with disabilities and English learners if applicable. Id.

Use this alternative for districts in suburban Cook County: replace "Regional Office of Education (ROE)" with "Intermediate Service Center (ISC)."

if, prior to the end of the then current 30 calendar-day-period, the District makes a written request to the ROE for a 30 calendar-day-extension and the extension is granted by the ROE.

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).  
40 ILCS 5/16-118, Ill. Pension Code.  
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

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

## Professional Personnel

### Substitute Teachers

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

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

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 days beginning with the 2021-2022 through the 2022-2023 school year, otherwise 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.

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

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

### Short-Term Substitute Teachers

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

### Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20.(4).  
40 ILCS 5/16-118, Ill. Pension Code.  
23 Ill. Admin. Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

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

ADOPTED: May 17, 2001

REVISED: March 16, 2023

## Professional Personnel

### Leaves of Absence <sup>1</sup>

Each of the provisions in this policy applies to all professional 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.

### Sick and Bereavement Leave <sup>2</sup>

Each full-time professional staff member is granted 10 days sick leave each school year at full pay. Unused days are allowed to accumulate to 180 days. Sick leave is defined in State law as personal

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<sup>1</sup> 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. It also provides policy coverage for those professional personnel who are not included in a bargaining unit or have employment contracts with conflicting provisions. 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(s)."

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 *covered active duty*; and (6) to care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. 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 sample 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/), and Paid Leave for All Workers Act (820 ILCS 192/).

<sup>2</sup> The provisions in this section are required by 105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866. Each specified number of days in this section is the statutory minimum. Before adopting this policy or applying its provisions, the district should examine any applicable bargaining agreements.

~~105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697 and 102-866, requires districts to return any sick leave days used by a teacher for a qualifying COVID-19 related reason during the 2021-2022 school year, provided the teacher was "fully vaccinated against COVID-19" by 5-10-22. See f/n 26, below. The law prohibits districts from rescinding the returned sick leave in the event the definition of "fully vaccinated against COVID-19" is later updated by the Centers for Disease Control and Prevention (CDC) or the Ill. Dept. of Public Health (IDPH) to include recommended booster doses. 105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866.~~

illness, mental or behavioral health complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care.

As a condition for paying sick leave after three days absence for personal illness 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 mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) 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.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.<sup>3</sup>

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.<sup>4</sup>

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Consult the board attorney about the Employee Sick Leave Act (ESLA). 820 ILCS 191/, amended by P.A. 102-4. It prohibits employers from limiting the use of sick time to an employee's own illnesses and allows employees to use employer-provided sick leave due to illness, injury, medical appointment, or *personal care* of a *covered family member*. *Id.* at 191/10(a), amended by P.A. 102-4. *Personal care* means: (1) activities to ensure a covered family member's basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a covered family member unable to meet those needs himself or herself; and (2) being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care. *Id.* at 191/5, amended by P.A. 102-4. The ESLA defines *covered family members* as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent. *Id.* 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.

<sup>3</sup> 105 ILCS 5/24-6, amended by P.A. 102-275, overturned the Illinois Supreme Court's decision in *Dynak v. Bd. of Educ. of Wood Dale Sch. Dist. 7*, 444 Ill.Dec. 651 (Ill. 2020) (finding that a teacher was not entitled to use 30 days of sick leave for birth consecutively before and after an intervening summer break). It is unclear from the language of the statute if an employee can be prohibited from *intermittent* use of 30 working sick days for birth, e.g., such as taking leave once a week. Consult the board attorney for guidance on this issue.

<sup>4</sup> 105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866.

## Family Bereavement Leave <sup>5</sup>

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

## Child Extended Bereavement Leave <sup>6</sup>

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after

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<sup>5</sup> Family Bereavement Leave Act, 820 ILCS 154/, amended by P.A. 102-1050, ~~eff. 1-1-23~~; 56 Ill. Admin. Code Part 252. These paragraphs discuss family bereavement leave. 820 ILCS 154/5, defines an *eligible employee* under the same terms as an employee under FMLA (29 U.S.C. 2601 et seq.). See f/n 1 above. The employer may require reasonable documentation as specified in 820 ILCS 154/10(d), amended by P.A. 102-1050, ~~eff. 1-1-23~~, but may not require that an employee identify which specific category under item (4) in the first paragraph of this subhead pertains to the leave. Note the term *Significant Event* does not appear in the statute; it is included in this sample policy as a shorthand term to refer to those events listed in 820 ILCS 154/10(a)(4).

*Domestic partner*, when used to refer to an unmarried employee, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state, or (2) an unmarried adult who is in a committed, personal relationship with the employee, who is not a domestic partner as described in item (1) and who the employee designates as that employee's domestic partner. 820 ILCS 154/5, amended by P.A. 102-1050, ~~eff. 1-1-23~~.

The Act also provides that the leave must be completed within 60 days of the employee learning of the death of his or her *covered family member*, as defined by 820 ILCS 154/5. However, that 60-day limitation does not apply when more than one covered family member dies in a 12-month period. There may be times when an employer may want to grant more than 10 unpaid work days, e.g., when a deceased covered family member lived in a foreign country, etc. Consult the board attorney to resolve the complexities of determining whether an employee is an eligible employee under the FMLA that would trigger this Act.

<sup>6</sup> 820 ILCS 156/, added by P.A. 103-466. Delete this subhead and the Legal Reference to 820 ILCS 156/, Child Extended Bereavement Leave Act, if the district has fewer than 50 full-time employees.

[the employee notifies the District of the loss.<sup>7</sup> An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.](#)

### Sabbatical Leave<sup>8</sup>

Sabbatical leave may be granted in accordance with the School Code.

### Personal Leave<sup>9</sup>

Professional staff members are granted one personal leave day per year. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave day in a school year will be credited to the cumulative sick leave.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal three days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval,
3. Personal leave may not be used in increments of less than one-half day,
4. Personal leave days are subject to a substitute's availability,
5. Personal leave days may not be used during the first and/or last five days of the school year,
6. Personal leave days may not be used on in-service and/or institute training days, and
7. Personal leave may not be used by more than 10% of the teaching staff in each building at the same time.

### Leave of Absence Without Pay<sup>10</sup>

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

### Leave to Serve as an Election Judge<sup>11</sup>

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an

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<sup>7</sup> [If the district employs at least 50 but fewer than 250 employees on a full-time basis, substitute the following sentence: "Accordingly, if the District employs at least 50 but not more than 249 employees on a full-time basis, an employee is entitled to a total of six weeks of unpaid leave within one year after the employee notifies the District of the loss." 820 ILCS 156/10, added by P.A. 103-466.](#)

<sup>8</sup> State law provides guidelines for sabbatical leaves but does not require boards to offer them. 105 ILCS 5/24-6.1.

<sup>9</sup> State law does not address personal leave. It is not uncommon for professional staff to be granted more than one day of personal leave per year.

<sup>10</sup> State law does not address leaves of absence without pay other than stating that a mutually agreed leave will not affect a teacher's contractual continued service. 105 ILCS 5/24-13.

<sup>11</sup> This paragraph restates 10 ILCS 5/13-2.5. The statute does not state whether the notice requirement is *calendar* days or *business* days. Support for it being *calendar* days is found in 10 ILCS 5/1-6; support for it being *business* days is found in 10 ILCS 5/1-3.

election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

### Child-Rearing Leave <sup>12</sup>

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy. <sup>13</sup>

A teacher should request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date.<sup>14</sup> The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess. <sup>15</sup>

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

### Leaves for Service in the Military <sup>16</sup>

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

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Rather than duplicate the statute's requirements in separate policies, sample policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, grants the leave to support personnel on the terms applicable to professional staff.

<sup>12</sup> The School Code does not address child-rearing. FMLA grants eligible employees a combined total of 12 weeks each year, with exceptions for teachers at the end of the school year, for, among other things, a child's: (1) birth and first-year care, and (2) adoption or foster placement (see sample policy 5:185, *Family and Medical Leave*). Districts not covered by the FMLA must treat a request for child-care leave to care for an adopted infant on terms comparable to those given biological mothers. McWright v. Alexander, 982 F.2d 222 (7th Cir. 1992).

<sup>13</sup> Districts offering a child-rearing or maternity leave must be very careful not to violate anti-discrimination laws. Districts can prohibit pregnant teachers from combining paid disability leave with an unpaid maternity leave, provided that non-pregnant teachers are likewise prohibited from combining a paid disability leave with an unpaid general leave of absence. Maganuco v. Leyden Comm. High Sch. Dist. 212, 939 F.2d 440 (7th Cir. 1991); U.S. v. Consol. High Sch. Dist. 230, 983 F.2d 790 (7th Cir. 1993); E.E.O.C. v. Elgin Teachers' Ass'n, 780 F.Supp. 1195 (N.D.Ill. 1991). A sick leave bank exclusion of maternity benefits violates Title VII. U.S. v. Consol. High Sch. Dist. 230, *supra*.

<sup>14</sup> The length of the notice - here 90 days - is *not* covered by State or federal law. If an employee fails to provide this notice, the employee still has the right to request a family and medical leave which has a much shorter notice requirement (see sample policy 5:185, *Family and Medical Leave*), and could be followed by a child-rearing leave.

<sup>15</sup> For a high school, omit "the first day of school after winter recess" and insert "at the semester break." Alternatively, the board may want to be more flexible by stating:

Every effort shall be made to have the leave minimally interrupt instructional continuity by ending . . .

<sup>16</sup> Required by the School Code (105 ILCS 5/10-20.7b, 5/24-13, and 5/24-13.1); the Service Member Employment and Reemployment Rights Act (330 ILCS 61/, 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.*).

### General Assembly Leave <sup>17</sup>

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

### Leave for Employment in Department of Defense <sup>18</sup>

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

### School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours.<sup>19</sup> Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave. <sup>20</sup>

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act. <sup>21</sup>

### Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence <sup>22</sup>

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence. The unpaid

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<sup>17</sup> Required by 105 ILCS 5/24-13.

<sup>18</sup> State law provides guidelines for Dept. of Defense leaves but does not require boards to offer them. 105 ILCS 5/24-13.1.

<sup>19</sup> 820 ILCS 147/15, ~~amended by P.A. 101-486.~~

<sup>20</sup> Id. The school visitation leave entitlement applies to both professional and educational support personnel. Rather than duplicate its requirements in separate policies, sample policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, grants the leave on the same terms applicable to professional staff.

<sup>21</sup> 820 ILCS 147/. Parents of children with *serious health conditions* may also be eligible to use FMLA leave for individualized education program (IEP) meetings. See U.S. Dept. of Labor *Wage and Hour Division Opinion Letter*, FMLA 2019-2-A (8-8-19), available at: [www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019\\_08\\_08\\_2A\\_FMLA.pdf](http://www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019_08_08_2A_FMLA.pdf).

<sup>22</sup> Required by the Victims' Economic Security and Safety Act, (VESSA) (820 ILCS 180/, amended by P.A.s ~~101-221, 102-487, and 102-890, and 103-314, eff. 1-1-24,~~ and 56 Ill.Admin.Code Part 280). *Gender violence* means: (1) one or more acts of violence or aggression that is 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.~~ *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence), or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. *Sexual violence* is not specifically defined in VESSA. While the law applies to all school districts (820 ILCS 180/10(10)), the number of employees determines the number of total workweeks of leave available during any 12-month period (820 ILCS 180/20(a)(2)). The term *employee* includes part-time workers. The Ill. Dept. of Labor must furnish to all employers a notice summarizing the law's requirements (*Your Rights Under Illinois Employment Laws* at: <https://labor.illinois.gov/employers/posters.html> ~~www2.illinois.gov/idol/Documents/flsposter.pdf~~). All districts must post this notice in a conspicuous place where notices to employees are customarily posted.

leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance, [and to grieve and attend to matters necessitated by the death of a family or household member who is killed in a crime of violence](#), without suffering adverse employment action.

The Victims' Economic Security and Safety Act ([VESSA](#)) governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, [and subject to any exceptions in VESSA](#), an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period.<sup>23</sup> Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 *et seq.*).<sup>24</sup>

#### Leaves to Serve as an Officer, ~~or~~ Trustee, or Representative of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations,<sup>25</sup> (2) [up to twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3,](#)<sup>26</sup> ~~and~~ (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2,<sup>27</sup> [and \(4\) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with 105 ILCS 5/24-3.5.](#)<sup>28</sup>

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

<sup>23</sup> If the district employs fewer than 50 employees, it may substitute the following sentence: "Accordingly, if the District employs at least 15 but not more than 49 employees, [and subject to any exceptions in VESSA](#), an employee is entitled to a total of eight work weeks of unpaid leave during any 12-month period." 820 ILCS 180/20(a)(2), [amended by P.A. 103-314, eff. 1-1-24.](#)

If the district employs at least one but not more than 14 employees, it may substitute the following sentence: "Accordingly, if the District employs at least one but not more than 14 employees, [and subject to any exceptions in VESSA](#), an employee is entitled to a total four (4) work weeks of leave during any 12-month period." ~~Id~~ [820 ILCS 180/20\(a\)\(2\).](#)

[Under 820 ILCS 180/20\(a\)\(4\), added by P.A. 103-314, eff. 1-1-24, an employee is not entitled to more than two work weeks \(10 work days\) if the leave is to attend a wake or funeral \(or an alternative event\), make end-of-life arrangements, or grieve due to the death of a family or household member killed in a crime of violence. In these circumstances, the leave must be completed within 60 days after the date on which the employee receives notice of the death. Employees may qualify for unpaid leave under both VESSA and the Family Bereavement Leave Act; leave taken under one act does not diminish the availability of leave under the other. Id.](#)

<sup>24</sup> VESSA states that an employee does not have a right to take unpaid leave that exceeds the unpaid leave time allowed under the FMLA. 820 ILCS 180/20(a)(2). Section 25 creates an ambiguity by stating, "[t]he employer may not require the employee to substitute available paid or unpaid leave for [leave available to victims of domestic violence, sexual violence, or gender violence]," 820 ILCS 180/25, [amended by P.A. ~~101-221~~ and 102-487](#). Contact the board attorney for advice resolving this ambiguity.

<sup>25</sup> Required by 105 ILCS 5/24-13.

<sup>26</sup> Required by 105 ILCS 5/24-6.3(a). See sample policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for the leave for an elected trustee for the Ill. Municipal Retirement Fund.

<sup>27</sup> Required by 105 ILCS 5/24-6.2.

<sup>28</sup> [105 ILCS 5/24-3.5, added by P.A. 103-308, eff. 1-1-24. The statewide teacher association is required to reimburse a district for substitute teaching costs incurred due to the teacher's absence. Id.](#)

## COVID-19 Paid Administrative Leave <sup>29</sup>

~~During any time when the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7, When applicable, paid administrative leave related to COVID-19 will be granted is available to eligible employees in accordance with State law, if the District, State or any of its agencies, or the local health department has issued guidance, mandates, or rules related to COVID-19 that restrict an employee from being on District property for a reason outlined in State law.~~

~~For an employee to be eligible for COVID-19 paid administrative leave, the employee must be fully vaccinated against COVID-19 as defined in 105 ILCS 5/10-20.83 (final citation pending).<sup>30</sup>~~

~~The employee will receive as many days of administrative leave as required to abide by the public health guidance, mandates, and requirements issued by the Ill. Dept. of Public Health, unless a longer period has been negotiated with the exclusive bargaining representative.~~

~~As a condition of being granted COVID-19 paid administrative leave, an employee shall provide all documentation necessary to substantiate the employee's eligibility for the leave, as requested by the Superintendent or designee.<sup>31</sup> An employee who is on COVID-19 paid administrative leave will receive the employee's regular rate of pay; the leave will not diminish any other leave or benefits of the employee.<sup>32</sup> Employees may not accrue COVID-19 paid administrative leave.<sup>33</sup>~~

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

<sup>29</sup> ~~Required by~~ 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697. Whether some or all of the COVID-19 related reasons listed in 105 ILCS 5/10-20.83(b) and (c) (final citation pending) apply will depend upon current health guidance and/or rules. ~~The law requires that this leave also be provided retroactively to an employee for a qualifying reason prior to 4-5-22 if the employee was fully vaccinated by 5-10-22. Id. at (b).~~ The law prohibits districts from rescinding the paid leave if the definition of "fully vaccinated against COVID-19" is later updated by the CDC or IDPH to include recommended booster doses. Id.

Consult the board attorney for guidance about whether the board must accommodate an employee's religion or disability by exempting the employee from the COVID-19 vaccination prerequisite in 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697, and/or if the board and union may agree that this leave will extend to all unvaccinated employees. Title VII of the Civil Rights Act of 1964 requires employers to accommodate an employee's sincere religious objection to an employer vaccination requirement unless doing so would be an "undue hardship" on the employer. 42 U.S.C §2000e(j). Similarly, the Americans with Disabilities Act requires an employer to exempt an employee with a disability (including pregnancy-related disability) from a safety-related standard, such as a vaccination requirement, unless the employee poses a *direct threat* to the health or safety of the employee or others while on the job. 29 C.F.R. §1630.2(r). See also the U.S. Equal Employment Opportunity Commission guidance document, *What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws*, at: [www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws](http://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws).

<sup>30</sup> ~~105 ILCS 5/10-20.83(g) (final citation pending), added by P.A. 102-697. "Fully vaccinated against COVID-19" means: (1) two weeks after receiving the second dose in a two-dose series of a COVID-19 authorized for emergency use, licensed, or otherwise approved by the U.S. Food and Drug Administration (FDA), or (2) two weeks after receiving a single dose of a COVID-19 vaccine authorized for emergency use, licensed, or otherwise approved by the FDA. If the CDC later revises the definition of "fully vaccinated against COVID-19" to include booster doses, and the IDPH adopts the CDC's revised definition, then employees will have five weeks after IDPH's action to receive a booster (if eligible) to remain eligible for COVID-19 paid administrative leave. Id. at (a).~~

~~If the board requires fully vaccinated employees to participate in a district COVID-19 testing program, add the phrase "and participate in the District's COVID-19 testing program" to the end of this sentence. Id.~~

<sup>31</sup> ~~This sentence is optional. 105 ILCS 5/10-20.83(d) (final citation pending), added by P.A. 102-697. It is a best practice for boards to require appropriate documentation to verify employee eligibility for the leave benefit.~~

<sup>32</sup> ~~Id. at (e).~~

<sup>33</sup> ~~Id. at (f).~~

LEGAL REF.: 105 ILCS 5/10-20.83 ~~(final citation pending)~~, 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3,  
5/24-13, and 5/24-13.1.  
10 ILCS 5/13-2.5, Election Code.  
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.  
820 ILCS 147/, School Visitation Rights Act.  
820 ILCS 154/, ~~Child~~Family Bereavement Leave Act.  
[820 ILCS 156/, Child Extended Bereavement Leave Act.](#)  
820 ILCS 180/, Victims' Economic Security and Safety Act.

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

## **Professional Personnel**

### **Leaves of Absence**

Each of the provisions in this policy applies to all professional 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.

### **Sick and Bereavement Leave, and Personal Leave**

**Please refer to the current “Agreement between Huntley Education Association (HEA) and the Board of Education (BOE) Huntley Community School District 158.”**

Sick leave is defined in State law as personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care.

As a condition for paying sick leave after three days absence for personal illness 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 mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual advisor 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.

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

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

### **Family Bereavement Leave**

State law allows a maximum of ten unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the staff member's child covered family member, (3) grieving the death

of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify when specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

#### Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

#### Leave of Absence Without Pay

Leave of absence without pay may be granted to professional staff members who have rendered satisfactory service to the District, according to the following conditions:

1. A professional teacher may be granted a leave of absence not to exceed one year. Application of such leave shall be submitted in writing to the Superintendent at least thirty (30) calendar days in advance, provided the advanced application may be waived by the Board under appropriate circumstances. Such application shall be submitted to the Board at its next regular meeting.
2. No salary shall be paid during the leave nor shall the year be counted as a year taught on the salary schedule unless the teacher shall work more than 100 days full time.
3. After the leave, the teacher shall return to a position for which he/she is legally qualified.
4. A teacher granted a leave as hereunder may continue insurance benefits by paying all required premiums in advance to the month due.
5. A teacher granted leave hereunder of eight (8) months or more, as a condition thereof, shall advise the Superintendent in writing at least 180 calendar days prior to the termination of such leave that he/she intends to return to employment. Failure to advise the Superintendent of intent to return as required by this section shall be treated as an election not to return to employment and as a resignation from the District.
6. The granting of, or withholding of leave shall be at the sole discretion of the Board and such action in one instance shall not be precedential with respect to any other application.

#### Leave to Serve as an Election Judge

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

#### Leaves For Service in the Military

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

### General Assembly Leave

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

### School Visitation Leave

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

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

### Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

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

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

### Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

### COVID-19 Paid Administrative Leave

During any time when the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7, paid administrative leave is available to eligible employees if the District, State or any of its agencies, or the local health department has issued guidance, mandates, or rules related to COVID-19 that restrict an employee from being on District property for a reason outlined in State law.

For an employee to be eligible for COVID-19 paid administrative leave, the employee must be fully vaccinated against COVID-19 as defined in 105 5/10-20.83 (final citation pending).

The employee will receive as many days of administrative leave as required to abide by the public health guidance, mandates, and requirements issued by the Ill. Dept. of Public Health, unless a longer period has been negotiated with the exclusive bargaining representative.

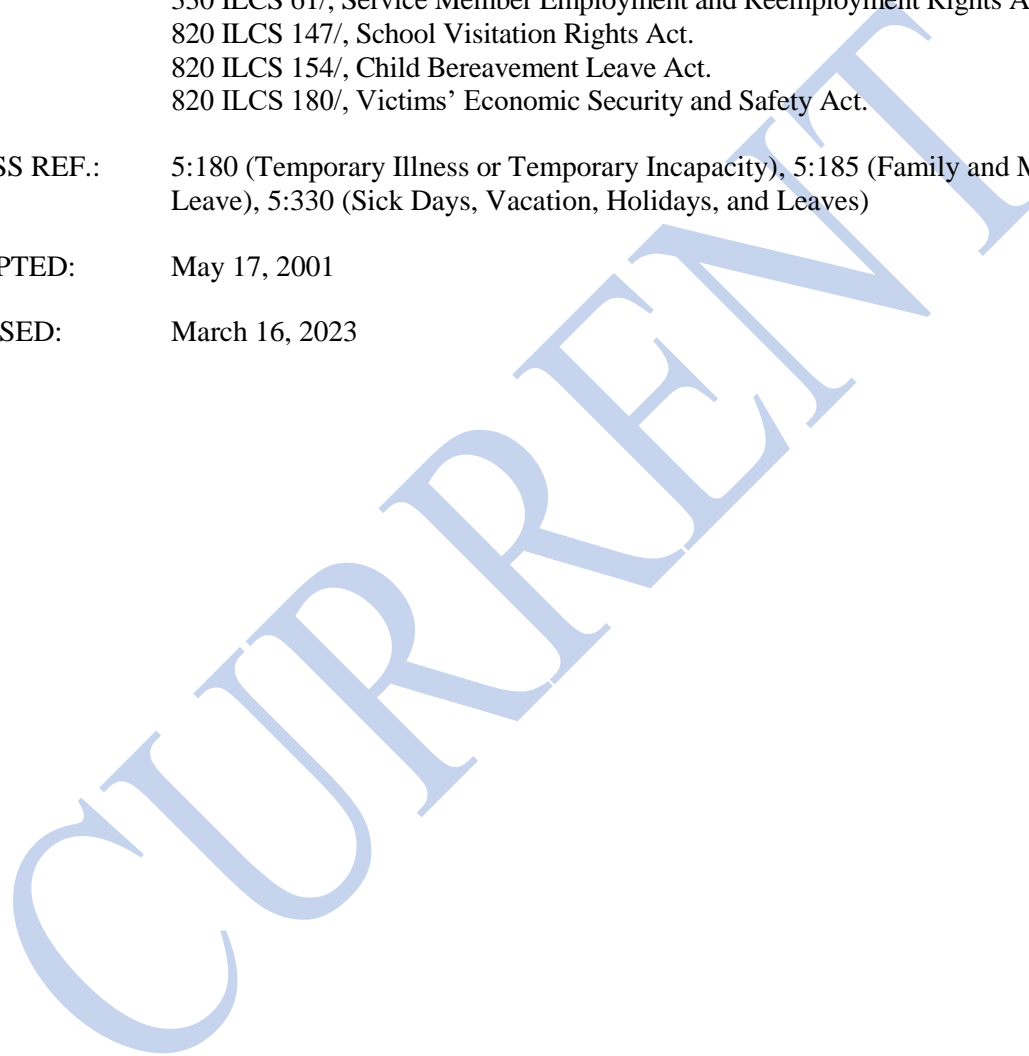
As a condition of being granted COVID-19 paid administrative leave, an employee shall provide all documentation necessary to substantiate the employee’s eligibility for leave, as requested by the Superintendent or designee. An employee who is on COVID-19 paid administrative leave will receive the employee’s regular rate of pay; the leave will not diminish any other leave or benefits of the employee. Employees may not accrue COVID-19 paid administrative leave.

LEGAL REF.: 105 ILCS 5/10-20.83 (final citation pending), 5/24-6, 5-246.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.  
 10 ILCS 5/13-2.5, Election Code.  
 330 ILCS 61/, Service Member Employment and Reemployment Rights Act.  
 820 ILCS 147/, School Visitation Rights Act.  
 820 ILCS 154/, Child Bereavement Leave Act.  
 820 ILCS 180/, Victims’ Economic Security and Safety Act.

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

ADOPTED: May 17, 2001

REVISED: March 16, 2023



## Educational Support Personnel

### Sick Days, Vacation, Holidays, and Leaves <sup>1</sup>

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.

### Sick and Bereavement Leave <sup>2</sup>

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular

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

<sup>1</sup> 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(15). 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 sample 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/), and Paid Leave for All Workers Act (820 ILCS 192/).

<sup>2</sup> This section contains the minimum benefits provided by 105 ILCS 5/24-6, amended by P.A. 102-275, 102-697, and 102-866. 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 (ESLA) (820 ILCS 191/, amended by P.A. 102-4) allows employees to use employer-provided sick leave due to illness, injury, medical appointment, or *personal care of a covered family member*. See sample policy 5:250, *Leaves of Absence*, at f/n 2 for more information about the scope and application of the ESLA. 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

workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.<sup>3</sup>

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness 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 mental health professional licensed in Illinois providing ongoing care or treatment to the staff member (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) 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.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a

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3. Inaccurate reporting to IMRF (credit is given for full day unused sick days upon retirement). 40 ILCS 5/7-139(a)(8).

105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866, requires districts to return any sick leave days used by educational support personnel for a qualifying COVID-19 related reason during the 2021-2022 school year, provided the employee was "fully vaccinated against COVID-19" by 5-10-22. See sample policy 5:250, *Leaves of Absence*, at f/n 2, for more information.

<sup>3</sup> As this policy is consistent with the minimum requirements of State law, this provision on the maximum number of sick days that may be accumulated is based on the minimum number required as stated in 105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866. The number may be increased to meet or exceed the number IMRF will recognize for retirement credit purposes. The following alternative does this: "Unused sick leave shall accumulate to the maximum number of days that IMRF will recognize for retirement credit purposes."

The following optional provisions apply to boards that want to address the IMRF's requirement that public bodies must have a written plan allowing eligible employees to convert their eligible accumulated sick leave to service credit upon their retirement. See 40 ILCS 5/7-139(a)(8). See also IMRF General Memorandum #555 at:

[www.imrf.org/en/publications-and-archive/general-memos/2007-general-memos/general-memo-555](http://www.imrf.org/en/publications-and-archive/general-memos/2007-general-memos/general-memo-555).

**Option 1:** No collective bargaining agreement applies and the board wants to publicize its written plan. Insert the following sentence: This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Ill. Municipal Retirement Fund.

**Option 2:** A local collective bargaining agreement contains the written plan and the board wants to publicize it. Insert the following sentence: Please refer to the applicable collective bargaining agreement(s) for the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon an employee's retirement under the Ill. Municipal Retirement Fund.

**Option 3:** A district maintains two separate sick leave plans, one for employees under a collective bargaining agreement, and one for non-unionized employees. Insert the text for both Option 1 and Option 2.

**Note:** If Options 1, 2, or 3 are chosen, add 40 ILCS 5/7-139 to the Legal References. If the board does not have a written sick leave plan for purposes of IMRF sick leave to service credit conversion or does not wish to include it in the policy, do not include any of the options above or add the citation to the Legal References.

condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification. <sup>4</sup>

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. <sup>5</sup>

Vacation <sup>6</sup>

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee’s average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation. <sup>7</sup>

Holidays <sup>8</sup>

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:

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<sup>4</sup> 105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866.

<sup>5</sup> 105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866.

<sup>6</sup> State law does not require districts to give employees vacations.

<sup>7</sup> Required by 820 ILCS 115/5 and 56 Ill.Admin.Code §300.520 (Earned Vacations).

<sup>8</sup> Holidays are listed in 105 ILCS 5/24-2(a), (e), amended by P.A.s ~~101-642~~, 102-14, 102-15, ~~and~~ 102-334, [103-395, eff. 1-1-24, and 103-467](#); [10 ILCS 5/1-24, added by P.A. 103-467 and scheduled to be repealed on 1-1-25](#); ~~10 ILCS 5/2A-1.1e, added by P.A. 102-15 and scheduled to be repealed on 1-1-23~~. For information on the waiver process allowed by 105 ILCS 5/24-2(b), see [sample exhibit 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.

New Year's Day  
Martin Luther King Jr.'s Birthday  
Abraham Lincoln's Birthday  
Casimir Pulaski's Birthday  
Memorial Day  
Juneteenth National Freedom Day  
Independence Day

Labor Day  
Columbus Day  
Veterans Day  
2024<sup>2</sup> Election Day  
Thanksgiving Day  
Christmas Day

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.

### Personal Leave<sup>9</sup>

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

### Leave to Serve as a Trustee of the Ill. 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 State law.<sup>10</sup>

### 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*:

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

A State-mandated school holiday on Good Friday is unconstitutional according to Metzl 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 2024<sup>2</sup> Election Day, see the discussion in f/n 4 in sample policy 5:200, *Terms and Conditions of Employment and Dismissal*. 2020 Election Day and 2022 Election Day remain ~~s-a~~ holidays listed in 105 ILCS 5/24-2(e), amended by P.A.s 102-15, and 103-467, but no longer appears in this policy.

<sup>9</sup> 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.

<sup>10</sup> Required by 105 ILCS 5/24-6.3(b) and 40 ILCS 5/7-174.5, added by P.A. 102-943. A similar leave exists for an elected trustee for the Ill. Teachers' Retirement System. See sample policy 5:250, *Leaves of Absence*.

1. Leave for Service in the Military. <sup>11</sup>
2. Leave for Service in the General Assembly. <sup>12</sup>
3. School Visitation Leave. <sup>13</sup>
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence. <sup>14</sup>
5. Family Bereavement Leave. <sup>15</sup>
6. [Child Extended Bereavement Leave](#). <sup>16</sup>
7. Leave to serve as an election judge. <sup>17</sup>
8. COVID-19 Paid Administrative Leave. <sup>18</sup>

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83 (~~final citation pending~~), 5/24-2, 5/24-6, and 5/24-6.3.  
 10 ILCS 5/13-2.5, Election Code.  
 330 ILCS 61/, Service Member Employment and Reemployment Rights Act.  
 820 ILCS 147, School Visitation Rights Act.  
 820 ILCS 154/, ~~Child~~Family Bereavement Leave Act.  
[820 ILCS 156/, Child Extended 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)

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

<sup>11</sup> 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/, 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.).

<sup>12</sup> Granting General Assembly leave to ESPs is optional.

<sup>13</sup> 820 ILCS 147/, ~~amended by P.A. 101-486~~. See sample policy 5:250, *Leaves of Absence*, and 5:250-AP, *School Visitation Leave*.

<sup>14</sup> Required by Victims' Economic Security and Safety Act (820 ILCS 180/, amended by P.A.s ~~101-221~~, 102-487, ~~and 102-890, and 103-314~~) and 56 Ill.Admin.Code Part 280. Important information about this leave is discussed in f/ns ~~21~~, 22, 23 and ~~24~~ of sample policy 5:250, *Leaves of Absence*.

<sup>15</sup> 820 ILCS 154/, amended by P.A. 102-1050, ~~eff. 1-1-23~~; 56 Ill.Admin.Code Part 252. Important information about this leave is discussed in f/n 5 of sample policy 5:250, *Leaves of Absence*.

<sup>16</sup> [820 ILCS 156/, added by P.A. 103-466. Delete this item and the Legal Reference to 820 ILCS 156/, Child Extended Bereavement Leave Act, if the district has fewer than 50 full-time employees. If the district has fewer than 50 full-time employees. See sample policy 5:250, Leaves of Absence, and its f/ns 6 and 7 for important information about this leave.](#)

<sup>17</sup> 10 ILCS 5/13-2.5.

<sup>18</sup> 105 ILCS 5/10-20.83 (~~final citation pending~~), added by P.A. 102-697. See sample policy 5:250, *Leaves of Absence*, and its f/ns ~~26-28~~ for important information about this leave.

## **Educational Support Personnel**

### **Sick Days, Vacation, Holidays, and Leaves**

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.

#### **Sick and Bereavement Leave**

**Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Huntley Community School District 158 Board of Education.”**

Probationary employees and employees hired on or after March 1, 2009 who work at least 600 hours per year, shall be entitled to ten (10) days of sick leave per year for the first four (4) years of their employment. After completion of an employee’s fourth year, he or she shall be entitled to fourteen (14) days of sick leave per term without loss of pay.

10 Month, probationary employees accrue sick time at 1 day per month over 10 months.

12 Month, probationary employees accrue sick time at .833 days per month over 12 months.

10 Month, non-probationary employees accrue sick time at 1.4 days per month over 10 months.

12 Month, non-probationary employees accrue sick time at 1.17 days per month over 12 months.

Part-time employees will receive sick day pay equivalent to their regular work day. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness 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 mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) 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.

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

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days

unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Vacation

**Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”**

Full-time employees whose regular work year is 260 days shall be entitled to paid vacation according to the following schedule:

1. After six (6) months consecutive service, five (5) days to be taken before the close of the first fiscal year.
2. Beginning at the start of the second fiscal year, and continuing for the duration of the first ten consecutive years, ten (10) days.
3. After (10) years of consecutive service, fifteen (15) days.
4. After twenty (20) years of consecutive service, twenty (20) days.
5. For employees who have one or more years of service, the Board shall transfer up to five (5) unused vacation days to their cumulative sick leave at the end of each fiscal year.

Employees will be allowed to carry 1/3 of their issued vacation to the next fiscal year. However, this amount must be used by the next December 31st following the close of the fiscal year in which the vacation time was earned. Any of the unused vacation time shall be transferred to sick time to be used for extended time off per FMLA or for retirement reporting purposes. Vacation time is not cumulative.

The Superintendent, or his designee, shall attempt to arrange vacation days so that the school operation continues to operate in an effective and efficient manner. Accordingly, vacation days granted will be determined in accordance with the needs of the school.

Holidays

**Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”**

**For employees not covered by this agreement, the following days will be observed:**

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                    | Columbus Day           |
| Martin Luther King Jr.'s Birthday | Veteran's Day          |
| Abraham Lincoln's Birthday        | Thanksgiving Day       |
| Casimir Pulaski's Birthday        | Day after Thanksgiving |
| Memorial Day                      | Christmas Eve          |
| Juneteenth National Freedom Day   | Christmas Day          |
| Independence Day                  | New Year's Eve         |
| Labor Day                         |                        |

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.

If a holiday is waived or falls on a Saturday or Sunday, it will be observed on a workday designated by the Superintendent.

#### Personal Leave

**Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”**

**Employees not covered by this agreement with 6 months of consecutive service to the District shall receive leave of absence with pay on the same terms and conditions as employees covered by this agreement.**

Personal leave shall not be allowed for participation in a work stoppage, recreation or to accompany another person on a pleasure trip.

Except in the case of an emergency, as approved by the Superintendent or designee, or for observations of a recognized religious holiday of the employee’s faith, the following days shall not be utilized for personal business leave:

1. the first and last week of school for students,
2. a weekday immediately preceding a weekday legal holiday,
3. a weekday immediately preceding or the day of a weekday of student non-attendance day/half day,
4. a Friday before a Monday student non-attendance day/half day.

The employee shall suffer no loss of pay for such leave unless the aforementioned conditions have been violated.

#### Leave to Serve as a Trustee of the Ill. 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 State law.

#### Bereavement Leave

**Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”**

#### **For employees not covered by this Agreement:**

Educational support personnel may receive the same bereavement leave that is granted professional staff.

#### Other Leaves

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

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Leave to serve as an election judge.
7. COVID-19 Paid Administrative Leave.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83 (final citation pending), 5/24-2, 5/24-6, and 5/24-6.3.  
10 ILCS 5/13-2.5, Election Code.  
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 (Professional Personnel – Leaves of Absence)

ADOPTED: May 17, 2001

REVISED: March 16, 2023

CURRENT

## Instruction

### School Accountability<sup>1</sup>

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work.<sup>2</sup> To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared *State Goals for Learning and Learning Standards*.<sup>3</sup>

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

### Quality Assurance

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

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.<sup>4</sup>
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's *Multiple Measure Index* and corresponding *Annual Measurable Objective* provided by ISBE.<sup>5</sup>

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

<sup>1</sup> State or federal law controls this policy's content.

<sup>2</sup> 105 ILCS 5/27-1.

<sup>3</sup> 23 Ill.Admin.Code §1, Appendix D.

<sup>4</sup> 105 ILCS 5/2-3.25 ~~–~~ 2-3.25b, [amended by P.A. 103-175](#); 23 Ill.Admin.Code §§1.10(a) and 1.20.

<sup>5</sup> 105 ILCS 5/2-3.25a, [amended by P.A. 103-175](#); 5/2-3.64a-5, [amended by P.A. 101-643](#). First, the General Assembly significantly revised the system of standards for school districts and schools. Next, it delayed certain implementation dates by one school year. Then, it further revised the system of standards for school districts and schools. Annual state assessments required by 105 ILCS 5/2-3.64a-5(c), [amended by P.A. 101-643](#), are not required if [the Ill. State Board of Education \(ISBE\)](#) receives a waiver from the administration of assessments from the U.S. Dept. of Education. 105 ILCS 5/2-3.64a-5(c), [as amended by P.A. 101-643](#). ISBE must establish recognition standards for student performance and school improvement for all districts and their individual schools, and outline accountability measures in its State plan that it submits to the U.S. Dept. of Education under the Every Student Succeeds Act (ESSA) (Pub. L. 114-95). If ESSA ceases to require a state plan, then ISBE must develop a written plan in consultation with the Ill. Balanced Accountability Measure (IBAM) Committee. 105 ILCS 5/2-3.25a.

3. If applicable, develop ~~District and~~ School Improvement Plans, present them for Board approval, and supervise their implementation. <sup>6</sup>
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law. <sup>7</sup>
5. In accordance with 105 ILCS 5/2-3.153, annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 4 through 12 and teachers. <sup>8</sup>

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-17a, 5/10-21.3a, and 5/27-1.

23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

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

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

<sup>6</sup> The requirements around ~~district and school~~ improvement plans are unknown until ISBE revises its rules at 23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements, following P.A.s 99-193 and 100-1046. P.A. 99-193 deleted the requirements concerning improvement plans as well as the sanctions for failing to make adequate yearly progress contained in 105 ILCS 5/2-3.25d, but then P.A. 100-1046 repealed 105 ILCS 5/2-3.25d in its entirety. 105 ILCS 5/2-3.25f(a), amended by P.A. 103-175, continues to state that ISBE “shall provide technical assistance to schools in school improvement status to assist with the development and implementation of ~~School and District~~ Improvement Plans” and that schools or districts “that fail to make reasonable efforts to implement an approved Improvement Plan may suffer loss of State funds by school district, attendance center, or program as the State Board of Education deems appropriate.” ISBE is required to provide districts with technical assistance and support by the Elementary and Secondary Education Act. 20 U.S.C. §6303.

<sup>7</sup> 105 ILCS 5/10-17a, amended by P.A.s ~~101-68,~~ 102-294 (data on the number of incidents of violence that occurred on school grounds or during school-related activities and that resulted in an out-of-school suspension, expulsion, or removal to an alternative setting), 102-594 (the number of teachers who are National Board Certified Teachers, disaggregated by race and ethnicity), ~~and P.A.~~ 102-539 (school report card deliveries delayed until 12-31 in years when the Governor declares a public health emergency), 103-116 (percentage of students with disabilities who have fulfilled minimum state graduation requirements and been issued a regular high school diploma), 103-263 (gifted and advanced placement reporting), 103-413, eff. 1-1-24 (beginning with the October 2024 report card, the total number of school counselors, social workers, nurses, and psychologists by school, district, and state, and the average number of students served by each in each setting), and 103-503, eff. 1-1-24 (expanded high school snapshot report).

Districts must present the report card at a regular board meeting, post it on the district’s website, make it available to newspapers of general circulation in the district, notify parents/guardians of its availability on the district’s website, provide it to parents/guardians on request, submit it to the regional superintendent or appropriate Intermediate Service Center, and otherwise disseminate it as required by State law. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

<sup>8</sup> Required by 105 ILCS 5/2-3.153 and 23 Ill.Admin.Code §1.97. The State Superintendent must publicly report on the survey indicators of learning conditions resulting from the administration of the instrument at the individual school, district, and State levels. A district may use an alternate learning instrument approved by the State Superintendent at its own cost. These survey instruments are authorized by July 1 each year and posted at: [www.isbe.net/Pages/5Essentials-Survey.aspx](http://www.isbe.net/Pages/5Essentials-Survey.aspx). 23 Ill.Admin.Code §1.97(g)(1)-(2). To use an alternate survey instrument, the district must submit a form developed for this purpose and posted at [www.isbe.net/Pages/5Essentials-Survey.aspx](http://www.isbe.net/Pages/5Essentials-Survey.aspx) to the State Superintendent on or before a date established by the State Superintendent each year. *Id.*

Insert the following sentence for districts that administer an alternate survey of learning conditions at their own cost: “The District has elected to use an alternate climate survey of learning conditions instrument.”

## Instruction

### School Accountability

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

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

### Quality Assurance

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

1. Prepare each school’s annual recognition application and quality assurance appraisal, whether internal or external, to assess each school’s continuous school improvement.
2. Continuously assess the District’s and each school’s overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE’s balanced accountability measure and each school’s *Multiple Measure Index* and corresponding *Annual Measurable Objective* provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with 105 ILCS 5/2-3.153, annually administer a climate survey on the instructional environment within the school to, at a minimum, students in grades 4 through 12 and teachers.

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-17a, 5/10-21.3a, and 5/27-1.  
23 Ill. Admin. Code Part 1, Subpart A: Recognition Requirements.

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

ADOPTED: May 17, 2001

REVISED: March 16, 2023

## Instruction

### Organization of Instruction <sup>1</sup>

The School District has instructional levels for grades \_\_\_\_\_ through \_\_\_\_\_. The Superintendent shall annually present to the School Board a plan for organizing instructional levels and assigning them to school facilities in order to:

1. Support the District’s educational program,
2. Maximize facility usage without undue overcrowding, and
3. Provide substantially comparable instructional programs across the District.

Students, for instructional purposes, may be placed in groups within a school that do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student is assigned a grade-level placement.

### Kindergarten <sup>2</sup>

The District maintains a full-day kindergarten with an instructional program that fulfills the District’s curriculum goals and objectives and the requirements of the State law. The District also offers a half-day kindergarten for those parents/guardians who request a half-day program.

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

<sup>1</sup> The contents of this policy, except the kindergarten section, are discretionary with each board. The first section serves to inform interested people that instructional levels are organized and assigned to school facilities according to a plan, developed by the superintendent, that meets standards adopted by the board. If a board does not want to include specific standards for the plan, it may substitute this sentence for the second sentence:

The grouping and housing of instructional levels in school facilities shall be according to plans developed by the Superintendent and approved by the Board.

Optional additional sentences for unit districts; insert after the first sentence.

The elementary schools enroll students in kindergarten through grade \_\_\_\_\_. The junior high school offers grades \_\_\_\_\_ through \_\_\_\_\_. The high school offers grades \_\_\_\_\_ through 12.

<sup>2</sup> This section is for only those districts having a kindergarten. Until the 2027-28 school year, a board may establish a full-day or half-day kindergarten program. 105 ILCS 5/10-22.18. If, but if a full-day program is established, then the district must also establish a half-day program. Id., 105 ILCS 5/10-22.18, amended by P.A. 103-410; 23 Ill.Admin.Code §1.420(h)(1). The district must offer a distinctive curriculum for full- and half-day kindergartens when 20 or more students’ parents/guardians request a half-day program. 23 Ill.Admin.Code §1.420(h)(2). Beginning with the 2027-28 school year, a board must establish a full-day kindergarten program and may establish a half-day kindergarten program. 105 ILCS 5/10-22.18, amended by P.A. 103-410. Both full-day and half-day kindergarten programs should be developmentally appropriate and provide opportunities for play-based learning. Id. Elementary or unit districts that do not offer full-day kindergarten as of 10-1-22, may apply for a two-year extension of the 2027-28 school year full-day kindergarten implementation deadline if the criteria set forth in 105 ILCS 5/10-22.18(b)(1)-(3) are met. Id. at (b).

A board should consider adding a description of pre-kindergarten programs whether they are for all students or only those who qualify due to special needs.

105 ILCS 5/10-20.37, ~~5/10-20.19a~~, and 5/10-22.18, amended by P.A. 103-410, authorize a board to establish a program as described in the following optional provision:

To the extent State or federal funds are available and in accordance with State law, the Superintendent or designee shall establish, maintain, and operate a summer kindergarten program that: (1) begins two months before the beginning of the regular school year, and/or (2) continues for two months after the regular school year for grade one readiness for those students making unsatisfactory progress during the regular kindergarten session. The District shall provide transportation.

LEGAL REF.: 105 ILCS ~~5/10-20.19a~~, 5/10-20.37, and 5/10-22.18.  
23 Ill.Admin.Code §1.420.

CROSS REF.: 6:40 (Curriculum Development), 6:170 (Title I Programs), 7:30 (Student Assignment and Intra-District Transfer), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

## Instruction

### Organization of Instruction

The School District has instructional levels for grades kindergarten through twelve. The grouping and housing of instructional levels in school facilities shall be according to plans developed by the Superintendent and approved by the Board.

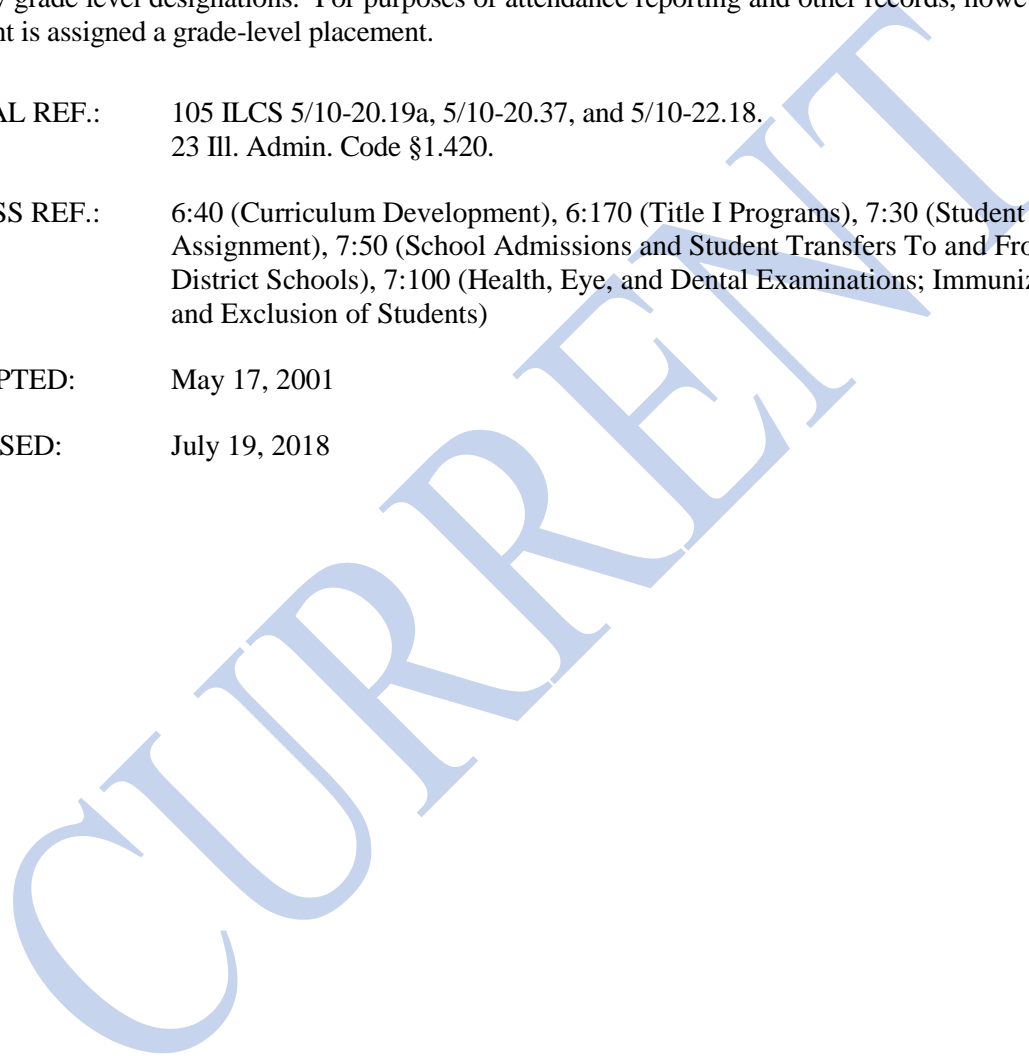
Students, for instructional purposes, may be placed in groups within a school that do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student is assigned a grade-level placement.

LEGAL REF.: 105 ILCS 5/10-20.19a, 5/10-20.37, and 5/10-22.18.  
23 Ill. Admin. Code §1.420.

CROSS REF.: 6:40 (Curriculum Development), 6:170 (Title I Programs), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADOPTED: May 17, 2001

REVISED: July 19, 2018



## Instruction

### School Wellness <sup>1</sup>

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs.<sup>2</sup> This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).<sup>3</sup>

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

<sup>1</sup> State or federal law requires this subject matter to be covered in policy and controls its content. The federal Child Nutrition and WIC Reauthorization Act of 2004 (Child Nutrition Act) ([Pub. L. 108-265](#)) requires school districts participating in a program authorized by the [Richard B. Russell National School Lunch Act \(NSLA\)](#) (42 U.S.C. §1751 *et seq.*) or the Child Nutrition Act to have a school wellness policy. Pub. L. 108-265, Sec. 204. State law required the Ill. State Board of Education (ISBE) to “establish a State goal that all school districts have a wellness policy.” 105 ILCS 5/2-3.139(a). ISBE complied in October 2007 by “instruct[ing] all public school districts to establish a School Wellness Policy.” The federal and State laws list mandatory topics for the policy. The second sentence of this policy should be deleted if the district does not participate in the NSLA or the Child Nutrition Act.

See ISBE's numerous resources at: [www.isbe.net/Pages/Nutrition-and-Wellness.aspx](http://www.isbe.net/Pages/Nutrition-and-Wellness.aspx) and [www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx](http://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx). Action for Healthy Kids is a national organization dedicated to overcoming the “epidemic of overweight, undernourished and sedentary youth by focusing on changes in schools;” see its resources at: [www.actionforhealthykids.org/www.actionforhealthykids.org/index.php](http://www.actionforhealthykids.org/www.actionforhealthykids.org/index.php).

This sample policy seeks to be both legally compliant and consistent with good governance principles. Both federal and State laws allow each school district to determine how the required topics are addressed. Good governance principles suggest that the board should establish goals with community and stakeholder input. The administration should determine how to achieve the goals. The board should monitor this policy by requesting and reviewing periodic implementation data.

The Ill. Dept. of Agriculture and ISBE are directed to create the Farm Fresh Schools Program. 105 ILCS 124/, Farm Fresh Schools Program Act; 30 ILCS 105/5.728, Farm Fresh Schools Program Fund. They are also directed to administer a grant program to further the Program's intent of “reduc[ing] obesity and improve[ing] nutrition and public health, as well as strengthen[ing] local agricultural economies by increasing access to and promoting the consumption of locally grown fruits and vegetables in schools and increasing physical activities and programs that promote pupil wellness.” 105 ILCS 124/10.

<sup>2</sup> 7 C.F.R. §210.31(a) and (c)(1). The law ~~does not require~~ [that local school wellness policies include specific goals for nutrition promotion and education, physical activity, and school-based activities to be listed in policy—only that boards implement them](#). Federal law requires consideration of evidence-based strategies and techniques when implementing school-based activities. [See ISBE's Local Wellness Policy Content Checklist at www.isbe.net/Documents/Local-Wellness-Policy-Content-Checklist.pdf](#). ~~A board that chooses to list these activities must update them as they change by readopting the policy.~~

~~For boards that have developed and wish to list their chosen evidence-based school-based activities, add the following sentence to the paragraph as the second sentence: “The District's school-based activities include: [list the chosen evidence-based school-based activities].”~~

For boards that ~~have not yet developed and implemented their evidence-based school-based activities and~~ need technical assistance, see ~~the websites for:~~

1. The U.S. Dept. of Agriculture (USDA) at: [www.fns.usda.gov/tn/local-school-wellness-policy](http://www.fns.usda.gov/tn/local-school-wellness-policy); and
2. The Alliance for a Healthier Generation (AHG) at: [www.healthiergeneration.org/](http://www.healthiergeneration.org/).

<sup>3</sup> [Pub. L. 111-296](#), Healthy Hunger-Free Kids Act of 2010 (HHFKA); 42 U.S.C. §1758b ([Pub.L. 111-296](#) [local school wellness policy](#)); 7 C.F.R. §§210.10 ([meal requirements for lunches and requirements for after-school snacks](#)) and 210.31(a) ([local school wellness policy](#)).

The Superintendent will ensure: <sup>4</sup>

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual<sup>5</sup>; and
3. The community is informed about the progress of this policy's implementation.

#### Goals for Nutrition Education and Nutrition Promotion <sup>6</sup>

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.

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

<sup>4</sup> *Id.*; 7 C.F.R. §210.31(c)(4) (identification of school official responsible for implementation of the policy), §210.31 (d)(2) (informing the public about the policy and making it available on an annual basis), §210.31 (d)(3) (informing the public of the progress toward meeting the goals of the policy by making triennial assessments available), and §210.31(e) (policy implementation, assessments, and updates). See also f/n 20, below.

This sample policy identifies the superintendent as the school official responsible to ensure compliance and oversee the policy. When the rules require specific identification of a school official, the policy does not include the delegation language *or designee*. **[School boards] must identify the [school official(s)] responsible for oversight of [its wellness policy] to ensure compliance. [Boards] have discretion and are the most qualified to identify the best candidate for [their wellness] policy leadership as size, resources, and needs vary greatly among [school districts]**. See Federal Register Vol. 81, No. 146 at 50155 at: [www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf](http://www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf).

For boards that wish to identify a school official other than the superintendent, delete ~~Superintendent~~ and replace it with the responsible school official's title.

The intent of the rule is that schools "notify households on an annual basis of the availability of the local school wellness policy information and provide information that would enable *interested households* to obtain additional details." Fed. Reg. Vol. 81, No. 146 at 50160. However, the rule states, "[i]nform the *public* about the content and implementation of the local school wellness policy, and make the policy and any updates to the policy available to the public on an annual basis."

To achieve the intent of this requirement, the regulations suggest several methods for districts, which include a common method many districts likely already use: post the policy on the websites for the *public*, and use the student handbook to distribute important information to *interested households*.

<sup>5</sup> For boards that distribute their wellness policies via student handbooks and want to list that in the text of their policies, insert "and distributed to students and their parents/guardians through student handbooks". For sample handbook language, see the Illinois Principals Association *Online Model Student Handbook (MSH)* at: [www.ilprincipals.org/msh/](http://www.ilprincipals.org/msh/).

<sup>6</sup> Goals for nutrition education and nutrition promotion are required topics, but the local board may determine what goals are appropriate. Pub. L. 108-265, Sec. 204(a)(1) and Pub. L. 111-296; [42 USC §1758b\(b\)\(1\)](#); 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(c)(1). Replace this policy's text with a board's own locally-developed nutritional education and promotion goals.

*Nutrition promotion*, required by Pub. L. 111-296, is not well-described or defined. The Food Nutrition Service (FNS) describes *nutrition promotion* more clearly in its technical assistance materials and the proposed 7 C.F.R. Part 210 rules (Fed. Reg. Vol. 79, No. 38 at 10695), dated Feb. 26, 2014, which state, "... evidence based techniques and scientifically-based nutrition messages targeted to a specific audience to inspire and motivate them to take action and use these techniques and messages to create environments and food service venues (classroom, cafeteria, a la carte, vending machines, school stores, snack bars, fundraisers, home, etc.) that encourage healthy nutrition choices, as well as enhance and encourage participation in school meal programs."

More specific materials about nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, have also been developed by the FNS' Team Nutrition at: [www.fns.usda.gov/tn/resource-library](http://www.fns.usda.gov/tn/resource-library).

Technical assistance for:

Nutritional promotion at: [www.fns.usda.gov/tn/local-school-wellness-policy](http://www.fns.usda.gov/tn/local-school-wellness-policy).

Goals development for and implementation of nutrition education and promotion are available from AHG at: [www.healthiergeneration.org/](http://www.healthiergeneration.org/).

- Nutrition education will be part of the District’s comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.<sup>7</sup>

### Goals for Physical Activity<sup>8</sup>

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students’ knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.<sup>9</sup>
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.<sup>10</sup>
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill. State Board of Education (ISBE).<sup>11</sup>

### Goals for Other School-Based Activities<sup>12</sup>

The goals for school-based activities include the following:

- Schools will support and promote a healthy eating environment for students.
- Schools will promote and participate in wellness activities.

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

<sup>7</sup> 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n).

<sup>8</sup> This is a required topic, but the local board may determine what goals are appropriate. 105 ILCS 5/2-3.139(a)(2); [42 USC §1758b\(b\)\(1\)](#); and 7 C.F.R. §210.31(a) and (c)(1).

<sup>9</sup> 105 ILCS 5/27-5 and 27-6, amended by P.A. 102-405; 23 Ill.Admin.Code §1.425. See also f/n 31 in [sample](#) policy 6:60, *Curriculum Content*. For standards-based lesson plans and curricula for pre-kindergarten through grade 8, classroom-based lesson plans, recipes, guidance to improve the quality of school meals, and other materials for nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, see the resources developed by the FNS’ Team Nutrition at: [www.fns.usda.gov/tn/resource-library](http://www.fns.usda.gov/tn/resource-library).

<sup>10</sup> *Id.* This policy’s sample text is based upon federal and State *goals* while sample policy 6:60, *Curriculum Content*’s text is based only upon State curriculum requirements that require a minimum of three days of physical education per five-day week. Ensure the text in this policy’s goal aligns with the district’s practice stated in policy 6:60 for meeting the minimum requirements of 23 Ill.Admin.Code §1.425(b).

<sup>11</sup> Schools must “set student learning objectives which meet or exceed goals established by the State.” 105 ILCS 5/2-3.63. The *Learning Standards* can be found on ISBE’s website at: [www.isbe.net/Pages/Standards-Courses.aspx](http://www.isbe.net/Pages/Standards-Courses.aspx). See State goals 19-24 for physical education and health at: [www.isbe.net/Documents/Goals-19-24-and-Perf-Descrip.pdf](http://www.isbe.net/Documents/Goals-19-24-and-Perf-Descrip.pdf).

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the *Illinois Learning Standards for Physical Development and Health*. See also 23 Ill.Admin.Code §1.425-(f) and (h); ISBE’s *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. Sept. 2021)* at: [www.isbe.net/Documents/Physical\\_Fitness\\_Assessment\\_FAQ.pdf](http://www.isbe.net/Documents/Physical_Fitness_Assessment_FAQ.pdf).

<sup>12</sup> This is a required topic, but the local board may determine what goals are appropriate. 42 USC §1758b(b)(1); 7 C.F.R. §210.31(c)(1). The third sample goal comes from ISBE’s *Local Wellness Policy Template for Schools*, available at: [www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx](http://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx).

- [Schools will offer other school-based activities to support student health and wellness, including coordinated events and clubs.](#)

### Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited <sup>13</sup>

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture’s (USDA) *Smart Snacks* rules). <sup>14</sup>

In addition, in order to promote student health and reduce childhood obesity,<sup>15</sup> the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards. <sup>16</sup>

*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives. <sup>17</sup>

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

<sup>13</sup> The policy must include the nutrition guidelines selected by the board for “all foods available during the school day with the objective of promoting student health and reducing childhood obesity.” Pub. L. 108-265, Sec. 204(a)(2); 105 ILCS 5/2-3.139(a)(1); and 7 C.F.R. §210.10 and 210.31(a), (c)(2), and (c)(3)(i)-(iv). 42 U.S.C. 1758b(b)(2)(A) requires that each local school wellness policy include nutrition guidelines for all foods and beverages available for sale on the school campus during the school day to ensure they are consistent with the statutory and regulatory provisions governing school meals (7 C.F.R. §§210.10, 220.8 and 220.10) and competitive foods (7 C.F.R. §210.11) as applicable.

Prior to July 2016 when 7 C.F.R. § 210.10 and 7 C.F.R § 210.31(c) (respectively) became effective, the current *Dietary Guidelines for Americans* published jointly by the U.S. Depts. of Health and Human Services and Agriculture (USDA) were used as nutrition guidelines.

<sup>14</sup> 7 C.F.R. §§210.10 (meal requirements for lunches and [requirements for after-school snacks](#)); 210.11(c) (general nutrition standards for competitive food, i.e., *Smart Snacks*); and 210.31(a) and (c) (encompassing all other nutrition requirements, including foods not sold to students during the school day (classroom parties)).

<sup>15</sup> 7 C.F.R. §210.31(c)(3)(iv).

<sup>16</sup> 7 C.F.R. §§210.11(a)(2) and 210.31(c)(3)(iii); 23 Ill. Admin. Code §305.5. For a definition of *competitive foods*, see 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

<sup>17</sup> 7 C.F.R. §210.31(c)(2). This sample policy does not apply competitive food standards to foods not sold in schools; i.e., foods that students bring into the school from home, etc.

The final [federal] rule does not require that local school wellness policy standards for *foods provided in schools during the school day but not available for sale* conform to the school meal requirements or the competitive foods standards. In fact, the preamble to the final rule reiterates this saying, “[a]gain, it should be noted that with regard to foods provided, but not sold, in schools, local jurisdictions have the discretion to adopt standards that conform to [the competitive food standards] or to adopt more or less stringent standards.” Similarly, the preamble to the final rule clearly states the rule does not require school boards to address standards for food brought from home for individual consumption. See Federal Register Vol. 81, No. 146 at 50158 at: [www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf](http://www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf). Emphasis added.

This sample policy adopts less stringent standards for foods not sold in schools. For boards that wish to adopt standards that conform to the competitive food standards or apply even more stringent standards to foods available, but not sold during the school day, delete the last sentence of this subhead: ~~Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., foods for classroom parties, school celebrations, and reward incentives.~~ and choose one of the following sentences to replace it:

**Option 1:** The District applies competitive foods standards listed in Board policy 4:120, *Food Services*, to foods available, but not sold, in schools.

### Exempted Fundraising Day (EFD) Requests <sup>18</sup>

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

### Guidelines for Reimbursable School Meals <sup>19</sup>

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program. <sup>20</sup>

### Unused Food Sharing Plan <sup>21</sup>

In collaboration with the District’s local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students. <sup>22</sup>
2. Implement the Plan throughout the District.

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**Option 2:** The District applies more stringent standards than the competitive foods standards to foods available, but not sold, in schools. These include [list the chosen standards to foods available, but not sold, in schools].

The AHG encourages school officials to consider prohibiting foods as a reward and using the *Smart Snacks* standards for foods available, but not sold during the school day. However, enforcing such standards against students who are sent to school with snacks from their parents/guardians is difficult and may be considered overreach. Further, such a standard may open the district to challenges. Consult the board attorney about enforcement of standards that meet the *competitive foods* standards – or even more stringent standards – upon foods available, but not sold during the school day, i.e., choosing Options 1 or 2, above.

<sup>18</sup> Required by 23 Ill.Admin.Code §305.15(c)(2), 7 C.F.R. §§210.11(b)(4), (c)(2) and 210.30(c)(2) for participating schools that want to grant EFDs.

For elementary districts, delete these sentences: ~~The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.~~

For high school districts, delete this sentence: ~~EFDs are prohibited for grades eight and below in participating schools.~~

Detailed procedures are subject to change and are too complicated for policy text. This policy seeks to balance the requirement to include procedures in the policy for requesting an EFD by providing information about the initial steps and directing the superintendent or designee to inform the requestor of the current procedure. For a list of the number of available EFDs and a more detailed sample step-by-step procedure to request them, see [sample administrative procedure 4:120-AP, Food Services; Competitive Foods; Exemptions](#).

<sup>19</sup> Inclusion in the policy is required for only those districts that participate in a program authorized by the NSLA or the Child Nutrition Act.

<sup>20</sup> Child Nutrition Act of 1966 (42 U.S.C. §1771 *et seq.*) and NSLA (42 U.S.C. §1758).

<sup>21</sup> 105 ILCS 5/2-3.189, added by P.A. 102-359 and renumbered by P.A. 102-813.

<sup>22</sup> *Needy students* is not defined by 105 ILCS 5/2-3.189, added by P.A. 102-359 and renumbered by P.A. 102-813.

3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.<sup>23</sup>
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

### Monitoring<sup>24</sup>

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report).<sup>25</sup> This triennial report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment<sup>26</sup>
- The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

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

<sup>23</sup> Required for districts that participate in child nutrition programs, the National School Lunch Program and National School Breakfast Program, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). See 105 ILCS 5/2-3.189, added by P.A. 102-359 and renumbered by P.A. 102-813.

Delete number 3 *only if* the district participates in none of the programs listed.

Food sharing plans will depend on many local factors and require local health department involvement, so because of that, a sample **PRESS** administrative procedure is not practical and does not exist.

<sup>24</sup> The policy must establish a plan for measuring implementation of the local wellness policy, including designation of one or more persons within the local educational agency at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy. Pub. L. 108-265, Sec. 204(a)(4); 105 ILCS 5/2-3.139(a)(4); and 7 C.F.R. §210.31(c)(5), (6), and (e)(1). 105 ILCS 110/3.5(a) requires ISBE to develop and maintain a nutrition and physical activity best practices database. Materials may be found at: [www.isbe.net/Pages/Nutrition-and-Wellness.aspx](http://www.isbe.net/Pages/Nutrition-and-Wellness.aspx).

42 U.S.C. §1758b(b)(5)(A) (Pub. L. 111-296) requires the public to receive periodic measures with the listed items. The accepted practice is annual reports. There is very little guidance to assist school districts in complying with this requirement, and school districts were expected to be working toward developing a reasonable method to implement this requirement by the end of the 2011-2012 school year. Without guidance, to ensure compliance, superintendents should contact their Regional Office of Education or Intermediate Service Center regarding their school districts' efforts to comply with this requirement. A guide to help school districts conduct an evaluation of local wellness policies is available, along with more guidance at: [www.fns.usda.gov/tn/local-school-wellness-policy](http://www.fns.usda.gov/tn/local-school-wellness-policy).

<sup>25</sup> 7 C.F.R. §210.31(e)(2)(i)-(iii) and (3).

<sup>26</sup> Id. and §210.31(f); see also the Local Records Act, 50 ILCS 205/. It governs retention of district records; its definition of *public record* is narrower than the definition in the Freedom of Information Act. These communications must be retained only when they contain: (1) evidence of the district's organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. Consult the board attorney for a more thorough analysis and a legal opinion about how to meet both of the federal records retention requirements discussed in f/n 28, below, and the Local Records Act.

## Community Involvement <sup>27</sup>

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*. <sup>28</sup>

## Recordkeeping <sup>29</sup>

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

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

<sup>27</sup> A board must establish a plan in its wellness policy for involving parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development of the school wellness policy. Pub.L. 108-265, Sec. 204(a)(5), ~~amended by~~; 42 U.S.C. §1758b(b)(3) (Pub.L. 111-296); 105 ILCS 5/2-3.139(a)(3); 7 C.F.R. §210.31(c)(5) (requirement to describe involvement plan in policy), and 7 C.F.R. §210.31(d)(1) (requirement to allow certain stakeholders to participate in policy development, etc.).

School districts have discretion in exactly how they implement this requirement, and [e]ach [school district] is best suited to determine the distinctive needs of the community it serves. See Federal Register Vol. 81, No. 146 at 50155 at: [www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf](http://www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf).

This requirement's awkward wording notwithstanding, a board may take compliance steps by:

Seeking community input or involvement during this policy's adoption and monitoring phases, and inviting suggestions and comments during the public comment portion of board meetings from time to time. This method aligns with [sample policies](#) 2:140, *Communications To and From the Board*, and 2:240, *Board Policy Development*.

Establishing a "local school wellness committee." This method is discussed in the preamble to 7 C.F.R. §210.31(d)(1), which suggests "identifying individuals" to serve on a "local school wellness policy committee." **However, the final text of 7 C.F.R. §210.31(d)(1) does not specifically require districts to establish a local school wellness policy committee – only that they "permit [groups listed in the policy above] to participate ...."** See also the citation to the Federal Register, in the second paragraph of this f/n, above, discussing policy implementation discretion.

The default text of this policy follows item #1 above and does not establish a local school wellness committee. For a district that wants to appoint or approve a local school wellness committee, add the following optional sentence as the last sentence of this subhead: "As necessary, the Superintendent or designee will convene a Wellness Committee with at least one representative from each of the listed groups." Also list the Wellness Committee in [sample administrative procedure](#) 2:150-AP, *Superintendent Committees*. As much of the work of developing a plan to involve local stakeholders is administrative/staff work rather than governance work, best practice is for a Wellness Committee be an administrative committee, but consult the board attorney for guidance. See f/n 3 in [sample](#) policy 2:150, *Committees*, for a discussion of Open Meetings Act implications of the Wellness Committee being a board committee.

If a board wants to comply with the USDA's *encouragement* to include Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators or educators in the group to provide input about the policy, add:

“, Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators, educators” to the end of the first sentence in this subhead, immediately before: “, and community.”

<sup>28</sup> If a board has not adopted the **Community Engagement** subhead in policy 8:10, *Connection with the Community*, delete the phrase at the end of the second sentence: “Individuals shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.”

A board may also choose to post this policy on its website and include it in the student handbook.

<sup>29</sup> 7 C.F.R. §210.31(f). Records must include: (1) the policy; (2) documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of the local school wellness policy for each school under its jurisdiction.

See f/n 25, above regarding the Local Records Act and [sample administrative procedure](#) 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*.

- LEGAL REF.: Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.  
~~42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.~~  
42 U.S.C. §1751 et seq., [Richard B. Russell](#) National School Lunch Act.  
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.  
~~42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.~~  
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.  
50 ILCS 205/, Local Records Act.  
105 ILCS 5/2-3.139 and 5/2-3.189.  
23 Ill.Admin.Code Part 305, Food Program.  
ISBE's *School Wellness Policy* Goal, adopted Oct. 2007.
- CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

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

While 7 C.F.R. §210.31(f) does not require the policy text to state what records must be kept, a board that wants to include that information may insert the following text: "Records must include: (1) this policy; (2) documentation demonstrating compliance with community involvement, including requirements to make the policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of this policy for each school under its jurisdiction."

## Instruction

### School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District’s educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. That the community is informed about the progress of this policy’s implementation.

### Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District’s comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students’ knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill. State Board of Education (ISBE).

### Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture’s (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Exempted Fundraising Day (EFD) Request

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Unused Food Sharing Plan

In collaboration with the District’s local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District’s community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include, without limitation, each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District’s records retention protocols, and the Local Records Act.

LEGAL REF.: Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.  
 42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.  
 42 U.S.C. §1751 et seq., National School Lunch Act.  
 42 U.S.C. §1758b, Pub L. 111-296, Healthy, Hunger-Free Kids Act of 2010.  
 42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.  
 50 ILCS 205/, Local Records Act.  
 105 ILCS 5/2-3.139, and 5/2-3.189.  
 23 Ill. Admin. Code Part 305, Food Program.  
 ISBE’s School Wellness Policy Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

ADOPTED: May 18, 2006

REVISED: March 16, 2023

## Instruction

### Curriculum Content <sup>1</sup>

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading,<sup>2</sup> (c) other communication skills, (d) science, (e) mathematics<sup>3</sup>, (f) social studies, (g) art, (h) music,<sup>4</sup> and (i) drug and substance abuse prevention including the dangers of opioid abuse.<sup>5</sup> A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.<sup>6</sup> Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in

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<sup>1</sup> Districts must have a policy on physical education (23 Ill.Admin.Code §1.425) and what grade level(s) students will be offered cursive writing instruction (105 ILCS 5/27-20.7). Policies on the remaining topics in this policy are optional. State or federal law controls this policy's content. 23 Ill.Admin.Code §1.420, recommends that activities, including student internships and observations of government in action, be a part of the instructional program where appropriate.

State law mandates certain courses of study but local school boards may set requirements exceeding State-law mandated courses of study. 105 ILCS 5/10-20.8 and 5/27-1 et seq. For a resource on instructional mandates, see *Illinois Instructional Mandates* (formerly *Mandated Units of Study*), at: [www.isbe.net/Pages/Learning-Standards.aspx](http://www.isbe.net/Pages/Learning-Standards.aspx), under the Administrator Resources tab.

<sup>2</sup> [105 ILCS 5/2-3.196, added by P.A. 103-402, requires the Ill. State Board of Education \(ISBE\) to develop a Statewide literacy plan by 1-31-24, make certain resources and guidance on literacy curriculum and instruction available to schools by 7-1-24, and offer training opportunities for teachers by 7-1-25. For further information, see \[www.isbe.net/literacyplan\]\(http://www.isbe.net/literacyplan\).](#)

<sup>3</sup> 105 ILCS 5/2-3.156 requires ~~the Ill. State Board of Education (ISBE)~~ to coordinate, adapt and develop middle and high school math curriculum models. There is no consistent definition for *middle school or high school* in either State or federal law. Districts are not required to use ISBE's models and may develop their own mathematics curricula.

The purpose of the math curriculum models will be to aid school districts and teachers in implementing the *Common Core Standards*. ~~The ISBE has~~ adopted ~~new~~ math and English language arts (ELA) standards for K-12 education referred to as the *New Ill. State Learning Standards Incorporating the Common Core*. The goal of incorporating the *Common Core Standards* into the *State Goals for Learning and Learning Standards* is to better prepare Ill. students for success in college and the workforce in a competitive global economy. See [www.isbe.net/Documents/cc-overview-0913.pdf](http://www.isbe.net/Documents/cc-overview-0913.pdf). [www.isbe.net/Documents/ees-faq-0813.pdf](http://www.isbe.net/Documents/ees-faq-0813.pdf).

The terms *Common Core Standards* and the *New Ill. State Learning Standards Incorporating the Common Core* are synonymous. Referencing the Ill. Learning Standards includes them both. That is because they are incorporated by reference into ISBE's rules and *State Goals for Learning and Learning Standards*. A district that wants to include the term *Common Core Standards* in its policy may do so; however, districts should understand that referring to the *Common Core Standards* only will cover only math and ELA learning standards and goals and not any other subject areas that the *Ill. Learning Standards* cover. The best practice is to continue using *Ill. Learning Standards*, which includes the *Common Core Standards*.

<sup>4</sup> 23 Ill.Admin.Code §1.430(a).

<sup>5</sup> 105 ILCS 5/27-13.2, amended by P.A. 102-195, requires that in addition to instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and substance abuse, the subject must also cover the dangers of opioid abuse. [See also f/n 33, below, regarding instruction on the dangers of fentanyl.](#)

<sup>6</sup> 105 ILCS 5/10-20.53.

kindergarten through grade 5.<sup>7</sup> Before the completion of grade 5, students will be offered at least one unit of cursive instruction.<sup>8</sup> In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.<sup>9</sup>

2. In grades 9 through 12, subjects include:<sup>10</sup> (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics,<sup>11</sup> (e) social studies including U.S. history, American government and one semester of civics,<sup>12</sup> (f) foreign language,<sup>13</sup> (g) music, (h) art, (i) driver and safety education,<sup>14</sup> and (j) vocational education.

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<sup>7</sup> 105 ILCS 5/27-6.3, added by P.A. 102-357. Schools must provide at least 30 minutes of play time for any school day five clock hours or longer in length. For any school days less than that, the total time allotted during the school day must be at least one-tenth of a day of attendance for the student. Time spent dressing or undressing for outdoor play may not count towards the daily time allotment. Play time must be computer-, tablet-, phone-, and video-free. Play time may be withheld as a disciplinary or punitive action only if a student's participation poses an immediate threat to the safety of the student or others. Id. For ISBE guidance and resources, see [www.isbe.net/Pages/School-Health-Issues.aspx](http://www.isbe.net/Pages/School-Health-Issues.aspx) (Unstructured Play Time/Recess dropdown).

<sup>8</sup> 105 ILCS 5/27-20.7 requires districts to offer students a unit of cursive instruction before they complete grade 5. Other than before completing grade 5, the law is silent about what grade level(s) in which students must receive their unit of cursive instruction. This provides an opportunity for a board to have a conversation with the superintendent about local community expectations and direct him or her to determine the appropriate grade level(s) in which students will be offered a unit of cursive instruction.

Use the following alternative if the board wants to specify grade level(s) before the end of grade 5 in which cursive instruction will be offered:

A unit of cursive instruction will be offered in grade(s) \_\_\_\_\_.

<sup>9</sup> 105 ILCS 5/27-3.10, ~~added by P.A. 101-254~~. The statute specifically states that school districts may utilize private funding available for offering civics education.

<sup>10</sup> 105 ILCS 5/27-22, amended by P.A.s ~~101-643, 101-654~~, 102-366, 102-551, and 102-864; 23 Ill.Admin.Code §1.440. ISBE may adopt rules to modify these requirements for students in grades 9 through 12 if the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7. 105 ILCS 5/27-22(e)(3.5), amended by P.A. ~~101-654 and~~ 102-864, and 5/27-22(e)(3.5) and (e-5)(3.5), added by P.A. 102-864, requires "a year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject." Because computer literacy may be included within another subject, it is not listed here, but in number 6 of this policy with f/n ~~265~~, below.

<sup>11</sup> 105 ILCS 5/2-3.156. See f/n 2.

105 ILCS 5/27-22(e)(3), ~~amended by P.A. 101-464~~, allows the substitution of an advanced placement computer science course for a year of mathematics. For specific requirements, see [sample exhibit](#) 6:300-E2, *State Law Graduation Requirements*, and [sample policy](#) 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*.

<sup>12</sup> 105 ILCS 5/27-22(e)(5). The statute specifically states that school districts may utilize private funding available for offering civics education.

<sup>13</sup> The General Assembly encouraged school boards to implement American Sign Language courses into the school foreign language curriculum. 105 ILCS 5/10-20.52. Senate Joint Resolution 68 (96th General Assembly, 2010) encourages school districts to explore the introduction of Arabic as a foreign language in their curriculums.

<sup>14</sup> The ISBE rule on driver education personnel is found at 23 Ill.Admin.Code §252.40. School districts may contract with a commercial driver training school (CDTS) for driver education. 105 ILCS 5/27-24.2, ~~amended by P.A. 101-450~~. To qualify to contract with a school district, a CDTS must: (a) hold a valid license issued by the Ill. Sec. of State; (b) provide teachers who meet the educator licensure and endorsement requirements under 105 ILCS 5/21B; and (c) follow the same evaluation and observation requirements that apply to non-tenured teachers under 105 ILCS 5-24-A. Id. A district contracting with a CDTS must provide a list to ISBE of the CDTS instructors. Id. The list must include the name, personal ISBE identification number, birth date and driver's license number of each instructor who will teach driver education. Id. Although a formal waiver for outsourcing of driver's education is no longer required, districts must consider their applicable collective bargaining agreement(s), board policy, and the reduction in force (RIF) provisions of the School Code as they relate to outsourcing of instructional staff. Consult the board attorney for guidance.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest.<sup>15</sup> The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom,<sup>16</sup> (b) classroom instruction on distracted driving as a major traffic safety issue,<sup>17</sup> (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches,<sup>18</sup> and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement.<sup>19</sup> Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle.<sup>20</sup> The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration. <sup>21</sup>

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught. <sup>22</sup>
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.<sup>23</sup> In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and

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A school district may decide to allow a student to take a portion of the driver education course through a distance learning course. This is determined on a case-by-case basis and must be approved by the district's administration, the student's driver's education teacher, and the student's parent/guardian. 105 ILCS 5/27-24.2, ~~amended by P.A. 101-183~~; 23 Ill.Admin.Code §252.20(c)(2).

<sup>15</sup> 105 ILCS 5/27-24.1, amended by P.A. 102-455, and 5/27-24.2; 23 Ill.Admin.Code §252.20(c)(2).

<sup>16</sup> Id.

<sup>17</sup> Id.

<sup>18</sup> Id.

<sup>19</sup> Id.

<sup>20</sup> 105 ILCS 5/27-17, amended by P.A. 102-971, ~~eff. 1-1-23~~.

<sup>21</sup> The Ill. Vehicle Code, 625 ILCS 5/6-408.5, amended by P.A. 102-1100, contains these requirements; they are paraphrased below and may be added to the policy or otherwise disseminated.

Before a certificate of completion will be requested from the Secretary of State, a student must receive a passing grade in at least eight courses during the two semesters last ending before requesting the certificate. A certificate of completion will not be requested for any person less than 18 years of age who has dropped out of school unless the individual provides:

1. Written verification of his or her enrollment in a high school equivalency or alternative education program or a State of Illinois High School Diploma (formerly GED certificate);
2. Written verification that before dropping out, the individual had received passing grades in at least eight courses during the two previous semesters last ending before requesting a certificate;
3. Written consent from the individual's parent/guardian and the Regional Superintendent; or
4. Written waiver from the Superintendent of the School District in which the individual resides or resided at the time he or she dropped out of school, or from the chief school administrator with respect to a dropout who attended a non-public high school. A waiver may be given if the Superintendent or chief administrator deems it to be in the individual's best interests.

<sup>22</sup> 105 ILCS 5/27-23.3.

<sup>23</sup> 105 ILCS 5/27-23.4.

lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States. <sup>24</sup>

5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks*, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response. <sup>25</sup>
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum. <sup>26</sup>
7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.<sup>27</sup> Instruction in all grades will include

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<sup>24</sup> Optional. 105 ILCS 5/27-23.6 ~~entitled (Anti-bias education)~~ allows districts to incorporate activities to address intergroup conflict, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address intergroup conflict pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See [sample exhibit 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records](#). Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/msh](http://www.ilprincipals.org/msh).

See f/n 12 in sample policy 6:180, *Extended Instructional Programs*, and ensure that these policies align.

<sup>25</sup> 47 C.F.R. §54.520 and 105 ILCS 5/27-13.3 control this section. "Grades kindergarten through 12" is used because federal law requires school districts that receive E-rate funding to certify that they have an Internet safety education policy for all minors. 47 C.F.R. §54.520(c)(1)(i). This federal law defines minors as any individual who has not attained the age of 17 years. 47 C.F.R. §54.520(a)(4)(i).

105 ILCS 5/27-13.3 only requires a unit on Internet safety for students in grades 3 or above. It recommends seven topics for the unit on Internet safety and required ISBE to "make available resource materials for educating children regarding child online safety." See [www.isbe.net/Pages/Internet-Safety.aspx](http://www.isbe.net/Pages/Internet-Safety.aspx). It also invites schools to "adopt an age-appropriate curriculum for Internet safety instruction of students in grades kindergarten through 12."

For boards that do not receive E-rate funds and do not want to exceed the requirements of the School Code, replace this section with the following sentence:

In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.

For boards that do not receive E-rate funds, but want to exceed the requirements of 105 ILCS 5/27-13.3 to include grades K-2, replace this section with the following sentences:

In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee. In kindergarten through grade 2, age-appropriate Internet safety must be taught.

<sup>26</sup> 105 ILCS 5/10-20.79, ~~added by P.A. 101-654 and renumbered by P.A. 102-813~~, 5/10-20.74, and 5/27-22(e)(3.5), ~~added by P.A. 101-654 and~~ amended by P.A. 102-894, and 5/27-22(e-5)(3.5), added by P.A. 102-894. 105 ILCS 5/10-20.74, ~~added by P.A. 101-654~~, requires that districts submit an annual report to ISBE regarding educational technology capacities and policies. See the subhead **Educational Technology Committee** and f/n 20 in [sample administrative procedure 2:150-AP, Superintendent Committees](#).

<sup>27</sup> 105 ILCS 5/27-12.

examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.<sup>28</sup>

8. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.<sup>29</sup>
9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent,<sup>30</sup> but at a minimum of three days per five-day week.<sup>31</sup> For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.<sup>32</sup>

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<sup>28</sup> Required as part of a district's Bullying Prevention and Response Plan pursuant to 105 ILCS 5/27-23.7. Because of the negative outcomes associated with bullying in schools, the Ill. General Assembly has found "that [school districts] should educate students, parents, and [school district personnel] about what behaviors constitute prohibited bullying." 105 ILCS 5/27-23.7(a). This language aligns with [sample](#) policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

The Ill. General Assembly invited boards to "make suitable provisions for instruction in gang resistance education and training in all grades and include such instruction in the courses of study regularly taught in those grades." See 105 ILCS 5/27-23.10(c). A board that shares this concern may add the following option: "In addition, in all grades gang resistance education and training must be taught."

<sup>29</sup> 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. See also *Palmer v. City of Chicago*, 466 F. Supp. 600 (N.D. Ill. 1979) (teacher would not teach and direct the Pledge of Allegiance to the flag of the United States for religious reasons and was terminated for not doing so because it was part of the curriculum). Requirements for displaying a U.S. flag at each school and in each classroom are found in 5 ILCS 465/3 and 465/3a.

Note that the Illinois statute does not require every student to recite the *Pledge* – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the Pledge, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the *Pledge*. *West Virginia State Bd. of Educ. v. Barnette*, 319 U.S. 624 (1943); *Sherman v. Cmty. Consol. Sch. Dist. 21 of Wheeling Twp.*, 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the *Pledge*, such as, "You may now stand to recite the *Pledge*." Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.

<sup>30</sup> The phrase "after recommendation by the Superintendent" is optional. If a superintendent does not bring this topic to the board for discussion, the board may not have a trigger to make the determination.

<sup>31</sup> 23 Ill.Admin.Code §1.425(b). Boards that want their daily physical education requirement to align with their goal in policy 6:50, *School Wellness*, may replace "minimum of three days per five-day week" with their local daily requirements. See f/n 10 in sample policy 6:50, *School Wellness*.

<sup>32</sup> 105 ILCS 5/27-5 requires school boards to provide for students' physical education and allows the P.E. course offered in grades 5 through 10 to include the health education courses required by State law. See also 23 Ill.Admin.Code §1.425.

105 ILCS 5/27-6, describes when students may be excused from P.E. See also 23 Ill.Admin.Code §1.425(d).

105 ILCS 5/27-6 contains an exception to the minimum of three days per five-day week P.E. requirement for schools engaged in block scheduling; if this is applicable, substitute this sentence for the second-to-last sentence in this paragraph:

Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days, in a physical education course.

10. In all schools, health education must be stressed, including<sup>33</sup>: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction,~~and~~ (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades,<sup>34</sup> and (f) beginning in the fall of 2024, in grades 9-12, the dangers of fentanyl. The Superintendent shall implement a comprehensive health education program in accordance with State law.<sup>35</sup>

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105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the Illinois Learning Standards for Physical Development and Health at: [www.isbe.net/Pages/Enhanced-Physical-Education.aspx](http://www.isbe.net/Pages/Enhanced-Physical-Education.aspx)~~www.isbe.net/Pages/School-Health-Issues.aspx~~.

See also 23 Ill.Admin.Code §1.425 (g) and (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. 2017)* at: [www.isbe.net/Documents/Physical-Fitness-Assessment-FAQ.pdf](http://www.isbe.net/Documents/Physical-Fitness-Assessment-FAQ.pdf).

105 ILCS 5/27-7 describes the goals and requirements for P.E. courses; these are re-stated in this sample policy.

<sup>33</sup> Citations for letters (a) - (e), required by the Comprehensive Health Education Program (105 ILCS 110/3) in this paragraph follow:

(a) 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (proper nutrition) and see also sample policy 6:50, *School Wellness*.

(b) Id. (physical fitness) and see also sample policy 6:50, *School Wellness*.

(c) Id. (sound mind and healthy body).

(d) 105 ILCS 5/27-13.2 (dangers and avoidance of abduction). The Ill. State Police and ISBE must develop instruction on child abduction prevention. 20 ILCS 2605/2605-480.

(e) 105 ILCS 110/3, amended by P.A.s ~~101-305~~, 102-464, and 102-1034, ~~eff. 1-1-23~~, and 105 ILCS 5/10-23.13, amended by P.A. 102-610 a/k/a *Erin's Law* (child sexual abuse prevention). While 105 ILCS 5/10-23.13(b) states pre-K through 12th, this policy uses *all grades* for brevity and ease of administration. *Erin's Law* requires a policy addressing child sexual abuse prevention and curriculum content on that subject (see sample policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*). A sentence in [sample administrative procedure 6:60-AP1, Comprehensive Health Education Program](#), restates the basic recommendations from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: [www.isbe.net/Documents/erins-law-final0512.pdf](http://www.isbe.net/Documents/erins-law-final0512.pdf), which was the basis for P.A. 102-676. The professional educator training component of *Erin's Law* is addressed in sample policies 5:90, *Abused and Neglected Child Reporting* and 5:100, *Staff Development Program*. The Report also encouraged parental involvement because parents play a key role in protecting children from child sexual abuse.

(f) 105 ILCS 5/27-13.2(c), added by P.A. 103-365 (dangers of fentanyl).

<sup>34</sup> See f/n 11 in sample policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, for a definition of *evidence-informed*. 105 ILCS 5/10-23.13, amended by P.A. 102-610.

<sup>35</sup> 105 ILCS 110/3, amended by P.A.s ~~101-305~~, 102-464, ~~and~~ 102-1034, [103-212](#), eff. 1-1-~~24~~<sup>23</sup>, and 103-365, eff. 1-1-~~24~~<sup>23</sup>; and 23 Ill.Admin.Code §1.420(n). Each school system shall provide a program in compliance with the Critical Health Problems and Comprehensive Health Education Act, 105 ILCS 110/.

More detailed critical health problems and comprehensive health education program content is described in [sample administrative procedure 6:60-AP1, Comprehensive Health Education Program](#). That procedure follows the Comprehensive Health Education Program law (CHEP), 105 ILCS 110/3, amended by P.A.s ~~101-305~~, 102-464, ~~and~~ 102-1034, [103-212](#), eff. 1-1-~~24~~<sup>23</sup>, and 103-365, eff. 1-1-~~24~~<sup>23</sup>, and it formerly included the requirements for the development of the now-repealed family life and sex education programs in 105 ILCS 5/27-9.1 and 9.2, amended by P.A.s ~~100-684~~, ~~101-579~~, 102-412 and repealed by P.A. 102-522.

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The former family life and sex education programs were replaced with the National Sex Education Standards (NSES) (105 ILCS 5/27-9.1a, added by P.A. 102-522) and a developmentally appropriate consent education curriculum (105 ILCS 5/27-9.1b, added by P.A. 102-522). But the term *family life*, “including evidence-based and medically accurate information regarding sexual abstinence,” remains in the CHEP (105 ILCS 110/3, amended by P.A.s ~~101-305~~, 102-464, and 102-1034, ~~eff. 1-1-23~~). The CHEP also includes many other health education topics that all elementary and secondary schools in Illinois must provide, including teen dating violence (105 ILCS 110/3.10, see sample policy 7:185, *Teen Dating Violence Prohibited*, for the required “teen dating violence policy”) and cardiopulmonary resuscitation and automated external defibrillator use. 105 ILCS 110/3. For ease of administration, [sample administrative procedure](#) 6:60-AP1, *Comprehensive Health Education Program*, content includes reference to the new NSES curriculum that is outlined in more detail at [sample administrative procedure](#) 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*. 105 ILCS 5/27-9.1a, added by P.A. 102-522. ISBE’s learning standards and resources are available at [www.isbe.net/sexualhealth](http://www.isbe.net/sexualhealth), however, no guidance exists about whether districts that provide the now-repealed family life and sex education programs formerly in 105 ILCS 5/27-9.1 and 9.2, repealed by P.A. 102-522, could continue to do so. Consult the board attorney if the district offered the now-repealed family life and sex education program to assess whether that program may continue during future school years.

Two choices exist for school boards related to providing students with a sex education curriculum:

1. No sex education; or
2. NSES a/k/a Comprehensive Personal Health and Safety and Sexual Health Education Program (105 ILCS 5/27-9.1a, added by P.A. 102-522, and see [sample administrative procedure](#) 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*).

While boards are not required to include sex education curriculum information in their policies, if they offer it, the new law requires them to identify the curriculum their districts use along with the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials. 105 ILCS 5/27-9.1aI, added by P.A. 102-522. Methods for making this information available include: the district’s website, if any, and in the district’s offices upon request. See [sample exhibit](#) 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

**For boards that do offer NSES but do not wish to communicate it in this policy, ensure that superintendents:** (1) identify the curriculum along with the name and contact information, including an email address of the school staff member designated to respond to inquiries about instruction and materials (see 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*); and (2) implement both 6:60-AP1, *Comprehensive Health Education Program*, and 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*.

**For boards that want to communicate to their communities in this policy that they offer NSES, insert the following text into the last sentence in number 10:**

The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a.

Legal Reference insertions are not necessary with the statute in the text of the policy. Ensure: (1) the implementation of both 6:60-AP1, *Comprehensive Health Education Program* and 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*, align with this policy; and (2) that the superintendent identifies the curriculum along with the name and contact information, including an email address of the school staff member designated to respond to inquiries about instruction and materials (see 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*).

**For boards that communicated NSES in this policy and also want to communicate that they additionally offer developmentally appropriate consent education curriculum, insert the following sentence as the last sentence of the number 10 paragraph:**

The Superintendent shall also implement a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.

Legal Reference insertion is not necessary with the statute in the text of the policy. Ensure the implementation of 6:60-AP3, *Developmentally Appropriate Consent Education*, aligns with this policy.

**For boards that do offer NSES and do not communicate that in policy AND/OR boards that do not offer NSES, but want to communicate that they offer developmentally appropriate consent education curriculum, insert the following text into the last sentence in number 10:**

The Superintendent shall implement a comprehensive health education program in accordance with State law, including a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.

11. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. <sup>36</sup>
12. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system. <sup>37 38</sup>
13. ~~Beginning in the fall of 2022, i~~In grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject. <sup>39</sup>
14. ~~Beginning in the fall of 2022, i~~In grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing

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Legal Reference insertion is not necessary with the statute in the text of the policy. Ensure that implementation of 6:60-AP3, *Developmentally Appropriate Consent Education*, aligns with this policy.

<sup>36</sup> 23 Ill.Admin.Code §1.420(i). See 105 ILCS 435/, Vocational Education Act

A unit or high school district may offer workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees. 105 ILCS 5/27-23.14, ~~added by P.A. 101-347 and renumbered by P.A. 102-558.~~

For high school and unit boards, insert “5/27-23.14,” after 105 ILCS 5/27-23.11 in the Legal References or if a board offers a course on hunting safety as part of its curriculum during the school day (see the option in f/n 52 below), after its Legal Reference 105 ILCS 5/27-23.13, and the following text to the end of number 11 if the board wants to offer workplace preparation instruction:

In grades 9-12, workplace preparation instruction will be offered, covering legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees.

<sup>37</sup> 105 ILCS 5/27-12.1; 23 Ill.Admin.Code §1.420(k). P.A. 99-284 added these subjects to the required consumer education course: consumer debt, higher education student loans, and identity-theft security.

<sup>38</sup> For high school and unit boards that want to offer a unit of instruction about the process of naturalization pursuant to 105 ILCS 5/27-23.16, added by P.A. 102-472 and renumbered by P.A. 102-813, insert an optional number 13, and amend numbers after it accordingly:

13. In grades 9 through 12, a unit of instruction about the process of naturalization by which a foreign citizen or foreign national becomes a U.S. citizen that includes content from the components of the naturalization test administered by the U.S. Citizenship and Immigration Services.

<sup>39</sup> 105 ILCS 5/27-22(e)(3.5), ~~added by P.A. 101-654.~~ ISBE states that *Computer literacy* is broadly defined as one’s knowledge of an ability to use computers and related technologies efficiently and effectively. See [www.isbe.net/keeplearning](http://www.isbe.net/keeplearning) for more ISBE guidance on computer literacy.

blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason. <sup>40</sup>

15. ~~Beginning in the fall of 2023, i~~In grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. Computer science means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet. <sup>41</sup>
16. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it. <sup>42</sup>
17. In all schools, instruction as determined by the Superintendent or designee on United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, ~~the~~ African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, ~~and~~ (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the

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<sup>40</sup> 105 ILCS 5/27-20.08, added by P.A. 102-55. *Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print, visual, audio, interactive, and digital texts. For additional resources, see [www.isbe.net/keeplearning](http://www.isbe.net/keeplearning).

<sup>41</sup> ~~Optional until fall 2023;~~ 105 ILCS 5/27-23.15(b), ~~added by P.A. 101-654. Subject to appropriation, school districts can apply for a competitive grant to support computer science programs. 105 ILCS 5/2-3.196, added by P.A. 103-264, eff. 1-1-24.~~

<sup>42</sup> 105 ILCS 5/27-13.1; 23 Ill.Admin.Code §1.420(l).

events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05. <sup>43</sup>

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. <sup>44</sup>

18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film. <sup>45</sup>

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<sup>43</sup> 105 ILCS 5/27-21, amended by P.A.s ~~101-227 (adding the roles and contributions of LGBT people in U.S. and Illinois), 101-341 (Illinois history), 101-643 (during a public health emergency, allowing schools to obtain evidence from students remotely that they have comprehensive knowledge of United States history), and 102-411 (adding contributions made to society by Americans of different faith practices) and 103-422 (adding teaching about Native American nations' sovereignty and self-determination) and 105 ILCS 5/27-20.05, added by P.A. 103-422 (adding instruction on Native American experience and history); 23 Ill.Admin.Code §1.420(r). 105 ILCS 5/27-21, amended by P.A.s 102-411 and 103-422, requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. “[Evidence of having comprehensive knowledge [of United States history], which may be administered remotely” is not clear. The practical reading is that it refers to teachers collecting evidence through remote assessments when students are engaged in a remote learning program during a disaster declaration due to a public health emergency.~~

Note that instruction on Native American nations' sovereignty and self-determination under 105 ILCS 5/27-21, amended by P.A. 103-422, does not specify a delayed implementation date. Consult the board attorney regarding whether a district may delay implementation of such instruction given that the implementation of Native American experience and Native American history in 2024-2025 must include instruction on tribal sovereignty.

Instruction in events of the Native American experience and Native American history must include “the contributions of Native Americans in government and the arts, humanities, and sciences, as well as the contributions of Native Americans to the economic, cultural, social, and political development of their own nations and of the United States.” Additionally, in grades 6 through 12, the instruction must include “the study of the genocide of and discrimination against Native Americans, as well as tribal sovereignty, treaties made between tribal nations and the United States, and the circumstances around forced Native American relocation.” 105 ILCS 5/27-20.05, added by P.A. 103-422. See also f/n 46, below. ISBE is required to make instructional materials related to Native Americans available on its website, but not until 1-1-25. For additional resources, see <https://americanindian.si.edu/nk360> and <https://iste.org/blog/15-resources-for-teaching-native-american-history-and-culture> ~~[www.iste.org/explore/classroom/15-resources-teaching-native-american-history-and-culture](https://www.iste.org/explore/classroom/15-resources-teaching-native-american-history-and-culture)~~.

105 ILCS 5/27-21, ~~amended by P.A. 101-643~~, does not specify at what grade level districts must cover these topics as part of U.S. history instruction; however, no student may graduate from grade 8 unless the student has received instruction in U.S. history and demonstrated comprehensive knowledge of the subject matter.

For guidance about the requirements of adding the roles and contributions of LGBT people in U.S. and Illinois, see:

1. Inclusive Curriculum Law Frequently Asked Questions (FAQs) at:  
[www.phimc.org/wp-content/uploads/2020/05/Inclusive-Curriculum-FAQs.pdf](http://www.phimc.org/wp-content/uploads/2020/05/Inclusive-Curriculum-FAQs.pdf);
2. Inclusive Curriculum Law Overview at:  
[www.phimc.org/wp-content/uploads/2020/05/Inclusive-Curriculum-One-Pager.pdf](http://www.phimc.org/wp-content/uploads/2020/05/Inclusive-Curriculum-One-Pager.pdf); and
3. Inclusive Curriculum Implementation Guidance (Condensed Edition) at:  
[www.isbe.net/Documents/Support-Students-Implementation-Guidance.pdf](http://www.isbe.net/Documents/Support-Students-Implementation-Guidance.pdf)

<sup>44</sup> Section 111 of Division J of Pub. L. 108-447, the Consolidated Appropriations Act, 2005, 12-8-04; 118 Stat. 2809, 3344-45 (Section 111). Section 111(b) states: “[e]ach educational institution that receives Federal funds for a fiscal year shall hold an educational program on the U.S. Constitution on September 17 of such year for the student served by the educational institution.”

<sup>45</sup> 105 ILCS 5/27-3.5. The Congressional Medal of Honor film is available on ISBE’s website for no cost at: [www.isbe.net/Pages/Medal-of-Honor.aspx](http://www.isbe.net/Pages/Medal-of-Honor.aspx).

19. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, [the Native American genocide in North America](#), Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan. <sup>46</sup>
20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women. <sup>47</sup>
21. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans. <sup>48</sup>
22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80. <sup>49</sup>
23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement. <sup>50</sup>
24. ~~Beginning in the fall of 2022, i~~In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as

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<sup>46</sup> 105 ILCS 5/27-20.3, [amended by P.A. 103-422](#). The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. [Beginning with the 2024-2025 school year, instruction on Native American genocide is also required by 105 ILCS 5/27-20.05, added by P.A. 103-422 in grades 6-12, see f/n 43, above. Note that instruction on Native American genocide under 105 ILCS 5/27-20.3, amended by P.A. 103-422, does not specify a delayed implementation date. Consult the board attorney regarding whether a district may delay implementation of such instruction given that the implementation of Native American experience and Native American history in 2024-2025 must include instruction on Native American genocide. ISBE is not required to make instructional materials on the Native American genocide in North America available on its website until 1-1-25.](#)

<sup>47</sup> 105 ILCS 5/27-20.5. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. House Resolution 365 (98th General Assembly, 2013) and Senate Resolution 1073 (98th General Assembly, 2014) both urge all Illinois educators to share with students of an appropriate age the story of *comfort women* when discussing the history of Asia or World War II, or the issue of human trafficking.

<sup>48</sup> 105 ILCS 5/27-20.4, ~~amended by P.A. 101-654~~. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. A school may meet this curriculum requirement through an online program or course. Id.

<sup>49</sup> 105 ILCS 5/2-3.80(e) or (f), as applicable.

<sup>50</sup> 105 ILCS 5/27-23.8. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. The statute requires that the instruction be founded on the principle that all students, including students with disabilities, have the right to exercise self-determination. It urges districts to request individuals with disabilities to assist with the development and delivery of this instruction and allows instruction to be supplemented by knowledgeable guest speakers.

the contributions of Asian American communities to the economic, cultural, social, and political development of the United States. <sup>51</sup>

25. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling. <sup>52 53</sup>

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.  
Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.  
47 C.F.R. §54.520.  
5 ILCS 465/3 and 465/3a.  
20 ILCS 2605/2605-480.  
105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, [5/27-20.05](#), 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2.  
105 ILCS 110/3, Comprehensive Health Education Program.  
105 ILCS 435/, Vocational Education Act.  
625 ILCS 5/6-408.5, Ill. Vehicle Code.  
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

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

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<sup>51</sup> 105 ILCS 5/27-20.8, added by P.A. 102-44. Id. at (c) states that the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate] will monitor districts' compliance with this law during the annual compliance review visits. Districts may meet this law's requirements through online programs or courses. Id. at (d). 105 ILCS 5/3-0.01 states any reference to "regional superintendent" includes the chief administrative officer of Intermediate Service Centers established under 105 ILCS 5/2-3.62. [For resources, see www.isbe.net/Pages/ContinueEDResources.aspx.](http://www.isbe.net/Pages/ContinueEDResources.aspx)

<sup>52</sup> 105 ILCS 5/27-23.11 requires districts that maintain any of the grades kindergarten through 8 to adopt a policy. The law is silent about how to educate students on this topic. See [sample exhibit](#) 6:60-API, E2, *Resources for Biking and Walking Safety Education*, for additional information.

<sup>53</sup> A school district may offer a course on hunting safety as part of its curriculum during the school day. 105 ILCS 5/27-23.13, ~~added by P.A. 101-152~~. No grade levels are specified in the statute. Insert "5/27-23.13," after 105 ILCS 5/27-23.11 in the Legal References, and an optional number 26, if the board wants to offer a course on hunting safety as part of its curriculum: In grade(s) [*insert grade level(s)*], a course on hunting safety will be offered during the school day.

## **Instruction**

### **Curriculum Content**

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention, including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
5. In grades kindergarten through 12, age appropriate, Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must

- incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
  7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
  8. In all schools, citizenship values must be taught, including (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
  9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
  10. In all schools, health education must be stressed, including (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
  11. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
  12. In grades 9 through 12, consumer education must be taught, including (a) financial literacy, including consumer debt and installment purchasing, (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
  13. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.

14. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction on media literacy.
15. Beginning in the fall of 2023, in grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. *Computer science* means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.
16. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
17. In all schools, United States (U.S.) history must be taught including: (a) the principals of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America.

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

18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
19. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles and contributions of women.
21. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.

23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
24. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history.
25. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J. Consolidated Appropriations Act of 2005.  
 Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.  
 47 C.F.R. §54.520.  
 5 ILCS 465/3 and 465/3a.  
 20 ILCS 2605/2605-480.  
 105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2.  
 105 ILCS 110/3, Comprehensive Health Education Program.  
 105 ILCS 435/, Vocational Education Act.  
 625 ILCS 5/6-408.5, Ill. Vehicle Code.  
 23 Ill. Admin. Code §§1.420, 1.425, 1.430, and 1.440.

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

ADOPTED: May 17, 2001

REVISED: March 16, 2023

## Students

### Residence<sup>1</sup>

#### Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law.<sup>2</sup> A student's residence is the same as the person who has legal custody of the student.<sup>3</sup>

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.<sup>4</sup>

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.<sup>5</sup>

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.<sup>6</sup>

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

<sup>1</sup> State or federal law controls this policy's content. For a resource, see the Ill. State Board of Education's non-regulatory guidance, *Residency & Enrollment, Immigrant Pupils, Homeless Pupils and School Fees & Waivers* at [www.isbe.net/Pages/Student-Registration-and-Enrollment-Guidance.aspx](http://www.isbe.net/Pages/Student-Registration-and-Enrollment-Guidance.aspx).

<sup>2</sup> In certain cases, no tuition may be charged for nonresident children placed: (1) by the Ill. Dept. of Children and Family Services with a foster parent or childcare facility (105 ILCS 5/10-20.12b); or (2) with a person who (i) has temporary custody of a child of a person who is on active military duty, and (ii) is responsible for making decisions for that child (105 ILCS 70/). ~~When special education services are provided, resident district is determined by 105 ILCS 5/14 1.11 and 14 1.11a, amended by P.A. 102-514.~~

<sup>3</sup> In the case of divorced or divorcing parents, the Ill. Marriage and Dissolution of Marriage Act (IMDMA), 750 ILCS 5/, provides that "for purposes of Section 10-20.12b of the School Code only, the parent with the majority of parenting time is considered to have legal custody." See 750 ILCS 5/606.10. The IMDMA also requires a *parenting plan* that sets forth a child's residential address for school enrollment purposes. 750 ILCS 5/602.10(f)(6). **Consult the board attorney when the residential address set forth in a parenting plan is not the address of the parent with the majority of parenting time.**

<sup>4</sup> 105 ILCS 5/10-20.12b. In order to establish residence, a school district may not require a parent to transfer custody/guardianship to the person with whom the child is living. *Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200*, 235 Ill.App.3d 652 (5th Dist. 1992). See also *Joel R. v. Bd. of Educ. of Manheim Sch. Dist. 83*, 292 Ill.App.3d 607 (1st Dist. 1997).

<sup>5</sup> 105 ILCS 5/10-20.12a.

<sup>6</sup> 105 ILCS 5/10-20.12b(a-5).

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.<sup>7</sup>

### Residence of Students with Disabilities<sup>8</sup>

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.

### Requests for Nonresident Student Admission<sup>9</sup>

Nonresident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following:<sup>10</sup>

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.<sup>11</sup>
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

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

<sup>7</sup> 105 ILCS 5/10-22.5a(a-5), amended by P.A. 102-126. Military personnel must provide proof that the child will be living within the district within six months after the date of initial enrollment. Proof of residency may include postmarked mail addressed to the military personnel and sent to an address located within the district, a lease agreement for occupancy of a residence located within the district, or proof of ownership of a residence located within the district.

<sup>8</sup> When special education services are provided, a student's resident district is determined by 105 ILCS 5/14-1.11 (when the resident district is the district in which the parent/guardian resides), 14-1.11a, amended by P.A. 102-514 (when the resident district is the district in which the student resides), and 14-1.11b (applying the provisions of 105 ILCS 5/14-1.11 and 14-1.11a to determine the resident district in all cases in which special education services and facilities are provided).

<sup>9</sup> Optional. A district that wants to include this subhead should specify and customize the listed criteria to match local conditions. Consult the board attorney regarding cost exceptions that may be applicable to specific student populations such as students with disabilities.

<sup>10</sup> ~~State law is silent regarding nonresident student enrollment except to require the parent(s)/guardian(s) to pay tuition. 105 ILCS 5/10-20.12a and 5/10-20.12b.~~

105 ILCS 5/10-20.12a(a), amended by P.A. 103-111, allows boards to adopt a policy to waive nonresident tuition if the student is the child of a district employee. A child means a district employee's child who is a biological child, adopted child, foster child, stepchild, or a child for which the employee serves as legal guardian. Id. If a board wishes to accept requests from district employees for their nonresident children to attend school in the district on a tuition-free basis, insert the following language as its own paragraph after the numbered list:

For a nonresident student who is the child of a District employee, if the Superintendent approves the request for nonresident admission for the student, the tuition cost is waived pursuant to 105 ILCS 5/10-20.12a(a).

<sup>11</sup> 105 ILCS 5/10-20.12a specifies a formula for calculating the maximum amount a district can charge nonresident students.

## Admission of Nonresident Students Pursuant to an Agreement or Order <sup>12</sup>

Nonresident students may attend District schools ~~tuition-free~~ pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

## Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency.<sup>13</sup> School Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

## Challenging a Student's Residence Status <sup>14</sup>

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District<sup>15</sup> and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

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

<sup>12</sup> The agreement described in #1 is optional (105 ILCS 5/10-22.5a(a)) and districts are not required to enter into such agreements nor to alter existing transportation services due to the attendance of such nonresident students. The agreement described in #2 is optional (105 ILCS 5/10-22.5a(a)); districts should be sure it is consistent with sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. An example of an agreement described in #3 is one to accept nonresident students; entering into such an agreement is optional.

<sup>13</sup> Required by 105 ILCS 45/ and the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 *et seq.* See §11432 (g)(3)(C)(i).

<sup>14</sup> *Id.* See [sample](#) administrative procedure 7:60-AP1, *Challenging a Student's Residence Status*, for sample procedures implementing this paragraph.

<sup>15</sup> 105 ILCS 5/10-20.12b.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, ~~and~~ 5/10-22.5a, 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.  
105 ILCS 45/, Education for Homeless Children Act.  
105 ILCS 70/, Educational Opportunity for Military Children Act.  
23 Ill.Admin.Code §1.240.  
Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992).  
Joel R. v. Board of Education of Manheim School District 83, 292 Ill.App.3d 607 (1st Dist. 1997).  
Kraut v. Rachford, 51 Ill.App.3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

## Students

### Residence

#### Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District with six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

#### Requests for Nonresident Student Admission

Nonresident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

#### Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with a cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.

3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.
5. The Superintendent or designee shall have the authority to temporarily waive collection of non-resident tuition to a petitioning family who is under contract to purchase or lease a residence within District boundaries where the closing on the residence or written lease commencement occurs within 45 calendar days of the first day of school, provided that residency is actually established during that time period. Prior to a non-resident tuition waiver being granted, the petitioning family shall provide a copy of the signed sales agreement to purchase the residence or the signed lease agreement. In the event that the Superintendent or designee grants such a waiver and the district receives written evidence that residency is actually established within the 45 calendar day time period, no tuition shall be charged or collected. If for any reason proof of residency within the first 45 days following commencement of school is not established, the full annual non-resident tuition shall be charged, half of which shall be due on the forty-sixth (46<sup>th</sup>) day following commencement of school and half of which shall be due January 1.

#### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures, govern the enrollment of homeless children.

#### Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/1020.12b.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
 105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, and 5/10-22.5a.  
 105 ILCS 45/, Education for Homeless Children Act.  
 105 ILCS 70/, Educational Opportunity for Military Children Act.  
 23 Ill. Admin. Code §1.240.  
 Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist.  
 200, 234 Ill. App. 3d 652 (5<sup>th</sup> Dist. 1992).  
 Joel R. v. Bd. of Educ. of Manheim School Dist. 83, 292 Ill. App. 3d 607 (1st  
 Dist. 1997).  
 Kraut v. Rachford, 51 Ill. App. 3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy).

ADOPTED: May 17, 2001

REVISED: March 17, 2022

## Students

### Attendance and Truancy <sup>1</sup>

#### Compulsory School Attendance <sup>2</sup>

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student),<sup>3</sup> observance of a religious holiday,

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

<sup>1</sup> State law requires boards to adopt a policy covering some of the topics herein and controls this policy's content. 105 ILCS 5/22-92, added by P.A. 102-157 and renumbered by P.A. 102-813; 23 Ill.Admin Code Part 207. Any school receiving public funds must develop and annually communicate to its students and their parents/guardians an absenteeism and truancy policy. *Id.* The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook* (MSH), at: [www.ilprincipals.org/msh/](http://www.ilprincipals.org/msh/).

This policy must be updated every two years and filed with the Ill. State Board of Education (ISBE) and the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate]. 105 ILCS 5/22-92(b), added by P.A. 102-157 and renumbered by P.A. 102-813; 23 Ill.Admin.Code §207.30(a). 105 ILCS 5/3-0.01 states that any references to *regional superintendent* include the chief administrative officer of Intermediate Service Centers established under 105 ILCS 5/2-3.62. See the **Monitoring** subhead and f/n 21, below.

<sup>2</sup> 105 ILCS 5/26-2 addresses enrolled students below or over set compulsory attendance ages. The law also requires any persons having custody or control of a child who is enrolled in grades kindergarten through 12 in the public school to cause the child to attend school.

105 ILCS 5/26-1, amended by P.A.s 102-406, 102-266, 102-321, and 102-981-~~eff. 1-1-23~~, contains the compulsory school age exemptions. Each listed exception is specifically included in the statute, except the reference to *home school*. See [sample policy 7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students](#), regarding assigning students who enroll from a non-public school. See [sample policy 6:150, Home and Hospital Instruction](#), regarding providing instruction to a pregnant student or other student who is medically unable to attend school.

<sup>3</sup> 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s. 102-266 and 102-321. A student may be absent for mental or behavioral health for up to five days without providing a medical note, and the student must be given an opportunity to make up any missed school work. *Medical note* is not defined, but the same portion of the statute discusses a student's inability to attend school due to a disability being certified by an Illinois licensed physician, chiropractic physician, advanced practice registered nurse, or physician assistant; presumably, any of these individuals could provide a *medical note*. After the second mental health day used, the student may be referred to the appropriate school support personnel. *Id.* See [sample policy 7:250, Student Support Services](#).

death in the immediate family, attendance at a civic event,<sup>4</sup> family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.<sup>5</sup> Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.<sup>6</sup>

### Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student’s absence is justified.<sup>7</sup>

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

<sup>4</sup> 105 ILCS 5/26-1 and 5/26-2a, amended by P.A. 102-981, ~~eff. 1-1-23~~. Subject to ISBE guidelines, a middle or high school student shall be permitted one school day-long excused absence per school year to engage in a *civic event*, defined as “an event sponsored by a non-profit organization or governmental entity that is open to the public. *Civic event* includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. Schools may require students to provide an appropriate administrator with reasonable advance notice of the intended absence and documentation of participation.

<sup>5</sup> 105 ILCS 5/22-92(a)(1), added by P.A. 102-157 and renumbered by P.A. 102-813, requires a policy with a definition of valid cause for absence in accordance with 105 ILCS 5/26-2a. These reasons are in 105 ILCS 5/26-2a except that (1) “other reason as approved by the Superintendent,” and (2) absences for students to vote authorized by 10 ILCS 5/7-42 and 5/17-15, ~~amended by P.A. 101-624~~, were added. An ISBE rule requires that the absenteeism and truancy policy define valid causes for absence. 23 Ill.Admin.Code §1.290.

For elementary districts, delete the following phrase from the second sentence of this paragraph: “~~voting pursuant to policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15),~~” and delete 7:90, *Release During School Hours*, from the Cross References.

For high school and unit districts that do not wish to include the **Voting** subhead in policy 7:90, *Release During School Hours*, amend the second sentence of this paragraph as follows: “~~policy 7:90, Release During School Hours (the Election Code, 10 ILCS 5/7-42 and 5/17-15),~~” and delete 7:90, *Release During School Hours* from the Cross References.

<sup>6</sup> See f/n 3. In addition, 105 ILCS 5/10-20.78, added by P.A. 102-471 and renumbered by P.A. 102-813, requires a written policy related to absences and missed homework or classwork assignments as a result of or related to a student’s pregnancy. It makes sense to apply such a policy to all students who are absent for a valid cause.

<sup>7</sup> Any child “necessarily and lawfully employed” may be exempted from attendance by the superintendent “on certification of the facts by and the recommendation of the school board.” 105 ILCS 5/26-1. The policy’s language serves to delegate this “certification of the facts” to the superintendent or designee. The following option allows a board to consider and include specific criteria in the policy:

A student may be excused, at the Superintendent’s discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student’s employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent.

Child Labor laws include: 29 C.F.R. Part 570 (minimum age standards, occupations, conditions, etc.); 820 ILCS 205/, amended by P.A. 102-32 and 103-201, ~~eff. 1-1-24~~ (child labor law); 56 Ill.Admin.Code Part 250 (child labor regulations). To streamline the employment certificate process for minors, the Ill. Dept. of Labor (IDOL) has a paperless certification system for districts to provide IDOL with the name and contact information of the superintendent or designee as the *issuing officer*. The *issuing officer* will then be granted access to electronically complete and submit either the IDOL’s *Employment Certificate Form* or *Temporary Employment Certificate Form*, at: [www2.illinois.gov/idol/Laws-Rules/FLS/Pages/Employment-Certificates-Minors.aspx](http://www2.illinois.gov/idol/Laws-Rules/FLS/Pages/Employment-Certificates-Minors.aspx).

2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran. <sup>8</sup>
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. <sup>9</sup>
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification. <sup>10</sup>
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem. <sup>11</sup>
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services.<sup>12</sup> See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and

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

<sup>8</sup> 105 ILCS 5/26-1. A student must notify the building principal or other administrator at least two days prior to the absence providing the date, time, and location of the military honors funeral. This requirement may be waived if the student did not receive notice at least two days in advance, but the student shall notify the administration as soon as possible of the absence.

A student whose absence is excused to sound *Taps* shall be counted in attendance for purposes of calculating the average daily attendance of students in the district. The district must allow the student reasonable time to make up school work and if school work is satisfactorily completed, the day of absence is counted as an attendance day for the student.

<sup>9</sup> 105 ILCS 5/26-1. Such a student must be granted five days of excused absences in any school year and, at the board's discretion, may be granted additional excused absences to visit the student's parent/guardian. The student and his/her parent/guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence and for ensuring that such assignments are completed by the student prior to his/her return to school from the excused absence period. Id.

<sup>10</sup> This notification is required by 105 ILCS 5/26-3b.

<sup>11</sup> 105 ILCS 5/22-92(a)(2), added by P.A. 102-157 and renumbered by P.A. 102-813.

<sup>12</sup> Id. at (3), added by P.A. 102-157 and renumbered by P.A. 102-813. The School Code references to dropout prevention include: 105 ILCS 5/26-3a (regional superintendent activities and annual report); 105 ILCS 5/10-20.25a (annual report by boards); and 105 ILCS 5/1A-4(E), amended by P.A. 102-894 (ISBE report).

- b. Encourage the habit of daily attendance and promote success. <sup>13</sup>
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement. <sup>14</sup>
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered. <sup>15</sup>
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records. <sup>16</sup>

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

<sup>13</sup> 105 ILCS 5/22-92(a)(4), added by P.A. 102-157 and renumbered by P.A. 102-813, requires the incorporation of provisions relating to chronic absenteeism in accordance with 105 ILCS 5/26-18. 105 ILCS 5/26-18 requires districts to collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). The review must include an analysis of chronic absence data from each attendance center. *Id.* Districts are also encouraged to: (1) provide a system of support to students at risk of reaching or exceeding chronic absence levels, i.e., those available through the Illinois Multi-tiered Systems of Support Network; and (2) make resources available to families, i.e., those available through ISBE's Family Engagement Framework, to support and engage students and their families. 105 ILCS 5/26-18(d). *Chronic absence* means "absences that total 10% or more of school days of the most recent school year, including absences with and without valid cause, as defined in Section 26-2a of this Code, and out-of-school suspensions for an enrolled student." 105 ILCS 5/26-18(a). In contrast, a *chronic or habitual truant* is "a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days." 105 ILCS 5/26-2a.

<sup>14</sup> 105 ILCS 5/10-22.6(c-5).

<sup>15</sup> Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."

<sup>16</sup> 105 ILCS 5/26-9 requires school officers and superintendents to assist truant officers. A minor who is reported by the regional superintendent as a chronic truant may be adjudicated a "truant minor in need of supervision" if the minor declines or refuses to fully participate in truancy intervention services. 705 ILCS 405/3-33.5, amended by P.A. 102-456 and 103-379. Truant minors in need of supervision may be required by the court to perform reasonable public service that does not interfere with school hours, school related activities, or work commitments of the minor or the minor's parent, guardian, or legal custodian. *Id.* Fees or costs may not be ordered or imposed in contempt proceedings related to the minor's adjudication as a truant minor in need of supervision. *Id.*

Counties may regulate truants by ordinance and impose fines and/or community services on truants, as permitted by law, or, if the truant is under 10 years of age, on the parent or custodian. 55 ILCS 5/5-1078.2; 55 ILCS 5/5-1101.3, amended by P.A. 103-379. Municipalities may regulate truants by ordinance and impose fines and/or community services on truants, as permitted by law, or, if the truant is under 13 years of age, on the parent or custodian. 65 ILCS 5/11-5-9. Local officials or authorities that enforce, prosecute, or adjudicate municipal ordinances adopted under 65 ILCS 5/11-5-9, or that work with school districts to address truancy problems, are designated as: (a) part of the juvenile justice system, established by the Juvenile Court Act of 1987, and (b) *juvenile authorities* within the definition set forth in subsection (a)(6.5) of Section 10-6 of the Ill. School Student Records Act. 105 ILCS 10/6(a)(6.5). *Id.* **A superintendent should consult with the board attorney before disclosing school student records to non-district entities.** See 7:340-API, *School Student Records*, for a sample procedure for release of such records to juvenile authorities.

Passed in response to a ProPublica article series entitled *The Price Kids Pay*, at: [www.propublica.org/series/the-price-kids-pay](http://www.propublica.org/series/the-price-kids-pay), P.A. 103-379 restricts the ability of the juvenile courts and certain county boards to assess fines, fees, assessments, and costs to minors and the minor's parents/guardians, subject to the minor's adjudication under various ordinances and statutes.

12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student. <sup>17</sup>
  13. The criteria to determine whether a student’s non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies. <sup>18</sup>
- [For high school and unit districts only]
14. A process for a 17-year-old resident to participate in the District’s various programs and resources for truants.<sup>19</sup> The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
  15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student. <sup>20</sup>

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

<sup>17</sup> 105 ILCS 5/26-12 prohibits punitive action “unless available supportive services and other school resources have been provided to the student.” In addition, “a truant minor may not be expelled for nonattendance unless he or she has accrued 15 consecutive days of absences without valid cause and the student cannot be located by the school district or the school district has located the student but cannot, after exhausting all available supportive services, compel the student to return to school.” *Id.*

<sup>18</sup> 105 ILCS 5/26-3a requires the district to “establish, in writing, a set of criteria for use by the local superintendent of schools in determining whether a pupil’s failure to attend school is the result of extraordinary circumstances, including but not limited to economic or medical necessity or family hardship.”

This statute also requires the “clerk or secretary” of the board to quarterly report to the regional superintendent and Secretary of State the identity of students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have re-enrolled in school since their names were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The statute provides that the status of a driver’s license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the local district. State Superintendent Koch announced in his *Weekly Message*, 8-28-07, see **Funding & Disbursements** subhead, p.2, at: [www.isbe.net/Documents\\_Superintendent\\_Weekly\\_Message/message\\_082807.pdf](http://www.isbe.net/Documents_Superintendent_Weekly_Message/message_082807.pdf), that ISBE is delaying implementing this statute based upon legal guidance from the U.S. Dept. of Education’s Family Policy Compliance Office that its implementation would violate the federal Family Educational Rights and Privacy Act.

<sup>19</sup> A district must allow this participation; the length of the drop-out period and the documentation requirement contained in the next sentence are permissive. 105 ILCS 5/26-14.

<sup>20</sup> Optional, but provided in 105 ILCS 5/26-2(c)(3); ISBE’s rule controls the appeal process, 23 Ill.Admin.Code §1.242.

Monitoring <sup>21</sup>

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

LEGAL REF.: 105 ILCS 5/22-92 and 5/26-1 through [5/26-3, 5/26-5 through 5/26-16, and 5/26-18](#).  
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.  
23 Ill.Admin.Code §§1.242 and Part 207.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

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

<sup>21</sup> 105 ILCS 5/22-92(b), added by P.A. 102-157 and renumbered by P.A. 102-813. Every two years this policy must be updated and, even if no updates are made, filed with ISBE and the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate]. *Id.*; 23 Ill.Admin.Code §207.30. The policy must contain all requirements of 105 ILCS 5/22-92, indicate the date of adoption (by month, day, and year) and any revision dates, and be filed electronically by September 30 each review year through ISBE's Web Application Security (IWAS) system. 23 Ill.Admin.Code §§207.20(a), 207.30(a). If, after review and re-evaluation of the policy, the district determines that no updates are necessary, either a copy of board minutes clearly indicating the policy was re-evaluated and no changes were deemed necessary or a signed statement from the board president indicating the policy was re-evaluated and no changes were deemed necessary must be submitted to IWAS. 23 Ill.Admin.Code §207.30(a)(3). ISBE has stated that for districts that update the adoption date listed on a policy whenever the policy is updated, the date of adoption is sufficient to also indicate the revision date. See ISBE *Absenteeism and Truancy Policy FAQ*, at: [www.isbe.net/Documents/Absenteeism-Truancy-Policy-FAQ.pdf](http://www.isbe.net/Documents/Absenteeism-Truancy-Policy-FAQ.pdf).

## Students

### Attendance and Truancy

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school) or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.

#### Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

#### Monitoring

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

LEGAL REF.: 105 ILCS 5/22-92 and 5/26-1 through 18.  
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.  
23 Ill. Admin. Code §§1.242 and Part 207.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: March 16, 2023

CURRENT

## Students

### Student Appearance <sup>1</sup>

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.<sup>2</sup> The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775

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

<sup>1</sup> Required by 105 ILCS 5/10-22.25b, amended by P.A.s 102-360 and 103-463, eff. 1-1-22, for recognition under 105 ILCS 5/2-3.25-~~(Jett Hawkins Law)~~. For districts to receive recognition from the Ill. State Board of Education (ISBE), they must provide assurances of compliance with the *Jett Hawkins Law (hairstyles)*, and P.A. 103-463 addressing graduation attire; this policy's second and third sentences does that. Ill. State Board of Education (ISBE) resources on the Jett Hawkins Law are available at: [www.isbe.net/jetthawkinslaw](http://www.isbe.net/jetthawkinslaw). ISBE will have resource materials on P.A. 103-463 at its website by 7-1-24~~2~~. State or federal law also controls this policy's content.

105 ILCS 5/10-22.25b, amended by P.A.s 102-360 and 103-463, eff. 1-1-22, specifically authorizes a school board to adopt a school uniform or dress code policy. **There are hundreds of decisions on dress codes and uniform policies, making it imperative that a board contact its attorney for assistance in applying the law to specific fact situations.**

Generally, if a student's dress has sufficient communicative content, it will warrant First Amendment protection. If protected, a school's ability to regulate the dress will be analyzed according to Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 89 S.Ct. 733 (1969) – it may be regulated only if it would substantially disrupt school operations or interfere with the right of others. In Brandt v. Bd. of Educ. of City of Chicago, 420 F.Supp.2d 921 2006 WL 623654 (N.D.Ill. 2006), *earlier decision*, 326 F.Supp.2d 916 (N.D.Ill., 2004), an Illinois federal court upheld a school's authority to punish students for wearing t-shirts portraying a one-handed boy; the court said: "A school need not tolerate student speech that is inconsistent with the school's basic educational mission even though the First Amendment would protect similar speech or expressive conduct outside of the school setting. This holding is suspect after the Seventh Circuit decision in Zamecnik v. Indian Prairie Sch. Dist. #204, 636 F.3d 874 (7th Cir. 2011). There the court held that the school district violated students' free speech rights by forbidding them from wearing during school hours a T-shirt saying "Be Happy, Not Gay."

A school may regulate student dress that does not have sufficient communicative content to receive free speech protection, provided the regulation is not arbitrary or excessive. Although many courts have ruled similarly with respect to grooming, e.g., hair length, and non-earring piercings, the Seventh Circuit, the federal appellate court that governs Illinois, has struck down school regulations governing hair length and earrings (See Breen v. Kahl, 419 F.2d 1034 (7th Cir. 1969); Crews v. Cloncs, 432 F.2d 1259 (7th Cir. 1970) (exclusion of long-haired student from class constituted denial of equal protection to male students); Arnold v. Carpenter, 459 F.2d 939 (7th Cir. 1972); Holsapple v. Woods, 500 F.2d 49 (7th Cir. 1974) (limitation of ruling recognized by Hayden ex rel. v. Greensburg Cmty. Sch. Corp., 743 F.3d 569 (7th Cir. 2014) (recognizing school's right to set policy); Olesen by Olesen v. Bd. of Educ. Dist. 228, 676 F.Supp. 820, 822 (N.D.Ill.1987) (male students have a liberty interest in wearing an earring to school). But see Blau v. Fort Thomas Public Sch. Dist., 401 F.3d 381 (6th Cir. 2005) (upheld a Kentucky middle school's student dress code that prohibited visible body piercing other than ears). A school's uniform policy was upheld in Alwood v. Clark and Belleville Twp. High Sch. Dist. 201, 2005 WL 2001317 (S.D.Ill. 2005).

<sup>2</sup> For boards that want to expand upon the law's requirement of race, ethnicity, or hair texture, amend this sentence as follows:

"The District does not prohibit hairstyles or hair textures historically associated with ~~historically associated with~~ race, ethnicity, ~~or~~ hair texture, or any other protected classes under Board policy 7:10, Equal Educational Opportunities, including, but not limited to, protective hairstyles such as braids, locks, and twists."

If the board chooses this expansion and also uses policy 7:165, *School Uniforms*, ensure that this option aligns with the option in 7:165's f/n 10.

ILCS 5/1-103(Q).<sup>3</sup> Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.<sup>4</sup>

LEGAL REF.: 105 ILCS 5/2-3.25 and 5/10-22.25b.  
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:165 (School Uniforms), 7:190 (Student Behavior)

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

<sup>3</sup> 105 ILCS 5/10-22.25b, amended by P.A.s 102-360 and 103-463. 775 ILCS 5/1-103(Q), which is referenced in 105 ILCS 5/10-22.25b, prohibits unlawful discrimination based on a person's actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service.

<sup>4</sup> A comprehensive Student Handbook can provide notice to parents and students of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The Handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board.

Members of the Ill. Principals Assoc. may subscribe to the IPA's Model Student Handbook Service. While this service is not a handbook *per se*, it provides principals with quick, user-friendly access to model student handbook provisions that are attorney drafted and fully aligned with IASB's policy services. For more information, see:

[www.ilprincipals.org/msh](http://www.ilprincipals.org/msh)/[www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook). See also sample exhibit 7:190-E2, Student Handbook Checklist.

## Students

### Student Appearance

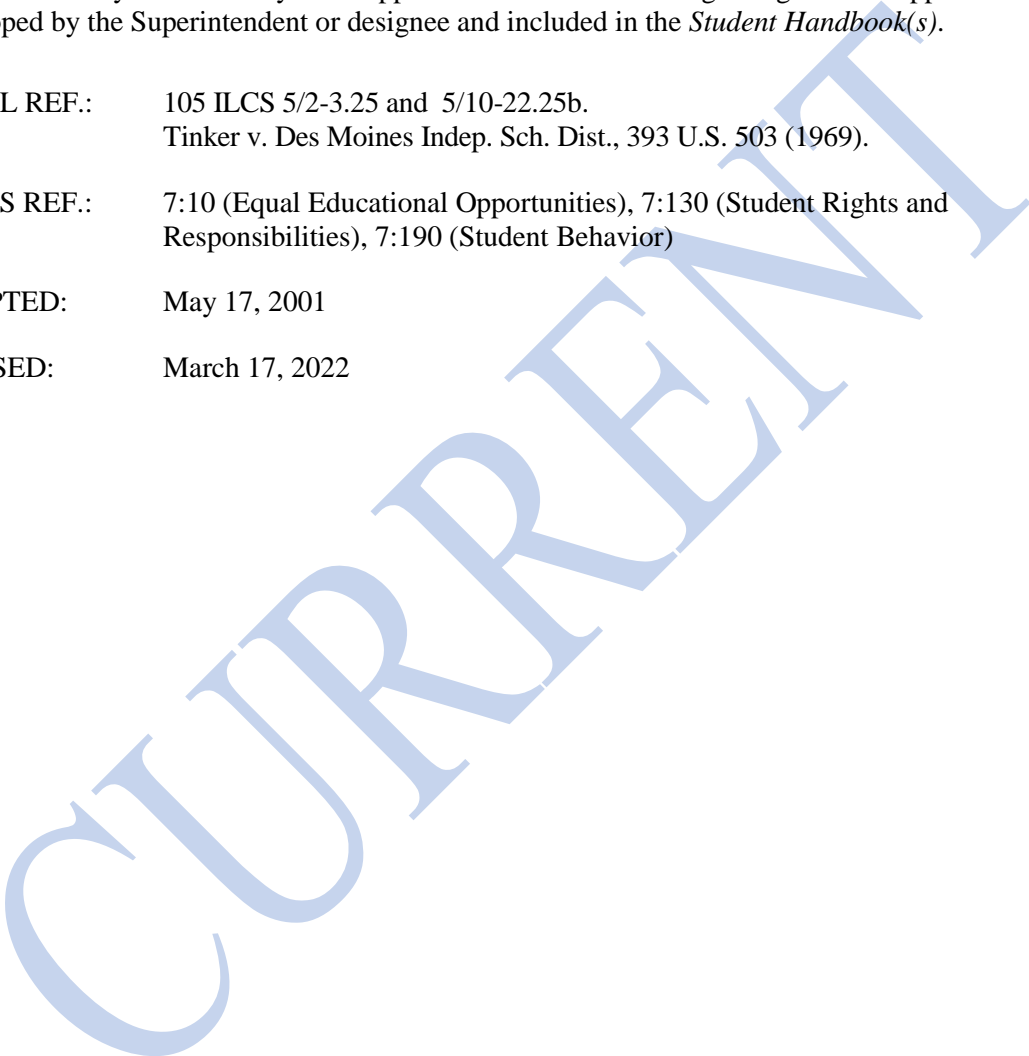
A student’s appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.: 105 ILCS 5/2-3.25 and 5/10-22.25b.  
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: May 17, 2001

REVISED: March 17, 2022



## Students

### Student Behavior <sup>1</sup>

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

### When and Where Conduct Rules Apply <sup>3</sup>

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

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<sup>1</sup> All districts must have a policy on student discipline, including school searches and bullying prevention (105 ILCS 5/10-20.14); re-engagement of students returning from an exclusionary discipline or an alternative school (105 ILCS 5/10-22.6(b-25)); and corporal punishment (105 ILCS 5/24-24). See also 23 Ill.Admin.Code §1.280. See the Cross References for policies on searches and bullying. Each district must furnish a copy of the discipline policy to parents/guardians within 15 days after the beginning of the school year, or within 15 days after starting classes for a student who transfers into the district. 105 ILCS 5/10-20.14(a). The school board must require that each school inform its pupils of the discipline policy's contents. Id.

School boards, along with the parent-teacher advisory committee, must annually review their pupil discipline policies, those policies' implementation, and any other factors related to the safety of their schools, students, and staff. Id. For more information about the parent-teacher advisory committee, see 2:150, *Committees*. The parent-teacher advisory committee, in cooperation with local law enforcement agencies, must develop, with the school board, a reciprocal reporting system. 105 ILCS 5/10-20.14(b). See 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*. School districts are encouraged to create memoranda of understanding that define law enforcement's role in schools. See 7:190-E3, *Memorandum of Understanding*.

Given the unique concerns facing school officials, school disciplinary codes are not required to be drafted as narrowly or with the same precision as criminal statutes. Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

<sup>2</sup> The goals and objectives in this policy give the board a focus for monitoring it. This list can be deleted, replaced, or modified by the board. Data on student discipline is available at: [www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx](http://www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx).

See f/n 1 in sample policy 4:170, *Safety*, for information on the U.S. School Safety Clearinghouse website at: [www.SchoolSafety.gov](http://www.SchoolSafety.gov)/[www.schoolsafety.gov](http://www.schoolsafety.gov).

<sup>3</sup> Board policy should provide a jurisdictional statement telling students and staff the circumstances under which the district will take disciplinary action. Jurisdictional rules in board policy should generally be as broad as possible to give staff members authority to respond to unforeseen situations. Taking jurisdiction over off-campus misconduct generally survives the test of reasonableness when the misconduct has a direct nexus to the school. A countervailing interest concerns liability for off-campus student injuries, i.e., the greater the jurisdiction a district is willing to impose, the greater the scope of liability it may be assuming. Ultimately, a decision whether to discipline for off-campus misconduct requires a thorough factual inquiry to determine the degree of nexus and impact on the school. Consult the board attorney in these situations.

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

### Prohibited Student Conduct <sup>5</sup>

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes. <sup>6</sup>

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A U.S. Supreme Court decision and many lower court decisions address disciplining a student for off-campus misconduct. See Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021), discussed in f/n 3 of sample policy 7:240, *Conduct Code for Participants in Extracurricular Activities*; and J.S. v. Blue Mountain Sch. Dist., 650 F.3d 915 (3rd Cir. 2011), combined with Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3d Cir. 2011), cert. denied 565 U.S. 1156 (2012)(absent evidence that parodies of school personnel caused, or could cause, substantial disruption, school districts may not punish out-of-school expressive conduct, even if it is lewd, indecent, or offensive speech).

In contrast, the 7th Circuit Court of Appeals upheld a student’s expulsion for an article in an underground newspaper titled “So You Want to be a Hacker.” The article’s instructions for hacking into the school’s computers clearly interfered with the school’s operations. Boucher v. Sch. Bd. of the Sch. Dist. of Greenfield, 134 F.3d 821 (7th Cir. 1998). See also Wisniewski v. Bd. of Educ. of the Weedsport Central Sch. Dist., 494 F.3d 34 (2nd Cir. 2007), cert. denied 552 U.S. 1296 (2008), (holding a student’s transmission of an icon of a pistol with blood splattering and the words “Kill Mr. VanDer Molen” crossed the boundary of protected speech and posed a reasonably foreseeable risk that the icon would come to the attention of school authorities and materially and substantially disrupt the school).

Historically, schools have had more leeway in disciplining participants in athletics and extracurricular activities; however, the Mahanoy decision raises unresolved questions about the degree of leeway now afforded to school officials. See sample policy 7:240, *Conduct Code for Participants in Extracurricular Activities* at f/n 3 for further discussion.

A judge may transfer a student to another school for committing stalking or non-consensual sexual contact against another student, or for aiding and abetting such an act; the parents/guardians are responsible for transportation and other costs associated with the transfer. Stalking No Contact Order Act and the Civil No Contact Order Act, 740 ILCS 21/80 and 22/213. A school district is seldom notified when a transfer order is requested. When notified, school officials should immediately seek the board attorney’s advice concerning available options.

<sup>4</sup> The factual context will determine the appropriateness of taking jurisdiction. Contact the board attorney before disciplining a student for off-campus conduct. See Doe v. Superintendent of Schs. of Stoughton, 767 N.E.2d 1054 (Mass. 2002)(suspension for off-campus commission of a felony was upheld).

<sup>5</sup> Consult the board attorney for advice on deleting or modifying any of the items in this section on prohibited student conduct.

<sup>6</sup> 105 ILCS 5/10-20.5b prohibits use of tobacco on school property. Federal law prohibits smoking within schools by anyone. Pro-Children Act of ~~1992~~2004, 20 U.S.C. §~~608797~~1 et seq. Districts that fail to comply risk a civil penalty of up to \$1,000 per violation per day. 20 U.S.C. §~~6087973~~(f)(1). See 8:30, *Visitors to and Conduct on School Property*, for more information.

The U.S. Food and Drug Administration now regulates electronic cigarettes. 21 C.F.R. Parts 1100, 1140, and 1143, ~~amended by 81 Fed.Reg. 28973~~. An electronic or e-cigarette resembles a regular cigarette and contains a battery-operated heating element that turns a liquid into a mist for inhaling. The liquid may contain nicotine. E-cigarettes are sometimes referred to as e-cigs, vapes, e-hookahs, vape pens, and electronic nicotine delivery systems (ENDS), and they are generally involved in *vaping*. Vaping is the act of inhaling and exhaling the aerosol, often referred to as vapor that is produced by an e-cigarette or similar device. An e-cigarette resembles a cigarette and contains a battery-operated heating element that turns a liquid into a mist for inhaling. Some e-cigarettes do not look like tobacco products and are shaped like other objects, such as USB flash drives, and are more easily concealed.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.<sup>7</sup> Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).<sup>8</sup>
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.<sup>9</sup>
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.<sup>10</sup>
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited

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Information and resources are available at:

[www.isbe.net/Pages/School-Health-Issues.aspx](http://www.isbe.net/Pages/School-Health-Issues.aspx)

[www.fda.gov/tobacco-products](http://www.fda.gov/tobacco-products)~~www.fda.gov/tobacco-products/default.htm~~

[www.cdc.gov/tobacco/basic\\_information/e-cigarettes/index.htm](http://www.cdc.gov/tobacco/basic_information/e-cigarettes/index.htm)

[www.dph.illinois.gov/topics-services/prevention-wellness/tobacco/e-cigarettes-and-vapes](http://www.dph.illinois.gov/topics-services/prevention-wellness/tobacco/e-cigarettes-and-vapes)

[www.drugabuse.gov/drugs-abuse/tobacconicotine-vaping](http://www.drugabuse.gov/drugs-abuse/tobacconicotine-vaping)

<sup>7</sup> *Alcoholic beverages* are defined in 235 ILCS 5/1-3.01 to 3.05.

<sup>8</sup> *Controlled substance* is defined in 720 ILCS 570/102(f); *cannabis* is defined in 720 ILCS 550/3(a) and in 410 ILCS 705/1-10, ~~added by P.A. 101-27~~. Either spelling, *marihuana* or *marijuana*, is correct; however, *marijuana* is more common. See f/n 11 for a discussion of medical cannabis and *Ashley's Law*.

<sup>9</sup> *Anabolic steroid* is defined in 720 ILCS 570/102(c-1).

<sup>10</sup> See sample policies 7:240, *Conduct Code for Participants in Extracurricular Activities*, and 7:300, *Extracurricular Athletics*.

unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law. <sup>11</sup>

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form. <sup>12</sup>
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy. <sup>13</sup>

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<sup>11</sup> To legally use medical cannabis, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program. 410 ILCS 130/~~amended by P.A. 101-363, scheduled to be repealed on 7-1-20~~. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis. This includes in a school bus or on the grounds of any preschool, or primary or secondary school unless the student meets the requirements of 105 ILCS 5/22-33, a/k/a *Ashley’s Law*. 410 ILCS 130/30(a)(2) and (3)~~, amended by P.A. 101-363, scheduled to be repealed on 7-1-20~~. *Ashley’s Law* provides that school districts “shall authorize a parent or guardian or any other individual registered with the Department of Public Health as a designated caregiver of a student who is a registered qualifying patient to administer a medical cannabis infused product to the student on the premises of the child’s school or on the child’s school bus if both the student (as a registered qualifying patient) and the parent or guardian or other individual (as a registered designated caregiver) have been issued registry identification cards under the Compassionate Use of Medical Cannabis Program Act.” 105 ILCS 5/22-33(b)~~, amended by P.A. 101-363~~. Once the product is administered, the designated caregiver must remove the product from the school premises/bus. Id. 105 ILCS 5/22-33(b-5)~~, added by 101-370~~, allows a properly trained school nurse or administrator to administer medical cannabis infused products to a student while at school, a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus. The product may not be administered in a manner that would (in the school or district’s opinion) create a disruption or expose other students to the product, and schools are not required to authorize use of the product if the school or district would lose federal funding as a result. 105 ILCS 5/22-33(c). For more ~~information discussion~~, see f/ns ~~21-315~~ in sample policy 7:270, *Administering Medicines to Students*. Contact the board attorney for advice concerning medical cannabis, including whether a federal or State law requires the district to accommodate a student who is a *registered qualifying patient*. See Americans with Disabilities Act of 1990, 42 U.S.C. §12101 et seq.; Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. §1400 et seq.; Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794; 105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b; and 23 Ill.Admin.Code Part 226.

<sup>12</sup> The Powdered Caffeine Control and Education Act states: “No person may sell, offer for sale, give away, or provide free samples of powdered pure caffeine to any person under age 18 located within the State or to any person under age 18 making the purchase from within the State.” A limited exception to this prohibition exists for “the sale of any powdered pure caffeine product that receives explicit approval as safe and effective for its intended use under the federal Food, Drug, and Cosmetic Act or is lawfully marketed under an over-the-counter monograph issued by the United States Food and Drug Administration.” 410 ILCS 647/20.

<sup>13</sup> *Counterfeit* and *look-alike substances* are defined in 720 ILCS 570/102(g) and (y). This provision is broader because it would apply, for example, if a student represents a powdered vitamin to be pure caffeine – pure caffeine is prohibited on campus even though it is a legal substance. Look-alike drugs should be defined; an unpublished Ill. appellate decision in 2000 found a policy prohibiting possession of *look-alikes* had vagueness problems.

- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. <sup>14</sup>

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy. <sup>15</sup>
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight<sup>16</sup> during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals. <sup>17</sup>
- 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work

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<sup>14</sup> *Drug paraphernalia* is defined in 720 ILCS 600/2(d). Contact the board attorney for advice concerning a student who is a *registered qualifying patient*, as explained in f/n 11.

<sup>15</sup> This language is broader than the **Weapons** section of this policy. The **Weapons** section contains the statutorily required punishment for “a student who is determined to have brought” a weapon to school along with the statutory definition of *weapon*. 105 ILCS 5/10-22.6(d). The language in item #4 is broader because it prohibits “using, possessing, controlling, or transferring” a weapon in addition to violating the **Weapons** section. See the footnotes in the **Weapons** section for a discussion of the Firearm Concealed Carry Act’s provisions.

<sup>16</sup> Delete “and out-of-sight” if the district wants to provide greater flexibility.

<sup>17</sup> 105 ILCS 5/10-21.10 prohibits student possession of electronic paging devices, but State law leaves to local boards the discretion whether to prohibit student possession of cellular phones. 105 ILCS 5/10-20.28. The misuse of camera phones can seriously invade a student’s privacy. A board wanting a sweeping prohibition may use the following alternative for item #5:

Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.

Operating transmitters designed to jam or block wireless communications violates the federal Communications Act of 1934. 47 U.S.C. §§301, 302a, and 333. Fines are as high as \$10,000 for each violation and/or imprisonment, and the device may also be seized. 47 U.S.C. §§501-510.

Making a video recording or live video transmission of another person without their consent in a restroom, locker room, or changing room is a Class 4 felony. 720 ILCS 5/26-4. A minor who distributes or disseminates an indecent visual depiction of another minor through the use of a computer or electronic communication device may be subject to adjudication as a minor in need of supervision. 705 ILCS 405/3-40.

- unless specifically authorized by staff,<sup>18</sup> wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. <sup>19</sup>
  10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
  11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*. <sup>20</sup>
  12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. <sup>21</sup>
  13. Entering school property or a school facility without proper authorization.

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<sup>18</sup> Optional. Generative artificial intelligence (AI) is a broad label used to describe any AI system that generates, with varying levels of autonomy, content such as complex text, images, audio, or video. When not used for academic dishonesty purposes, generative AI tools may present innovative learning opportunities for students and teaching opportunities for educators. For further information, see the International Society for Technology in Education webpage on AI exploration for educators at: [www.iste.org/areas-of-focus/AI-in-education](http://www.iste.org/areas-of-focus/AI-in-education).

<sup>19</sup> All districts must have a policy on bullying. 105 ILCS 5/27-23.7(d), amended by P.A. 103-47. Sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the statutory definition of bullying. Districts must also have an age-appropriate policy on sexual harassment. 105 ILCS 5/10-20.69, added by P.A. 101-418. See sample policy 7:20, *Harassment of Students Prohibited*, and its f/n 7 for further detail.

105 ILCS 5/10-20.14 requires boards, in consultation with their parent-teacher advisory committees and other community-based organizations, to include provisions in their student discipline policy to address aggressive behavior, including bullying. These provisions must include procedures for notifying a student's parents/guardians about his/her aggressive behavior and early intervention procedures based upon available community-based and district resources. See 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

Suspending students for hazing was upheld in *Gendelman v. Glenbrook North High Sch. and Northfield Twp. Sch. Dist.*, 225, 2003 WL 21209880 (N.D.Ill. 2003). This decision may have been legislatively overturned by amending 105 ILCS 5/10-20.14.

The failure of a school official (including any administrator, teacher, counselor, support staff, or coach) to report hazing is a Class B misdemeanor. 720 ILCS 5/12C-50.1.

A person commits a felony hate crime when, by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or group of individuals, regardless of the existence of any other motivating factor or factors, he or she commits assault, battery, aggravated assault, intimidation, stalking, cyberstalking, misdemeanor theft, criminal trespass to residence, misdemeanor criminal damage to property, criminal trespass to vehicle, criminal trespass to real property, mob action, disorderly conduct, transmission of obscene message, harassment by telephone, or harassment through electronic communications as these crimes are defined in the Criminal Code. 720 ILCS 5/12-7.1. The penalty is heightened when the offense is committed in a school or administrative facility.

720 ILCS 5/26-1(a)(3.5) and (b) make transmitting a threat of violence, death, or bodily harm directed against persons at a school, school function, or school event, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

<sup>20</sup> All school boards must have a policy on prohibited teen dating violence. 105 ILCS 110/3.10. Verify that the board adopted the policy listed and amend its title in this policy, if necessary.

<sup>21</sup> 720 ILCS 5/26-1(a)(3.5) and (b) make threatening to destroy a school building or school property, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants. <sup>22</sup>
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member. <sup>23</sup>
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. <sup>24</sup>
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school. <sup>25</sup>
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee. <sup>26</sup>
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. <sup>27</sup>

For purposes of this policy, the term possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's

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<sup>22</sup> 105 ILCS 5/26-2a, amended by P.A.s ~~102-406~~, 102-266, ~~and~~ 102-321, ~~and~~ 102-981; 5/26-9; and 5/26-12, ~~amended by P.A. 101-81~~. See sample policies 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*, and 7:70, *Attendance and Truancy*.

<sup>23</sup> State law requires schools to suspend or expel any student who engages in this activity. 105 ILCS 5/31-3.

<sup>24</sup> See *Kelly v. Bd. of Educ. of McHenry Cmty. High Sch. Dist. 156*, 2007 WL 114300 (N.D.Ill. 2007) (upheld student's expulsion for drawing gang symbols while at school; testimony that the danger posed by gang signs and the presence of gangs at school supported the board's insistence on strict enforcement of board policy prohibiting gang related behavior and made expulsion a proper remedy).

<sup>740</sup> ILCS 147/15 *et seq.* allows a school district to bring a civil suit against a gang, gang officers, or gang members for losses it suffers due to their criminal activity.

<sup>25</sup> This statement of misconduct restates 105 ILCS 5/10-22.6(d-5). The following alternative provides a shorter statement but will require the administrator to check the statute before imposing discipline based on it:

Making an explicit threat on an Internet website against a school, employee, or any school-related personnel under circumstances described in 105 ILCS 5/10-22.6(d-5).

<sup>26</sup> For more information regarding unmanned aircraft systems, see [www.faa.gov/uas/](http://www.faa.gov/uas/).

<sup>27</sup> A catchall provision, e.g., this one, gives staff members authority to respond to unforeseen situations.

If the board adopts a mandatory uniform policy (see [sample policy](#) 7:165, *School Uniforms*), add the following item to the list as number 22: "Failing to comply with the mandatory uniform policy, but only after repeated attempts to secure compliance, such as conferences with parents/guardians, have been unsuccessful."

person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event. <sup>28</sup>

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident.<sup>29</sup> The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. <sup>30</sup>

### Disciplinary Measures <sup>31</sup>

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions.<sup>32</sup> School personnel shall

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<sup>28</sup> Possession should be defined to avoid vagueness problems.

<sup>29</sup> See f/n 198.

<sup>30</sup> Mandated by 105 ILCS 5/10-20.36.

<sup>31</sup> **IMPORTANT:** The practice of suspending or expelling a student based on the number of accumulated disciplinary infractions is illegal under 105 ILCS 5/10-22.6. This includes a system of assigning points to specific infractions and then tallying the points a student receives over a period of time to determine a disciplinary exclusion from school.

Before amendments to 105 ILCS 5/10-22.6, courts used the following factors to determine if a board abused its discretion when it expelled a student: (1) the egregiousness of the student's conduct; (2) the record of the student's past conduct; (3) the likelihood that such conduct will affect the delivery of educational services to other students; (4) the severity of the punishment; and (5) the intent of the child. Robinson v. Oak Park, 213 Ill.App.3d 77 (1st Dist. 1991); Wilson ex rel. Geiger v. Hinsdale Elementary Dist., 349 Ill.App.3d 243 (2nd Dist. 2004). Whether courts will continue to use these factors is yet to be determined. The amendments to 105 ILCS 5/10-22.6 call into question the validity of relying on past misconduct in suspension or expulsion decisions.

Aside from procedural due process protection, students have a constitutional substantive due process right. This right protects them from an abuse of government power which "shocks the conscience." While the scope of substantive due process is very limited, it is available to students who believe they were subject to arbitrary and excessive discipline. Generally, however, school officials need not fear being found guilty of a substantive due process violation. Federal courts are loath to second-guess school officials. See Tun v. Whitticker, 398 F.3d 899 (7th Cir. 2005) (expulsion did not amount to a substantive due process violation because it fell short of the required *shocks the conscience* standard).

<sup>32</sup> 105 ILCS 5/10-22.6(b-5). In addition, -subsection c-5 states, "[s]chool districts must make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates." 105 ILCS 5/10-22.6(c-5).

not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.<sup>33</sup> Potential disciplinary measures include, without limitation, any of the following:<sup>34</sup>

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.<sup>35</sup>
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.<sup>36</sup>
7. After-school study or Saturday study<sup>37</sup> provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs.<sup>38</sup> The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.<sup>39</sup>
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.<sup>40</sup>
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*.<sup>41</sup> A student who has been suspended may also be restricted from being on school grounds and at school activities.<sup>42</sup>

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<sup>33</sup> 105 ILCS 5/10-22.6(h).

<sup>34</sup> Most school attorneys advise against using a grade reduction as a disciplinary measure. A decision upholding such a policy is *Knight v. Bd. of Educ.*, 38 Ill.App.3d 603 (4th Dist. 1976). A decision striking one is *Smith v. Sch. City of Hobart*, 811 F.Supp. 391 (N.D.Ind. 1993) (grade reduction policy requiring 9-week grades to be reduced 4% for each day of a suspension was found unconstitutional).

<sup>35</sup> While restitution is permitted, issuing a fine or fee as a disciplinary consequence is not permitted. 105 ILCS 5/10-22.6(i). Possible parental liability for damages under the Parental Responsibility Law (740 ILCS 115/5) is discussed in ~~footnote/n 2~~ in sample policy 7:170, *Vandalism*.

<sup>36</sup> An in-school suspension program may focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. 105 ILCS 5/10-22.6(l). Providing programming during in-school suspensions is not required, however providing such programming will help distinguish them from exclusionary suspensions. See f/n ~~34~~ in sample policy 5:230, *Maintaining Student Discipline*, for further discussion of in-school suspension programs.

<sup>37</sup> Teachers may not be required to teach on Saturdays. 105 ILCS 5/24-2.

<sup>38</sup> See *Herndon v. Chapel Hill-Carrboro City Bd.*, 89 F.3d 174 (4th Cir. 1996) (upheld policy requiring students to complete community service in order to graduate).

<sup>39</sup> Consult the board attorney for advice concerning confiscated devices. There is no binding Ill. court decision regarding school personnel seizing and retaining a student's property. The Supreme Court of Arkansas held that a teacher and principal did not violate a student's state or federal rights when they confiscated and retained a student's cell phone for two weeks for violating school rules on cell phones. *Koch v. Adams*, 361 S.W.3d 817 (Ark. 2010).

<sup>40</sup> 105 ILCS 5/10-22.6(b) and (b-30).

<sup>41</sup> A suspension may be imposed in only limited situations that vary according to the suspension's length. 105 ILCS 5/10-22.6(b-15). This is explained in sample board policy 7:200, *Suspension Procedures*, and its footnotes.

<sup>42</sup> This sentence is optional. A board may make this mandatory by replacing "may also be" with "shall also be."

12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*.<sup>43</sup> A student who has been expelled may also be restricted from being on school grounds and at school activities.<sup>44</sup>
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code. <sup>45</sup>
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies. <sup>46</sup>

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available,

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<sup>43</sup> An expulsion may be imposed in only limited situations. 105 ILCS 5/10-22.6(b-20). This is explained in sample policy 7:210, *Expulsion Procedures*, and its footnotes.

105 ILCS 5/10-22.6(d) permits expulsion for a definite period of time not to exceed two calendar years. School officials must document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

<sup>44</sup> This sentence is optional. A board may make this mandatory by replacing “may also be” with “shall also be.”

<sup>45</sup> 105 ILCS 5/10-22.6(a) and (b). Subsection 10-22.6(b) uses the phrase “is suspended in excess of 20 school days” even though a 20-consecutive day suspension should be treated as an expulsion. *Goss v. Lopez*, 419 U.S. 565 (1975). An alternative program is probably available to a student who is suspended for 11 to 20 consecutive days because that student is technically expelled and, as such, qualifies under subsection (a) of Section 10-22.6. Contact the board attorney if the district wants to interpret the statute as referring to *cumulative* school days so that it can transfer a student to an alternative program upon his or her suspension in excess of 20 *cumulative* school days.

[105 ILCS 5/13A, amended by P.A. 103-473, a/k/a Safe Schools Law, governs the transfer of disruptive students, defined to include suspension- or expulsion-eligible students in grades 6-12, to an alternative school program. See sample administrative procedure 7:190-AP9, Administrative Transfer to Regional Safe School Program, and the Ill. State Board of Education \(ISBE\) regional safe schools program webpage at: www.isbe.net/Pages/Regional-Safe-Schools-Program.aspx. 105 ILCS 5/13B governs the transfer of students to an alternative learning opportunities program. See ISBE's alternative learning opportunities program webpage at: www.isbe.net/Pages/Special-Education-Alternative-Learning-Opportunities-Programs.aspx.](#)

Contact the board attorney regarding the necessary due process procedures before imposing a disciplinary transfer to an alternative school. The court in *Leak v. Rich Twp. High Sch. Dist. 227* (397 Ill.Dec. 90 (1st Dist. 2015)), held that placement in an alternative school is tantamount to an expulsion. Thus, according to dicta in this decision, districts must follow expulsion procedures before a student is transferred to an alternative school. Schools may still reach agreements with parents/guardians to transfer students to such schools without completing the expulsion procedures.

The alternative program may not deny the transfer on the basis of the suspension or expulsion, except in cases in which the transfer is deemed to cause a threat to the safety of students or staff in the alternative program.

<sup>46</sup> 105 ILCS 5/22-88, ~~added by P.A. 101-478 and~~ amended by P.A.s 102-197 and 102-558. See sample policy 7:150, *Agency and Police Interviews*.

and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.<sup>47</sup>

Corporal punishment is prohibited. *Corporal punishment* is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.<sup>48</sup>

#### Isolated Time Out, Time Out, and Physical Restraint<sup>49</sup>

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

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<sup>47</sup> **Note:** Districts that receive early childhood block grant funding (authorized by 105 ILCS 5/1C-2 of the School Code) are prohibited from expelling children from their early childhood programs. 105 ILCS 5/2-3.71(a)(7) and 105 ILCS 5/10-22.6(k). A district may, however, transition a child to a new program if: (1) it has documented evidence that all available interventions and supports recommended by a qualified professional have been exhausted; (2) the program determines that transitioning a child is necessary for the well-being of the child or his or her peers and staff; and (3) the current and pending programs create a transition plan for the child with parent or legal guardian permission. 105 ILCS 5/2-3.71(a)(7)(C). A district may temporarily remove a child from attendance in the group setting in the case of a serious safety threat to a child or others, or in the case of possession of a weapon as described in 105 ILCS 5/10-22.6(d), but it must then begin the process of documenting interventions and supports as outlined in the law. 105 ILCS 5/2-3.71(a)(7)(E). ~~III. State Board of Education (ISBE) rules implementing these new requirements are at 23 Ill.Admin.Code §§ 235.300-235.340. As of PRESS Issue 104 (June 2020), the ISBE forms required to document steps taken in accordance with these rules were being developed and projected to be available in late summer 2020 at: [www.isbe.net/Pages/Early-Childhood.aspx](http://www.isbe.net/Pages/Early-Childhood.aspx). For guidance on behavior support and transition plans, including links to ISBE Form 37-50A, Early Childhood Block Grant (ECBG) Program Transition Plan, and ISBE Form 37-50B, Early Childhood Block Grant (ECBG) Behavior Support Plan, see ISBE's Frequently Asked Questions: Behavior Support and Program Transition (March 2021) at: [www.isbe.net/Documents/EC-FAQ-Behavior-Transition-Plan.pdf](http://www.isbe.net/Documents/EC-FAQ-Behavior-Transition-Plan.pdf).~~ **Consult the board attorney for advice to ensure compliance with ISBE rules.** Compliance with this law does not relieve a district of its obligations to also comply with the Individuals with Disabilities Education Improvement Act of 2004 when disciplining students with disabilities. For further information, see sample policy 7:230, *Misconduct by Students with Disabilities*. For districts that receive early childhood block grant funding, add the following:

Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

If this language is inserted, add 105 ILCS 5/2-3.71(a)(7) to the Legal References for this policy.

<sup>48</sup> This paragraph paraphrases 105 ILCS 5/24-24.

<sup>49</sup> Isolated time out, time out, or physical restraint may be used by staff members **only if** their use is authorized by policy and administrative procedure. 105 ILCS 5/2-3.130, ~~and~~ 5/10-20.33, ~~both amended by P.A. 102-339, and; 105 ILCS 5/24-24;~~ 23 Ill.Admin.Code §§1.280(c) and 1.285. See 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. **The sample policy allows the use of isolated time out, time out, and physical restraint pursuant only to the conditions allowed in the School Code and ISBE rules.** State statute and ISBE rules contain complex restrictions on the use of isolated time out, time out, and physical restraint. 105 ILCS 5/2-3.130 and 5/10-20.33, ~~both~~ amended by P.A. 102-339; 105 ILCS 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. According to the ISBE rule, isolated time out, time out, and physical restraints are allowed only if a board authorizes their use in a policy containing the numerous components identified in the rule. To comply with ISBE's rule, a board must also incorporate by reference the district's procedure, i.e., 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. By doing this, the policy includes the district's procedure. **For a board that wants to prohibit the use of isolated time out, time out, and physical restraint** (1) replace the contents of this subhead with "The district prohibits the use of isolated time out, time out, and physical restraint, as defined in 105 ILCS 5/10-20.33."; (2) amend the Legal References as follows "23 Ill.Admin.Code §§1.280, ~~1.285.~~" and (3) delete "Incorporated by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)."

## Weapons <sup>50</sup>

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

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of ~~1961~~2012 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.<sup>51</sup>

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area. <sup>52</sup>

## Re-Engagement of Returning Students <sup>53</sup>

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of

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<sup>50</sup> This section paraphrases 105 ILCS 5/10-22.6(d) and contains the statutorily required punishment for bringing a weapon to school along with the statutory definition of *weapon*. When preparing for a due process hearing, a principal needs to use the applicable State and federal law definitions of *firearm* – not just the School Code.

While subsection 105 ILCS 5/10-22.6(b-10) explicitly forbids zero tolerance policies, it provides an exception for those zero tolerance policies established by State or federal law, which includes weapons in school. Section 10-22.6(d) provides that a student who brings a weapon to school, as defined in the section, “shall be expelled for a period not less than one year,” unless modified by the superintendent or board. The federal Gun-Free Schools Act (20 U.S.C. §7961 et seq.) provides for at least a one year expulsion for students who bring firearms to school. As directed by 20 U.S.C. §7961(b)(1), 105 ILCS 5/10-22.6(d), the superintendent and the board may modify that consequence; however, the superintendent/board may decline to exercise that discretion and instead impose the maximum penalty authorized by law. Analyzing the student's circumstances on a case-by-case basis may avoid a judicial finding that an expulsion is too severe. See Washington v. Smith, 248 Ill.App.3d 534 (1st Dist. 1993).

Item #4 in the **Prohibited Student Conduct** section is broader because it prohibits “using, possessing, controlling, or transferring” a weapon in addition to violating the **Weapons** section.

<sup>51</sup> Optional.

<sup>52</sup> The Firearm Concealed Carry Act permits a properly licensed individual to carry a concealed firearm within a vehicle into a school parking area and store it in a locked vehicle out of plain view. 430 ILCS 66/65(b). The federal Gun-Free Schools Act has a similar provision. 20 U.S.C. §7961(g). The School Code, however, contains no similar exception to the ban on firearms at schools. Contact the board attorney before permitting students to store their firearms in their vehicle's trunk while parked at school.

<sup>53</sup> Required by 105 ILCS 5/10-22.6(b-25). See sample administrative procedure 7:190-AP8, *Student Re-Engagement Guidelines*.

exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit. <sup>54</sup>

### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery.<sup>55</sup> ~~Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. State Police (ISP), and any involved student's parent/guardian.~~ School grounds includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving ~~such~~ a report of (1), above, the Building Principal or designee shall immediately notify ~~the~~ local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee agency, Ill. State Police (ISP), and any involved student's parent/guardian. <sup>56</sup>

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year. <sup>57</sup>

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<sup>54</sup> A goal for re-engagement is optional. Schools must permit students who were suspended to make-up work for equivalent academic credit. 105 ILCS 5/10-22.6(b-30).

<sup>55</sup> 105 ILCS 5/10-27.1A(a), 5/10-27.1B, and 5/10-21.7, amended by P.A. 102-894. *School grounds* includes the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground. ~~To satisfy the reporting requirement, ISBE created the School Incident Reporting System (SIRS), a web-based application on IWAS for schools to report incidents electronically. Reporting on SIRS does not satisfy the requirement to report incidents to local law enforcement authorities.~~

<sup>56</sup> *Id.* State law imposes ~~the~~<sup>is</sup> duty to report firearm possession only on school officials; this duty may be also imposed on volunteers and community members. Only staff members, however, are vulnerable to committing a petty offense for their failure to report, and only staff members are protected from civil or criminal liability that might arise as a result of making a report (although the liability potential for anyone making a report is remote).

The building principal must notify the student's parents/guardians only when the alleged offense is firearm possession. 105 ILCS 5/27.1A(b). The policy expands this notification duty to include drug-related incidents and battery of a staff member; a board disinclined to do this should ~~substitute the following~~amend the second sentence as follows:

~~Upon receiving such a report, the Building Principal or designee shall immediately notify the applicable local law enforcement.~~ In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee agency, Ill. State Police (ISP); and, if a student is reportedly in possession of a firearm, also any involved student's parents/guardians.

<sup>57</sup> 105 ILCS 5/10-27.1A(c), amended by P.A. 103-34, 5/10-27.1B(b), and 5/10-21.7, amended by P.A. 102-894. To satisfy the reporting requirement, ISBE created the School Incident Reporting System (SIRS), a web-based application on IWAS for schools to report incidents electronically. See subhead J. Required Notices of sample administrative procedure 4:170-API, Comprehensive Safety and Security Plan. Reporting on SIRS does not satisfy the requirement to report incidents to local law enforcement authorities.

### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. <sup>58</sup>

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.<sup>59</sup> The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons. <sup>60</sup>

### Student Handbook <sup>61</sup>

The Superintendent, with input from the parent-teacher advisory committee,<sup>62</sup> shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

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

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<sup>58</sup> 105 ILCS 5/24-24 and 23 Ill.Admin.Code §1.280 require: (1) teachers and other certificated [licensed] employees (except for individuals employed as paraprofessionals) to maintain discipline, and (2) the district to have a policy on discipline that provides that:

[A] teacher, other certificated employee, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self-defense or the defense of property, shall provide that a teacher may remove a student from the classroom for disruptive behavior, and shall include provisions which provide due process to students. The policy shall not include slapping, paddling or prolonged maintenance of students in physically painful positions nor shall it include the intentional infliction of bodily harm. 105 ILCS 5/24-24.

<sup>59</sup> Required by 105 ILCS 5/10-22.6(b).

<sup>60</sup> Id.

<sup>61</sup> 105 ILCS 5/10-20.14(a) requires schools to provide a copy of the student discipline policy to parents/guardians within 15 days after the beginning of the school year, or within 15 days after a transfer student starts classes, but it does not specify how to provide copies. For ease of administration, this policy specifies that copies will be provided via student handbooks.

<sup>62</sup> The board must establish and maintain a parent-teacher advisory committee to develop guidelines on student discipline. See 2:150, *Committees*. This policy's dissemination requirements are from 105 ILCS 5/10-20.14.

A comprehensive student handbook can provide notice of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/msh/](http://www.ilprincipals.org/msh/).

Incorporated

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

LEGAL REF.: 20 U.S.C. §~~6087971~~, Pro-Children Act of ~~20041994~~.  
20 U.S.C. §7961 et seq., Gun Free Schools Act.  
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.  
105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.  
410 ILCS 647/, Powdered Caffeine Control and Education Act.  
430 ILCS 66/, Firearm Concealed Carry Act.  
23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property)

## **Students**

### **Student Behavior**

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

#### **When and Where Conduct Rules Apply**

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

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

#### **Prohibited Student Conduct**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

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

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

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal or teacher, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials and/or rules and regulations governing student conduct and/or any discriminatory or harassing behavior. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in

- such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
  11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
  12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
  13. Entering school property or a school facility without proper authorization.
  14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
  15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
  16. Being involved with any public school fraternity, sorority, or secret society, by (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
  17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
  18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
  19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
  20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
  21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member, or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile; (c) in a school's student locker, desk, or other school property; or (d) any other location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably

produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian or a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

#### Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school detention or Saturday detention provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

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

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill. Admin. Code §§1.280, 1.285), and the District's procedure(s).

#### Weapons

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

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

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

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

#### Re-Engagement of Returning Students

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

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local

law enforcement agency, Ill. State Police (ISP), and any involved student’s parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

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

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

Incorporated

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

LEGAL REF.: 20 U.S.C. §6081, Pro-Children Act of 1994.  
 20 U.S.C. §7961 et seq., Gun Free Schools Act.  
 105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,  
 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7,  
 5/31-3.  
 105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health  
 Education Act.  
 410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.  
 410 ILCS 647/, Powdered Caffeine Control and Education Act.  
 430 ILCS 66/, Firearm Concealed Carry Act.  
 23 Ill. Admin. Code §§1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment) 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property).

ADOPTED: May 17, 2001

REVISED: March 16, 2023

CURRENT

## Students

### Administering Medicines to Students<sup>1</sup>

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.<sup>2</sup>

### Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has

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

<sup>1</sup> All boards must have a policy for administering medication. 105 ILCS 5/10-20.14b. State law prohibits school boards from requiring that teachers and other non-administrative school employees administer medication to students; exceptions are certificated school nurses and non-certificated registered professional nurses. 105 ILCS 5/10-22.21b, ~~amended by P.A. 101-205~~. For a sample medication authorization form, see [sample exhibit 7:270-E1, School Medication Authorization Form](#).

Separate from this policy, boards must also adopt a policy that addresses the prevention of anaphylaxis and a district's response to medical emergencies resulting from anaphylaxis. See sample policy 7:285, *Anaphylaxis Prevention, Response, and Management Program*, and its accompanying administrative procedure, 7:285-AP, *Anaphylaxis Prevention, Response, and Management Program*, for more information. Due to the structure of the School Code and the IASB Policy Reference Manual, [sample policy 7:285, Anaphylaxis Prevention, Response, and Management Program](#), does not address the administration of epinephrine and instead refers to this policy 7:270, *Administering Medicine to Students*.

<sup>2</sup> Each district must inform students, e.g., through homeroom discussion or loudspeaker announcement, about, and distribute to their parents/guardians, the district's policy, guidelines, and forms on administering medicines within 15 days after the beginning of each school year, or within 15 days after starting classes for a student who transfers into the district. 105 ILCS 5/10-20.14b. A comprehensive student handbook can provide notice to parents and students of the school's rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/msh/www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/msh/www.ilprincipals.org/resources/model-student-handbook).

completed and signed an *SMA Form*.<sup>3</sup> The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.<sup>4</sup>

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*.<sup>5</sup> A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an [allergy emergency action plan](#)~~III. Food Allergy Emergency Action Plan and Treatment Authorization Form~~, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan.<sup>6</sup> A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based

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<sup>3</sup> 105 ILCS 5/22-30, amended by P.A. 102-413, requires school districts to allow students to *self-administer* their prescribed asthma medication and an epinephrine injector as described. *Self-carry* means a student's ability to carry his or her prescribed asthma medication or epinephrine injector. *Self-administer* and *self-administration* mean that a student may use these two medications at his or her discretion: (1) while in school; (2) while at a school sponsored activity; (3) while under the supervision of school personnel; or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property.

<sup>4</sup> 105 ILCS 5/10-22.21b(d), ~~added by P.A. 101-205~~. The plan must address actions to be taken if the student is unable to self-administer medication and the situations in which the school must call 911. *Id.* For plan guidance, see [sample administrative procedure 7:270-AP1, Dispensing Medication](#).

<sup>5</sup> 105 ILCS 5/10-22.21b(c), amended by P.A. ~~103-175~~~~401-205~~. A student with an asthma action plan, an Individual Health Care Action Plan, [an allergy emergency action plan](#), ~~Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form (Ill. EAP Form)~~, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act may self-administer medication if the student's parent/guardian provides the school with: (1) written permission for the student's self-administration of medication, (2) written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the student to self-administer the medication, and (3) the prescription label containing the name of the medication, the prescribed dosage, and the time(s) or circumstances under which the medication is to be administered. *Id.* ~~At 5/10-22.21(c), added by P.A. 101-205~~. This does not allow a student to self-carry unless otherwise permitted. Contact the board attorney for further guidance.

~~105 ILCS 5/2-3.149, repealed and replaced by 105 ILCS 5/2-3.1902-3.182, added by P.A. 102-413 and by P.A. 102-813, led ISBE to retire the 2010 publication, *Procedures for Managing Life-Threatening Food Allergies in Schools*, which included the Ill. EAP Form in an appendix. ISBE replaced the 2010 publication with the *Anaphylaxis Response Policy (2022)*, which does not include or refer to the now retired Ill. EAP Form. 105 ILCS 5/10-22.21b, 5/22-30(b-5), and 5/22-30(b-10) have not been amended to remove or replace the Ill. EAP Form reference. It is unknown if that form will continue to be accessible on the ISBE website. See 7:285-AP, *Anaphylaxis Prevention, Response, and Management Program*, f/n 1, for more information, and consult the board attorney for guidance on the continued use of the Ill. EAP Form or use of another form to document the emergency action plan for a student at risk for anaphylaxis.~~

<sup>6</sup> 105 ILCS 5/22-30, amended by P.A. 102-413 (asthma medication and epinephrine injectors) and 105 ILCS 5/10-22.21b, ~~amended by P.A. 101-205~~ (medications required by a plan listed in 105 ILCS 5/10-22.21b(c), ~~added by P.A. 101-205~~). 105 ILCS 5/22-30(c) requires this information to be in a notification to parents/guardians. 105 ILCS 5/10-22.21b, ~~amended by P.A. 101-205~~, does not specifically require this information to be in a notification to parents/guardians. However, 105 ILCS 5/10-22.21b requires parents/guardians to sign a statement that includes the district's protections from liability under 105 ILCS 5/10-22.21b; the signed acknowledgment (see f/n 7) is the notice. This policy includes the liability protection information under 105 ILCS 5/10-22.21b to also inform the community.

The storage of medication is not addressed in the applicable statutes and may not be covered as part of the district's protections from liability and hold harmless provisions. Contact the board attorney and the board's liability insurance carrier for further discussion about the district's liability and coverage in this area.

on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan. <sup>7</sup>

### School District Supply of Undesignated Asthma Medication <sup>8</sup>

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law,<sup>9</sup> may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*.<sup>10</sup> Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. <sup>11</sup>

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

<sup>7</sup> 105 ILCS 5/22-30(c) and 105 ILCS 5/10-22.21b(e), ~~amended by P.A. 101-205~~. Both statutes require parents/guardians to sign a statement: (1) acknowledging the statement from f/n 6 above; and (2) that they must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student. There are several methods to obtain a parent/guardian's signature for this purpose, e.g., receipt of handbook signature, or see [sample exhibit 7:270-E1, School Medication Authorization Form](#). Discuss with the board attorney the method that works best for the district.

<sup>8</sup> Optional. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, amended by P.A. 102-413. The law permits a district to maintain a supply of undesignated asthma medication in any secure location that is accessible before, during, and after school where a person is most at risk, including, but not limited to a classroom or the nurse's office, and use them when necessary. The P.A. 100-726 amendment requiring accessibility before, during, and after school did not address the logistical issues that classrooms are typically locked before and after school. Consult the board attorney about implementation issues with this phrase in the law.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated asthma medication, implement a plan for its use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is when the district provides them, but does not have them accessible before, during, and after school where an asthmatic person is most at risk as required by 105 ILCS 5/22-30, amended by P.A. 102-413. See In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016)(denying tort immunity to district, finding its response to a student's asthma attack was *willful* and *wanton* (which district disputed as a possible heart attack)) and In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017)(school district's appeal denied).

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated asthma medication in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs. To address the challenge of filling prescriptions for undesignated asthma medication, the Ill. Pharmacists Association drafted a letter that may be presented to a pharmacy by a district, available at: [www.isbe.net/Documents/IPA-Letter-Stock-Albuterol-Schools.pdf?\\_cldee=BtclIGusJeg4Wd3XGMA\\_81VB3v7EOogRMwj\\_acELKt5VyfZp\\_HK5z7IOPBWEkq8m&recipientid=contact-dcb493d09761eb11a8120022480a52c0-872cc093583c486e9087f877ee80a69d&esid=e1634f63-4397-ed11-aad1-000d3a3148fb](http://www.isbe.net/Documents/IPA-Letter-Stock-Albuterol-Schools.pdf?_cldee=BtclIGusJeg4Wd3XGMA_81VB3v7EOogRMwj_acELKt5VyfZp_HK5z7IOPBWEkq8m&recipientid=contact-dcb493d09761eb11a8120022480a52c0-872cc093583c486e9087f877ee80a69d&esid=e1634f63-4397-ed11-aad1-000d3a3148fb).

<sup>9</sup> 105 ILCS 5/22-30(a) defines *trained personnel* as any school employee or volunteer personnel authorized in Sections 10-22.34, 10-22.34a, and 10-22.34b of the School Code who has completed training required by 105 ILCS 5/22-30(g), to recognize and respond to anaphylaxis, an opioid overdose, or respiratory distress. 105 ILCS 5/22-30(a).

The Ill. State Board of Education (ISBE) must develop the training curriculum for trained personnel, and it may be conducted online or in person. Id. at (h), amended by P.A. 102-413, and 23 Ill.Admin.Code §1.540(e)(3). 105 ILCS 5/22-30(h-5), 5/22-30(h), amended by P.A. 102-413, and 5/22-30(h-10), and 23 Ill.Admin.Code §1.540(e) list the training curriculum requirements to recognize and respond to an opioid overdose, an allergic reaction, including anaphylaxis, and respiratory distress, respectively. See training resources, at: [www.isbe.net/Pages/School-Nursing.aspx](http://www.isbe.net/Pages/School-Nursing.aspx).

<sup>10</sup> 105 ILCS 5/22-30(a). *Respiratory distress* means the perceived or actual presence of wheezing, coughing, shortness of breath, chest tightness, breathing difficulty, or any other symptoms consistent with asthma. Id.

<sup>11</sup> Id. at (g); 23 Ill.Admin.Code §1.540(e)(9) and (10).

### School District Supply of Undesignated Epinephrine Injectors <sup>12</sup>

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law,<sup>13</sup> may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. <sup>14</sup>

### School District Supply of Undesignated Opioid Antagonists <sup>15</sup>

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists ~~in the name of the District~~ and provide or administer them as necessary

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

<sup>12</sup> Optional. If the board adopts this subhead, the use of undesignated epinephrine injectors must align with its anaphylaxis prevention, response, and management policy. See sample policy 7:285, *Anaphylaxis Prevention, Response, and Management Program*, at f/n 7, and its [sample](#) administrative procedure, 7:285-AP, *Anaphylaxis Prevention, Response, and Management Program*, at f/ns 4, 5, and 6. If the district does not maintain an undesignated supply of epinephrine, ensure that policy 7:285 and [administrative procedure](#) 7:285-AP do not state that it does maintain such a supply.

A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, amended by P.A. 102-413. The law permits a district to maintain a supply of undesignated epinephrine injectors in any secure location that is accessible before, during, and after school where an allergic person is most at risk, including, but not limited to, classrooms and lunchrooms, and use them when necessary. 105 ILCS 5/22-30 requires accessibility before, during, and after school does not address the logistical issues that classrooms are typically locked before and after school. Consult the board attorney about the implementation issues with this new phrase in the law.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated epinephrine injectors, and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is if the district provides them, but does not have them accessible before, during, and after school where an allergic person is most at risk as required by 105 ILCS 5/22-30, amended by P.A. 102-413. See *In re Estate of Stewart*, 406 Ill.Dec. 345 (2nd Dist. 2016)(denying tort immunity to district, finding its response to a student's asthma attack was *willful* and *wanton* (which district disputed as a possible heart attack)); *In re Estate of Stewart*, 412 Ill.Dec. 914 (Ill. 2017)(school district's appeal denied).

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated epinephrine injectors in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

<sup>13</sup> See the discussion regarding *trained personnel*, in f/n 9, above.

<sup>14</sup> See f/n 11, above.

<sup>15</sup> ~~Optional~~ Required by 105 ILCS 5/22-30(f), amended by P.A. 103-348, eff. 1-1-24. In the case of a shortage of opioid antagonists, a district must make reasonable efforts to maintain a supply. Id. At least one opioid antagonist, a naloxone nasal spray, has been approved by the U.S. Federal Food and Drug Administration for over-the-counter, nonprescription use. A district must obtain a prescription for a supply of opioid antagonists from a *health care professional with prescriptive authority under the Substance Use Disorder Act, 20 ILCS 301/5-23, unless it is able to secure a supply without a prescription. Id. Health care professional means a physician licensed to practice medicine in all its branches, a licensed physician assistant with prescriptive authority, a licensed advanced practice registered nurse with prescriptive authority, or an advanced practice registered nurse who practices in a hospital or ambulatory surgical treatment center and possesses appropriate clinical privileges in accordance with the Nurse Practice Act, 20 ILCS 301/5-23(d)(4). Id.* ~~If the board chooses to implement an undesignated opioid antagonist program, and the district employs law enforcement, consult the board attorney about whether this subhead becomes required. See Substance Use Disorder Act, 20 ILCS 301/.~~

according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel,<sup>16</sup> as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.<sup>17</sup> See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment. <sup>18</sup>

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

~~For boards that choose to implement an undesignated opioid antagonists program, c~~Consult the board attorney regarding the Safe and Drug-Free School and Communities Act of 1994 (20 U.S.C. §7101(b)). It prohibits funds provided under it to be used for medical services or drug treatment or rehabilitation, except for integrated student supports, specialized instructional support services, or referral to treatment for impacted students, which may include students who are victims of, or witnesses to crime or who illegally use drugs.

A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, amended by P.A.s 102-413 and 103-348. The law permits a district to maintain a supply of undesignated opioid antagonists in any secure location where a person is at risk of an opioid overdose and use them when necessary. The consequences of informing the community that the district will obtain a prescription for a supply of opioid antagonists and implement a plan for their use, and then not doing it may be fraught with legal liabilities.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of opioid antagonists in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

<sup>16</sup> See the discussion regarding *trained personnel* in f/n 9, above.

<sup>17</sup> See f/n 11, above.

<sup>18</sup> ~~This sentence is o~~Optional sentence if the board chooses to implement an undesignated opioid antagonist program as discussed in f/n 15, above. 20 ILCS 301/20-30, mandates the Ill. Dept. of Human Services to create a website with these resources. The purpose of this sentence is to provide the community with information about a public health crisis affecting students. See [www.dhs.state.il.us/page.aspx?item=58142](http://www.dhs.state.il.us/page.aspx?item=58142) for resources.

### School District Supply of Undesignated Oxygen Tanks <sup>19</sup>

In schools where the District maintains special educational facilities, the Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated oxygen tanks in the name of the District and provide or administer them as necessary. The supply shall be maintained in accordance with manufacturer instructions and local fire department rules.

### School District Supply of Undesignated Glucagon <sup>20</sup>

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

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

<sup>19</sup> Optional. 105 ILCS 5/22-30(f), amended by P.A. 103-196, eff. 1-1-24, permits a district maintaining special educational facilities under 105 ILCS 5/14-4.01 to maintain a supply of undesignated oxygen tanks in a secure location that is accessible before, during, and after school where a person with developmental disabilities is most at risk, including, but not limited to classrooms and lunchrooms. Delete if the district does not maintain special educational facilities for children with disabilities under 105 ILCS 5/14-4.01. Special educational facility is not specifically defined in 105 ILCS 5/14-4.01; consult the board attorney for advice regarding this term and if it is limited to separate buildings, self-contained classrooms, and/or programs attended solely by students with disabilities. For example, this option may not be available if a district utilizes a special education cooperative for all of its special education programming. There is a reference to special education facilities in 105 ILCS 5/14-12.01, which may provide some guidance: it addresses reimbursement for the construction and maintenance of "special education facilities designed and utilized to house instructional program, diagnostic services" and "other special education services for children with disabilities." 105 ILCS 22-30(f), amended by P.A. 103-196, eff. 1-1-24, does not specify who can administer undesignated oxygen, nor does it specify any training requirements for its use in schools. To minimize potential liability and ensure proper administration, a best practice is to restrict who can administer undesignated oxygen to school nurses and other school personnel who have received appropriate training on the emergency use and storage of oxygen. See sample administrative procedure 7:270-AP2, Checklist for District Supply of Undesignated Medication(s).

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated oxygen tanks and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is if the district provides them, but does not have them accessible before, during, and after school where a person with development disabilities is most at risk as required by 105 ILCS 5/22-30(f), amended by P.A. 103-196, eff. 1-1-24. See In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016)(denying tort immunity to district, finding its response to a student's asthma attack was willful and wanton (which district disputed as a possible heart attack)); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017)(school district's appeal denied).

<sup>20</sup> Optional. 105 ILCS 145/27, ~~added by P.A. 101-428~~, permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement it.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated glucagon, and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated glucagon in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

## Administration of Medical Cannabis <sup>21</sup>

The Compassionate Use of Medical Cannabis Program Act<sup>22</sup> allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old<sup>23</sup> and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the District; <sup>24</sup>
  - c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and <sup>25</sup>
  - d. After administering the product to the student, the designated caregiver immediately<sup>26</sup> removes it from school premises or the school bus.

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

<sup>21</sup> 105 ILCS 5/22-33(g) (*Ashley's Law*), requires school boards to adopt a policy and implement it by:

1. Authorizing a parent/guardian and/or a *designated caregiver* of a student who is a *registered qualifying patient* to administer a medical cannabis infused product to that student at school or on the school bus (105 ILCS 5/22-33(b)).
2. Allowing a school nurse or administrator to administer a medical cannabis infused product to a student who is a *registered qualifying patient* while at school, a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care, on school-operated property, or while being transported on a school bus (105 ILCS 5/22-33(b-5); ~~added by 101-370~~).
3. Authorizing a student who is a *registered qualifying patient* to self-administer a medical cannabis infused product if the self-administration takes place under the direct supervision of a school nurse or school administrator (*Id.*).

Important: If a district would lose federal funding as a result of the board adopting this policy, the board may not authorize the use of a medical cannabis infused product under *Ashley's Law* and not adopt this subsection. 105 ILCS 5/22-33(f). See f/n ~~265~~, below, and paragraph two of f/n 1 in [sample](#) policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, for more information about Congress interfering with a state's decision to implement laws governing the legalization of cannabis, and consult the board attorney about the issue of federal funding. See also ISBE's *Frequently Asked Questions, Ashley's Law*, at: [www.isbe.net/Documents/Medical-Cannabis-FAQ.pdf](http://www.isbe.net/Documents/Medical-Cannabis-FAQ.pdf).

<sup>22</sup> 410 ILCS 130/; ~~amended by P.A. 101-363~~.

<sup>23</sup> *Id.* at 130/10(i), and 130/57(a) and (b); ~~amended by P.A. 101-363~~. A student under the age of 18 may have up to three designated caregivers as long as at least one is a biological parent or a legal guardian. *Id.* at 130/57(a). A student 18 years of age or older may appoint up to three designated caregivers who meet the requirements of the Compassionate Use of Medical Cannabis Program Act. *Id.* at 130/57(b).

<sup>24</sup> The laws are silent about copies of the cards being provided to the district. Requiring copies of the registry cards is a best practice. Consult the board attorney about any records laws implicated in requiring and maintaining copies of these registry cards.

<sup>25</sup> A completed and signed school medication authorization form is not required by *Ashley's Law* but is a best practice and consistent with this sample policy's language for other medications. See sample exhibit 7:270-E2, *School Medication Authorization Form - Medical Cannabis*.

<sup>26</sup> The word *immediately* is not in *Ashley's Law*. It is added to ensure legal compliance with federal laws that could affect federal funding. For example, consider administrators who may be in the situation where a designated caregiver provides his or her child the product and then wants to volunteer in the school or greet another child in the school while carrying the product in the building, which may violate the Cannabis Control Act (720 ILCS 550/5.2). Consult the board attorney about the best term to use here, if any, as nothing in the law addresses these common scenarios that school administrators will encounter.

2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus. <sup>27</sup>
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator. <sup>28</sup>

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped.<sup>29</sup> Smoking and/or vaping medical cannabis is prohibited. <sup>30</sup>

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. <sup>31</sup>

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator<sup>32</sup> pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

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

<sup>27</sup> 105 ILCS 5/22-33(b-5), ~~added by P.A. 101-370~~. A school nurse or administrator must annually complete a training curriculum to be developed by ISBE in consultation with the Ill. Dept. of Public Health prior to administering a medical cannabis infused product to a student in accordance with this section. 105 ILCS 5/22-33(f-5), ~~added by P.A. 101-370~~. See [www.isbe.net/Pages/Health.aspx](http://www.isbe.net/Pages/Health.aspx) for training resources.

<sup>28</sup> *Id.* Any product administered by a school nurse or administrator, or self-administered under the supervision of a school nurse or administrator, must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator. 105 ILCS 5/22-33(b-10), ~~added by P.A. 101-370~~.

<sup>29</sup> 410 ILCS 130/10(q). Consult the board attorney regarding the controversial issue of students using at, or bringing to school, cannabis-infused products without THC that are derived from *hemp or industrial hemp* (hemp oil or cannabidiol (CBD) oil, the naturally occurring cannabinoid constituent of cannabis). *Hemp or industrial hemp* is defined in the Industrial Hemp Act (IHA) as the plant *Cannabis sativa L.* and any part of that plant, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis ~~that has been cultivated under a license or is otherwise lawfully present in Illinois~~ and includes any intermediate or finished product made or derived from industrial hemp. 505 ILCS 89/5, ~~amended by P.A. 102-690~~. *Hemp or industrial hemp* is also colloquially known as *agricultural hemp*.

Products from *hemp or industrial hemp* are widely available. As a consequence, school employees may encounter the argument from a student and his or her parent/guardian that the use of hemp or CBD oil products derived from *hemp or industrial hemp* (containing no THC) is not a violation of Illinois law because 720 ILCS 550/4, ~~amended by P.A. 101-593~~, states “[e]xcept as otherwise provided in the Cannabis Regulation and Tax Act and the Industrial Hemp Act, it is unlawful for any person knowingly to possess cannabis.” In addition, products containing hemp or CBD oil can be purchased with a prescription and without a medical marijuana card, so a parent/guardian may argue that such prescriptions should be administered at school as any other prescription medication would be. Consult the board attorney for guidance.

<sup>30</sup> Optional sentence. 410 ILCS 130/10(q) prohibits medical cannabis from being smoked. District administrators may find providing this information to the community helpful to enforcement of this policy.

<sup>31</sup> 105 ILCS 5/22-33(e). Consult the board attorney for guidance regarding whether a school nurse or administrator can be required to administer the product. ISBE’s FAQ on *Ashley’s Law* (see f/n 21<sup>9</sup>) states that a school staff member cannot be forced to administer a medical cannabis infused product to a student because *Ashley’s Law* does not require it.

<sup>32</sup> 105 ILCS 5/22-33(d), ~~amended by P.A. 101-370~~.

Void Policy <sup>33</sup>

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication. <sup>34</sup>

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors. <sup>35</sup>

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, ~~for whatever reason,~~ unable to: ~~(1) obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.~~ <sup>36</sup>~~for the District a prescription for opioid antagonists from a health care professional<sup>37</sup> who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.~~ <sup>38</sup>

The **School District Supply of Undesignated Oxygen Tanks** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for oxygen tanks from a qualifying prescriber,<sup>39</sup> or (2) fill the District's prescription for undesignated oxygen tanks. <sup>40</sup>

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription

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

<sup>33</sup> Remove this section if the board does not adopt the undesignated asthma medication, the undesignated epinephrine injector, the undesignated opioid antagonist, the undesignated glucagon, or the administration of medical cannabis sections (see f/n 21) of the policy. If the board adopts one or some but not all, delete the appropriate paragraph(s) or sentence(s) in this section.

<sup>34</sup> Discuss with the board attorney whether the board should remove this sentence when the district reaches full implementation of this section.

<sup>35</sup> See f/n 12, above.

<sup>36</sup> 105 ILCS 5/22-30(f), amended by P.A. 103-348, eff. 1-1-24. See f/n 15, above.

<sup>37</sup> ~~Health care professional means a physician licensed to practice medicine in all its branches, a licensed physician assistant with prescriptive authority, a licensed advanced practice registered nurse with prescriptive authority, or an advanced practice registered nurse who practices in a hospital or ambulatory surgical treatment center and possesses appropriate clinical privileges in accordance with the Nurse Practice Act. 20 ILCS 301/5-23(d)(4).~~

<sup>38</sup> See f/n 15 above.

<sup>39</sup> 105 ILCS 22-30(f), amended by P.A. 103-196, eff. 1-1-24, provides that a physician, a physician assistant who has prescriptive authority under the Physician Assistant Practice Act of 1987 (225 ILCS 95/7.5), or an advanced practice registered nurse who has prescriptive authority under the Nurse Practice Act (225 ILCS 65-40) may prescribe undesignated oxygen tanks in the name of the district to be maintained for use when necessary.

<sup>40</sup> See f/n 19, above.

for glucagon from a qualifying prescriber,<sup>41</sup> or (2) fill the District's prescription for undesignated school glucagon.<sup>42</sup>

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.<sup>43</sup>

#### Administration of Undesignated Medication<sup>44</sup>

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

#### Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.<sup>45</sup>

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

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

<sup>41</sup> 105 ILCS 145/27, ~~added by P.A. 101-428~~, provides that a physician, a physician assistant who has prescriptive authority under the Physician Assistant Practice Act of 1987 (225 ILCS 95/7.5), or an advanced practice registered nurse who has prescriptive authority under the Nurse Practice Act (225 ILCS 65-40) may prescribe undesignated glucagon in the name of the district to be maintained for use when necessary.

<sup>42</sup> See f/n ~~2019~~, above.

<sup>43</sup> 105 ILCS 5/22-33(f).

<sup>44</sup> 105 ILCS 5/22-30, amended by P.A. 102-413, and 105 ILCS 145/27, ~~added by P.A. 101-428~~, detail specific required notifications, which are listed in [sample administrative procedure](#) 7:270-AP2, *Checklist for District Supply of Undesignated Asthma Medication(s), Epinephrine Injectors, Opioid Antagonists, and/or Glucagon*.

<sup>45</sup> 105 ILCS 5/22-30(c). The school, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of an injury to a student arising from the administration of asthma medication, epinephrine injectors, or opioid antagonists (Id.), a student's self-administration of medication (105 ILCS 5/10-22.21b, ~~amended by P.A. 103-175; added by P.A. 101-205~~), or administration of undesignated glucagon (insofar as it would be considered part of the care of a student with diabetes, see 105 ILCS 145/45).

105 ILCS 5/22-30(c) requires the district to inform parents/guardians in writing of the protections from liability and hold harmless provisions that apply to the administration of asthma medication, epinephrine injectors, and opioid antagonists. In addition, a statement must be signed by a student's parent/guardian acknowledging the district's protections from liability and hold harmless provisions for these undesignated medications. Id. A similar acknowledgment must be signed by a student's parent/guardian for the self-administration of medication. 105 ILCS 5/10-22.21b(~~ee~~), ~~added by P.A. 101-205~~. See [sample exhibit](#) 7:270-E1, *School Medication Authorization Form*, for a sample acknowledgement.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.  
105 ILCS 145/, Care of Students with Diabetes Act.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.  
720 ILCS 550/, Cannabis Control Act.  
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of Undesignated ~~Asthma~~ Medication(s), ~~Epinephrine Injectors, Opioid Antagonists, and/or Glucagon~~), 7:270-E1 (School Medication Authorization Form), 7:270-E2 (School Medication Authorization Form - Medical Cannabis)

## Students

### Administering Medicines To Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours, or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent/guardian of students.

### Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

### School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

### School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

### School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

### Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the District;
  - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*; and
  - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child’s school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District’s prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District’s prescription for undesignated epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District’s prescription for undesignated school opioid antagonists.

The **School District Supply of Undesignated Glucagon** section of this policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, or (2) fill the District’s prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

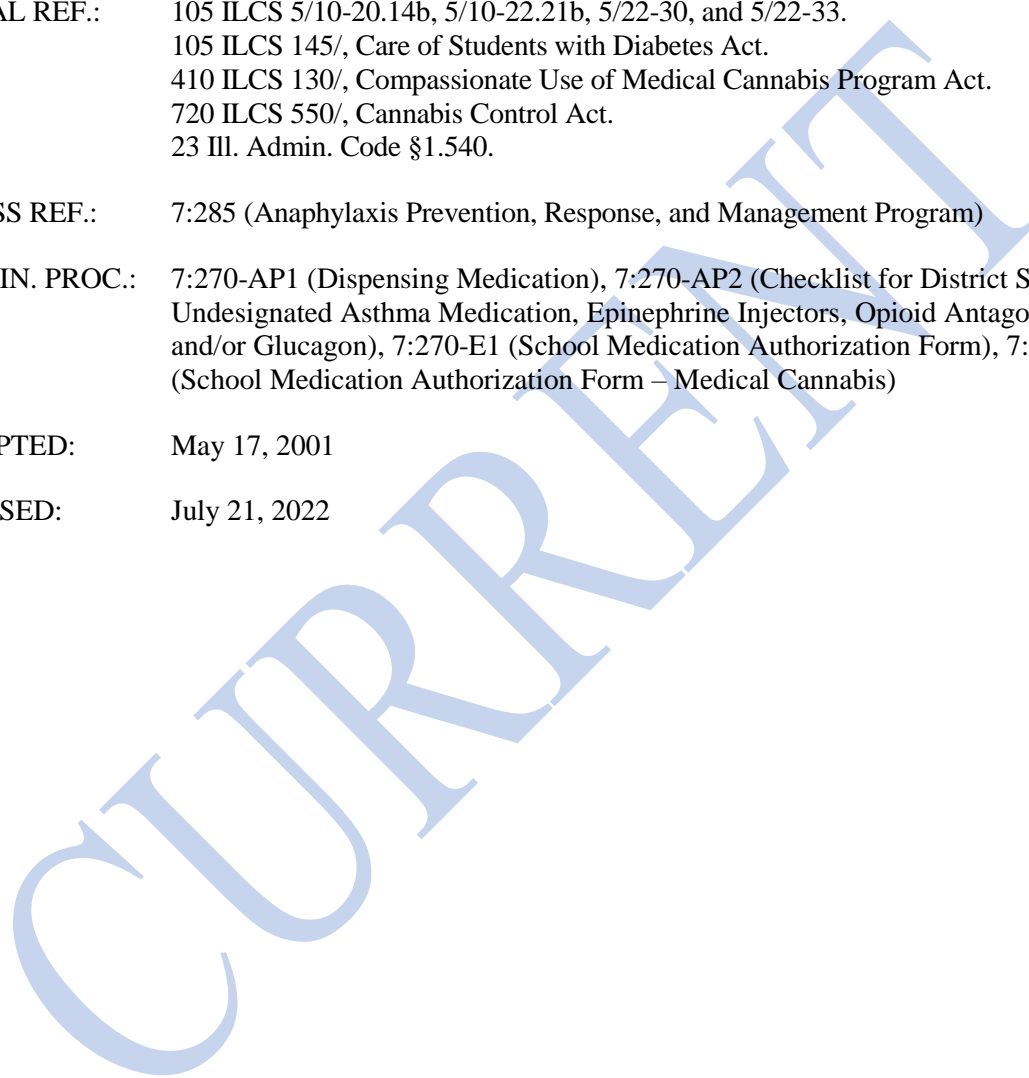
Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent/guardian of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parent/guardian should consult their own physician regarding these medication(s).

- LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.  
 105 ILCS 145/, Care of Students with Diabetes Act.  
 410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.  
 720 ILCS 550/, Cannabis Control Act.  
 23 Ill. Admin. Code §1.540.
- CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)
- ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, and/or Glucagon), 7:270-E1 (School Medication Authorization Form), 7:270-E2 (School Medication Authorization Form – Medical Cannabis)
- ADOPTED: May 17, 2001
- REVISED: July 21, 2022



## Students

### Anaphylaxis Prevention, Response, and Management Program <sup>1</sup>

School attendance may increase a student’s risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a School Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency<sup>2</sup> when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students’ families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. <sup>3</sup>

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

<sup>1</sup> 105 ILCS 5/2-3.190(d), added by P.A. 102-413 and renumbered P.A. 102-813, required school boards to update or implement an anaphylactic policy by 8-17-22 (six months after the Ill. State Board of Education (ISBE) distributed its model on 2-17-22) in accordance with the model policy developed by ISBE, titled *Anaphylaxis Response Policy for Illinois Schools*, (*ISBE Model*), available at: [www.isbe.net/Documents/Anaphylactic-policy.pdf](http://www.isbe.net/Documents/Anaphylactic-policy.pdf). Administrative procedures referencing the *ISBE Model* must support this policy in order to comply with the law. See the discussion in f/n 4 below and 7:285-AP, *Implementing an Anaphylaxis Prevention, Response, and Management Program* for a sample implementation procedure.

The law requires the *ISBE Model*, and in turn a district’s policy based on the *ISBE Model*, to include: (a) a procedure and treatment plan, including emergency protocols and responsibilities for school nurses and other appropriate school personnel, for responding to anaphylaxis, (b) requirements for a training course for appropriate school personnel on prevention and responding to anaphylaxis, (c) a procedure and appropriate guidelines for the development of an individualized emergency health care plan for children with a food or other allergy that could result in anaphylaxis, (d) a communication plan for intake and dissemination of information provided by Illinois regarding children with a food or other allergy that could result in anaphylaxis, including a discussion of methods, treatments, and therapies to reduce the risk of allergic reactions, including anaphylaxis, (e) strategies for reducing the risk of exposure to anaphylactic causative agents, including food and other allergens, and (f) a communication plan for discussion with children who have developed adequate verbal communication and comprehension skills and with the parents or guardians of all children about foods that are safe and unsafe and about strategies to avoid exposure to unsafe food. 105 ILCS 5/2-3.190(b), added by P.A. 102-413 and renumbered by P.A. 102-813.

The *ISBE Model* is primarily focused on item (a). Little to no guidance for schools regarding items (b) – (f) exists in it other than to generally cite to voluminous resources made available by the Centers for Disease Control and Prevention (CDC) and National Association of School Nurses (NASN). See f/n ~~83~~, below. This policy and its implementing procedures are designed to supplement the *ISBE Model* and further lead school officials to resources regarding items (b) – (f). 105 ILCS 5/2-3.182(b)(1-6), added by P.A. 102-413 and renumbered by P.A. 102-813.

<sup>2</sup> The *ISBE Model* does not provide a specific definition for *anaphylactic emergency*, but it appears to use that term and *anaphylaxis* interchangeably.

<sup>3</sup> This ends statement requires board work and should be discussed (what effect or impact will this district statement have on the students and the community?) and altered accordingly before board adoption. The *ISBE Model* provides that students at risk for anaphylaxis benefit from a policy that coordinates a planned response in the event of an anaphylactic emergency, and it emphasizes that an emergency plan should include all stakeholders. For more information on ends statements and governance, see IASB’s *Foundational Principles of Effective Governance* at: [www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/](http://www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/).

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that: <sup>4</sup>

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540. <sup>5</sup>
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540. <sup>6</sup>
3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*. <sup>7</sup>
4. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food*

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

The clause "using a cooperative effort among students' families, staff members, students, health care providers and emergency medical services, and the community" is optional and can be removed. The purpose of the clause is to share responsibility for management among all stakeholders.

<sup>4</sup> 105 ILCS 5/10-20. To balance the requirement to implement a policy based upon the *ISBE Model* (105 ILCS 5/2-3.190(d)) with the practicalities of managing a district, this paragraph delegates the board's implementation duty to the superintendent.

<sup>5</sup> Number one outlines the goals that the legislature directed ISBE to include in the topics covered by the *ISBE Model*. 105 ILCS 5/2-3.190(b), added by P.A. 102-413 and renumbered by P.A. 102-813. The *ISBE Model* is based on the *Virginia Dept. of Education Anaphylaxis Policy*, available at: [www.doe.virginia.gov/programs-services/student-services/specialized-student-support-services/school-health-services/school-health-guidance-resources/anaphylaxis-epinephrine-training](http://www.doe.virginia.gov/programs-services/student-services/specialized-student-support-services/school-health-services/school-health-guidance-resources/anaphylaxis-epinephrine-training) [www.doe.virginia.gov/programs-services/student-services/specialized-student-support-services/school-health-services/school-health-guidance-resources/anaphylaxis-epinephrine-training](http://www.doe.virginia.gov/programs-services/student-services/specialized-student-support-services/school-health-services/school-health-guidance-resources/anaphylaxis-epinephrine-training) [www.doe.virginia.gov/support/health-medical/anaphylaxis-epinephrine/](http://www.doe.virginia.gov/support/health-medical/anaphylaxis-epinephrine/), and it incorporates NASN recommendations for a comprehensive anaphylaxis school policy. See the *NASN Sample Anaphylaxis Policy*, at: [www.nasn.org/nasn-resources/resources-by-topic/allergies-anaphylaxis](http://www.nasn.org/nasn-resources/resources-by-topic/allergies-anaphylaxis). Boards may add further expectations and include additional goals that reflect those expectations here. Ensure that any additional expectations or goals align with policy 7:270, *Administering Medicines to Students*.

<sup>6</sup> Number two includes the ~~biennial~~ in-service training program required by 105 ILCS 5/10-22.39(b-5e)(2), added by [P.A. 103-542, eff. 1-1-24 and operative 7-1-24](#), and training required by 105 ILCS 5/22-30(g) for those staff members who will be trained personnel, authorized by 105 ILCS 5/22-30(b-10), to provide or administer undesignated epinephrine in specific situations. The law authorizes school nurses and trained personnel to administer undesignated epinephrine. See sample policy 5:100, Staff Development Program (at f/n 5 if the board does not list all training in the policy), and [sample administrative procedure 7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication\(s\), Epinephrine Injectors, Opioid Antagonists, and/or Glucagon for detail on training requirements](#). 105 ILCS 5/22-30(b-5) does not specifically state that staff members authorized to administer (student-specific) epinephrine under a student's specific individual plan must also complete the more rigorous training required for trained personnel. However, the ISBE Model is clear that "[o]nly trained personnel should administer epinephrine to a student believed to be having an anaphylactic reaction," and it requires each building-level administrator to identify at least two employees, in addition to the school nurse (if any), to be trained personnel. The more in-depth training for staff members who may administer epinephrine (whether student-specific or undesignated) is also a best practice emphasized in the CDC Guidelines, which is referenced in the ISBE Model (see f/n 8, below).

<sup>7</sup> Optional. Delete number three if a board has not adopted the **School District Supply of Undesignated Epinephrine Injectors** subhead in policy 7:270, *Administering Medicine to Students*.

*Allergies in Schools and Early Care and Education Programs and the National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists.* <sup>8</sup>

5. Provides annual notice to the parents/guardians of all students to make them aware of this policy. <sup>9</sup>
6. Complies with State and federal law and is in alignment with Board policies.

#### Monitoring <sup>10</sup>

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy at least once every three years. The Superintendent or designee shall assist the Board with its review and any necessary updates.

LEGAL REF.: 105 ILCS 5/2-3.190, 5/10-22.39(e), and 5/22-30.  
23 Ill.Admin.Code §1.540.  
*Anaphylaxis Response Policy for Illinois Schools*, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

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

<sup>8</sup> Number four refers to the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs*, at: [www.cdc.gov/healthyschools/foodallergies/pdf/20\\_316712-A\\_FA\\_guide\\_508tag.pdf](http://www.cdc.gov/healthyschools/foodallergies/pdf/20_316712-A_FA_guide_508tag.pdf) (*CDC Guidelines*), which is cited in the *ISBE Model* as a resource for a "full food allergy and prevention of allergen exposure plan." Adopting the entire, voluminous *CDC Guidelines* document as policy is not practical. The *CDC Guidelines* also state that not every recommendation will be appropriate or feasible for every district's needs. The *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*, at: <http://www.nasn.org/nasn-resources/resources-by-topic/allergies-anaphylaxis>, are also linked as a resource in the *ISBE Model*. The *ISBE Model* acknowledges that not all schools have access to school nurses or other health staff on a regular basis, and it encourages districts to take this into consideration when developing building-level plans.

<sup>9</sup> Number five is required by 105 ILCS 5/2-3.190(c), added by P.A. 102-413 and renumbered by P.A. 102-813. The notification must include contact information for parents/guardians to engage further with the district to learn more about individualized aspects of the policy. For ease of administration, districts may want to include this notification in student handbook(s). The Ill. Principal's Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook* (MSH), at: [www.ilprincipals.org/msh/](http://www.ilprincipals.org/msh/) ~~[www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook)~~.

<sup>10</sup> 105 ILCS 5/2-3.190(e), added by P.A. 102-413 and renumbered by P.A. 102-813, provides that ISBE shall review and update its model policy at least once every three years. Although this section does not expressly state that boards must also conduct a review within this time frame, that is the logical conclusion based on a board's duty in 105 ILCS 5/10-16.7 to direct the superintendent through policy. The policy should be updated in accordance with any revisions made to the *ISBE Model*.

## Students

### Anaphylaxis Prevention, Response, and Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylactic Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylactic Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540.
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540.
3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*.
4. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*.
5. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
6. Complies with State and federal law and is in alignment with Board policies.

### Monitoring

Pursuant to State law and policy 2:250, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy at least once every three years. The Superintendent or designee shall assist the Board with its review and any necessary updates.

LEGAL REF.: 105 ILCS 5/2-3.190, 5/10-22.39(e), and 5/22-30.  
23 Ill. Admin. Code §1.540.  
*Anaphylaxis Response Policy for Illinois Schools*, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: November 11, 2010

REVISED: March 16, 2023

CURRENT

## Students

### Suicide and Depression Awareness and Prevention <sup>1</sup>

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

#### Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff. <sup>2</sup>
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.<sup>3</sup> Implementation will incorporate:

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

<sup>1</sup> A suicide awareness and prevention policy is required by 105 ILCS 5/2-3.166(c). The first sentence of this policy is required by 105 ILCS 5/2-3.166(c)(1).

This policy contains an item on which collective bargaining may be required. See 105 ILCS 5/10-22.24b. 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.

<sup>2</sup> Required by 105 ILCS 5/2-3.166(c)(2). While this law is titled Youth Suicide Awareness and Prevention, it requires the policy to include protocols for administering youth suicide awareness and prevention education to *staff* and students.

For student protocols, see 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7.

For staff protocols, see 105 ILCS 5/3-14.8, which requires the regional superintendents to cover the warning signs of suicidal behavior in teacher's institutes. In suburban Cook County, an Intermediate Service Center will perform the responsibilities that are performed in other locations by the regional superintendent.

<sup>3</sup> Required by 105 ILCS 5/2-3.166(c)(3). This policy adds *with the goal of* and *possibly* to modify the statute's use of "at risk of suicide." *With the goal of* acknowledges that identifying every student at risk of suicide is impossible. *Possibly* is added to inform the public that these identifications are not definitive. School staff members are not licensed medical professionals who are fully trained to make definitive determinations about whether a student is at risk of suicide, and parents/guardians should not take any referral under this requirement as such.

- a. The training required by 105 ILCS 5/10-22.39 for ~~licensed school personnel and administrators~~ all District staff who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies: <sup>4</sup>
- a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;
  - c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
  - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;

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

~~Through 6-30-24, 105 ILCS 5/10-22.39, amended by P.A. 101-350, requires licensed school personnel and administrators who work with students in kindergarten through grade 12 to be trained to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques. 105 ILCS 5/10-22.39(b-20), added by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, requires teachers, administrators, and school support personnel who work with pupils be trained on identifying warning signs of mental illness, trauma, and suicidal behavior in youth. Such training must include, but is not limited to, appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/3.166. 105 ILCS 5/10-22.39, amended by P.A. 103-542, eff. 1-1-24 and operative 7-1-24, uses the phrase teachers, administrators, and school support personnel, but for brevity this material uses the phrase all District staff.~~

While very little guidance is available for students in grades 6 and below, *Ann Marie's Law* directs the Ill. State Board of Education (ISBE) to compile, develop and post these items on its website. Districts may use the Ill. Mental Health training program, established under the Ill. Mental Health First Aid Training Act, to provide the training for this in-service requirement. ~~See f/n 4 in sample policy 5:100, Staff Development Program, for further discussion of this training requirement.~~

*Ann Marie's Law* requires ISBE to develop and recommend materials. See the discussion in f/n 7, below, on ISBE-recommended materials.

See f/n 1 in sample policy 4:170, *Safety*, for information on the U.S. School Safety Clearinghouse website at: [www.SchoolSafety.gov](http://www.SchoolSafety.gov) ~~www.schoolsafety.gov~~.

~~See f/n 4 in sample policy 5:100, Staff Development Program, for further discussion of these training requirements.~~

<sup>4</sup> Required by 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267. For further discussion of 105 ILCS 5/10-22.24b, see f/n 2 in sample policy 6:270, *Guidance and Counseling Program*. This policy adds "for use during the school day and at school-sponsored events" to inform the public about the limitations concerning what schools can realistically provide students and their parent(s)/guardian(s). See the discussion in f/n 3, above, regarding the addition of the word *possibly*.

- e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
  - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
  - g. 7:250, *Student Support Services*, implementing the Children’s Mental Health Act, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE’s website pursuant to *Ann Marie’s Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.<sup>5</sup>
  5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.<sup>6</sup>
  6. A process to incorporate ISBE-recommended resources<sup>7</sup> on youth suicide awareness and prevention programs, including current contact information for such programs in the District’s Suicide and Depression Awareness and Prevention Program.<sup>8</sup>

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District’s Suicide Prevention and Depression Awareness Program.<sup>9</sup>

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

<sup>5</sup> Required by 105 ILCS 5/2-3.166(c)(5). See 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Needs* for information about building-level Student Support Committees. When sharing information from therapists and counselors, these committees are required to follow the Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Children’s Mental Health Act, 405 ILCS 49/, amended by P.A. 102-899, ~~eff. 1-1-23~~.

<sup>6</sup> Required by 105 ILCS 5/2-3.166(c)(6).

<sup>7</sup> 105 ILCS 5/2-3.166(b)(2)(B), directs ISBE to “compile, develop, and post on its publicly accessible Internet website both of the following, which may include materials already publicly available: (A) [r]ecommended guidelines and educational materials for training and professional development, and (B) [r]ecommended resources and age-appropriate educational materials on youth suicide awareness and prevention.”

ISBE has created the *Illinois Youth Suicide Prevention Toolkit: A Reference for Administrators, Counselors, Teachers, and Staff*, at: [www.isbe.net/Documents/Suicide-Prevention-Procedures.pdf](http://www.isbe.net/Documents/Suicide-Prevention-Procedures.pdf), as well as listing other resources at: [www.isbe.net/Pages/Suicide-Prevention.aspx](http://www.isbe.net/Pages/Suicide-Prevention.aspx).

<sup>8</sup> Required by 105 ILCS 5/2-3.166(c)(7).

<sup>9</sup> Optional. The *Illinois Suicide Prevention Strategic Plan* may be found at:

<https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/illinoisstrategicplan2020reduced.pdf>. Its goals and objectives reflect the input of public and private organizations and stakeholders that are concerned with mental health. It is designed to reduce suicide through a positive public health approach. See also the Suicide Prevention Resource Center ~~and its Illinois~~ page at [www.sprc.org/states/illinois](http://www.sprc.org/states/illinois) ~~https://sprc.org/~~ for more information ~~on which goals in the Illinois Suicide Prevention Strategic Plan have been implemented.~~

## Monitoring <sup>10</sup>

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

## Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website.<sup>11</sup> The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.<sup>12</sup> Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law. <sup>13</sup>

## Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, 5 ILCS 860/, Children's Mental Health Act, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

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

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

<sup>10</sup> Required by 105 ILCS 5/2-3.166(d).

<sup>11</sup> Id. See [sample exhibit 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records](#). Consult the board attorney about whether a signature is required to prove compliance with the law's specific requirement that *each school district employee* and *each student enrolled in the district* are informed of and/or provided a copy of the policy.

<sup>12</sup> Id. Consult the board attorney about placing the policy in the student handbook instead of and/or in addition to providing a hard copy to each student's parent/guardian. Members of the Ill. Principals Assoc. (IPA) may subscribe to the IPA's Model Student Handbook Service, which are aligned with IASB's policy services. For more information, see: <https://ilprincipals.org/msh/>.

<sup>13</sup> 105 ILCS 5/10-20.76, added by P.A. 102-134 and renumbered by P.A. 102-813 (district-issued ID cards for students, and information on districts' websites); 105 ILCS 5/10-20.81, added by P.A. 102-416, ~~and~~ renumbered by P.A. 102-813, and amended by P.A. 103-143 (districts must insert ~~either contact information for the National Suicide Prevention Lifeline, the Crisis Text Line, and the Safe2Help Illinois helpline or a local suicide prevention hotline~~ on student ID cards, and contact ~~information must~~ identify each helpline that may be contacted through text messaging; ~~and include~~ the same must be included in student handbooks and planners (if a student planner is custom printed by a district or its schools for distribution to students in any of grades 6 through 12)). See f/n 1 in [sample administrative procedure 7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program](#), for further information regarding Safe2Help Illinois.

and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.<sup>14</sup>

LEGAL REF.: 42 U.S.C. § 12101 et seq., Individuals with Disabilities Education Act.  
105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.76, 5/10-20.81, 5/10-22.24a, 5/10-22.24b, 5/10-22.39, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7.  
5 ILCS 860/, Student Confidential Reporting Act.  
405 ILCS 49/, Children’s Mental Health Act.  
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.  
745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

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

**14 Consult the board attorney for guidance concerning liability in this area.** Except for cases of willful and wanton conduct, the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/, likely protects districts from liability for failure to properly identify and/or respond to a student’s mental health issue that results in suicide. See 745 ILCS 10/3-108 and Grant v. Bd. of Trustees of Valley View Sch. Dist. No. 365-U, 286 Ill.App.3d. 642 (3rd Dist. 1997). However, attorneys have concerns that failing to inform parents/guardians that services required under *Ann Marie’s Law* are limited may open districts to potential litigation if services provided under the policy fail or are deemed inadequate. Every situation is fact specific and the issues require careful evaluation. A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its board attorney, to minimize liability, such as adding limiting phrases (see discussions in f/ns 3 & 4) and ensuring other policies are followed. Ultimately, the best way to minimize liability is to be sure that the district’s insurance policies cover the training and other requirements under *Ann Marie’s Law*.

In addition to the Tort Immunity Act, school officials and districts may also be entitled to qualified immunity in civil rights lawsuits that seek to hold them liable for a suicide. See Sanford v. Stiles, 456 F.3d 298 (3d Cir. 2006); Martin v. Shawano-Gresham Sch. Dist., 295 F.3d 701 (7th Cir. 2002); Armijo v. Wagon Mount Pub. Schs., 159 F.3d 1253 (10th Cir. 1998). Yet, recent trends in student-on-student harassment cases are emerging where parents whose children die of suicide allege that a school’s failure to properly identify or respond to the child’s mental health issues was a contributing cause for the suicide.

In these cases, the parents ask courts to apply Davis v. Monroe Cnty. Bd. of Educ., 526 U.S. 629 (1999), to *Section 504* cases. Under the *Davis standard*, parents must prove that: (1) their child was an individual with a disability; (2) their child was harassed based upon his or her disability; (3) the harassment was sufficiently severe or pervasive that it altered the condition of the child’s education and created an abusive educational environment; (4) the school district knew about the harassment; and (5) the school district was deliberately indifferent to the harassment.

While not precedential in Illinois, several cases illustrate the uncertainty of a school district’s liability in the emerging area of suicide prevention liability and/or failure to properly respond to a student’s mental health issues and may indicate a trend toward courts allowing juries to determine a district’s liability: Armijo (denying summary judgment to two individual defendant district employees based on a state-created danger theory and as to all defendant employees based on a special relationship theory); Estate of Barnwell ex rel. Barnwell v. Watson, 44 F.Supp.3d 859 (E.D. Ark. 2014) (allowing plaintiff parents to move forward in litigation alleging that school district’s *Section 504* failures contributed to their son’s suicide, but summary judgment in favor of school district eventually granted); and Walsh v. Tehachapi Unified Sch. Dist., 997 F.Supp.2d 1071 (E.D. Ca. 2014) (denying summary judgment because the school district’s conduct may have been the proximate cause of the student suffering an uncontrollable impulse to commit suicide). But see Estate of Lance v. Lewisville Indep. Sch. Dist., 743 F.3d 982 (5th Cir. 2014) (finding in favor of the school district because the claimed special relationship theory and state-created danger theories were not actionable).

## Students

### Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

#### Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
  - a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
  - a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;

- c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
  - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
  - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
  - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Implementing State law requirements related to students who are in foster care;
  - g. 7:250, *Student Support Services*, implementing the Children’s Mental Health Act, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE’s website pursuant to *Ann Marie’s Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
  5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
  6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District’s Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District’s Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie’s Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District’s website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District’s website, and student handbooks and planners will contain the support information as required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, 5 ILCS 860/, Children’s Mental Health Act, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

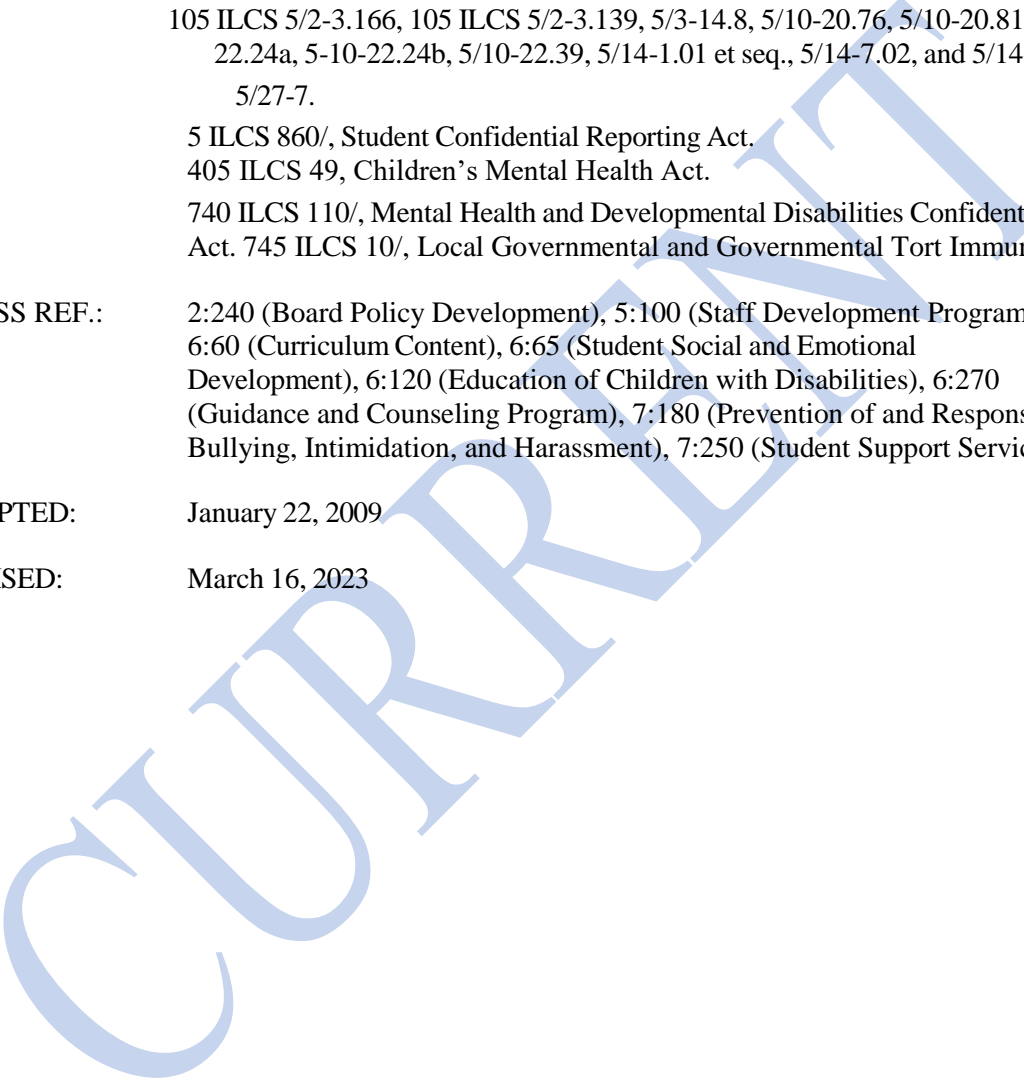
The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner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

LEGAL REF.: 42 U.S.C. §12101 et seq. Individual with Disabilities Education Act.  
105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.76, 5/10-20.81, 5/10-22.24a, 5-10-22.24b, 5/10-22.39, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7.  
5 ILCS 860/, Student Confidential Reporting Act.  
405 ILCS 49, Children’s Mental Health Act.  
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act. 745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: January 22, 2009

REVISED: March 16, 2023



## Students

### Use of Educational Technologies; Student Data Privacy and Security<sup>1</sup>

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or covered information.<sup>2</sup> The sale, rental, lease, or trading of any school student records or covered

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

<sup>1</sup> The Student Online Personal Protection Act (SOPPA) (105 ILCS 85/), ~~amended by P.A. 101-516~~, controls the content of this policy. SOPPA specifically requires boards to adopt a policy for designating which district employees are authorized to enter into agreements with *operators* (see **Operator Contracts** subhead). SOPPA is the State law that governs how educational technology companies, schools, and the Ill. State Board of Education (ISBE) use and protect *covered information* of students. The amendments to SOPPA were intended to strengthen protections for online student data, in part by centralizing the vetting and contracting process within schools, and to give parents ready access to information about how their children's data is being used at school. SOPPA does not, however, require a district to obtain parent opt-in or separate consent for the use of online services or applications, nor is such consent required if the operator is acting as a *school official* pursuant to the delineated exception in the Family Educational Rights and Privacy Act's (FERPA)(20 U.S.C. §1232g) implementing regulations. See 34 C.F.R. §99.3(a). A helpful resource published by the Ill. Council of School Attorneys, *Answers to FAQs Regarding the Student Online Personal Protection Act and Public Schools*, is available to IASB members on IASB's website at: [www.iasb.com/policy-services-and-school-law/guidance-and-resources/student-online-personal-protection-act/](http://www.iasb.com/policy-services-and-school-law/guidance-and-resources/student-online-personal-protection-act/). Additional SOPPA resources are available through ISBE at: [www.isbe.net/Pages/Educational-Technology.aspx](http://www.isbe.net/Pages/Educational-Technology.aspx).

105 ILCS 5/10-20.74, ~~added by P.A. 101-654~~, requires districts to submit to the ISBE an annual report about its educational technology capacity and policies, including device availability for students, school-based access and infrastructure, professional learning and development training opportunities, and documentation of developmentally appropriate computer literacy instruction embedded in the district's curriculum at each grade level. See 2:150-AP, *Superintendent Committees*, at f/n 20, for a list of sample **PRESS** policies that apply to this submission. See also policy 6:60, *Curriculum Content*, at f/n 265, and 6:300-E2, *State Law Graduation Requirements*, for more information about computer literacy requirements.

<sup>2</sup> See [sample](#) policy 7:340, *Student Records*, and its implementing [sample](#) administrative procedure, 7:340-API, *School Student Records*, for requirements addressing school student records under federal and State law. SOPPA does not override or otherwise supersede the requirements of FERPA or the Ill. School Student Records Act (ISSRA) (105 ILCS 85/30(9)), ~~amended by P.A. 101-516~~. [Additionally, the Children's Online Privacy Protection Act \(COPPA\)\(15 U.S.C. §6501 et seq.; 16 C.F.R. Part 312\), requires certain operators of commercial websites and online services to obtain verifiable parental consent before collecting personal information of children under 13. Under certain conditions, operators can rely upon school districts to consent on behalf of parents when the programs being offered are solely for the benefit of students or a district. See \[www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions\]\(http://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions\) at section N for more information.](#)

*Covered information* is a broader concept than student records; and may include information that does not qualify as a student record. However, even if the covered information is not maintained as a student record, it may still qualify as a *public record* under the Local Records Act (50 ILCS 205/), such that a district would have an obligation to maintain it. Consult the board attorney for guidance on these issues.

information by the District is prohibited.<sup>3</sup> Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. <sup>4</sup>

### Definitions <sup>5</sup>

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student’s parent/guardian in the course of the student’s or parent/guardian’s use of the operator’s site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes. <sup>6</sup>

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District. <sup>7</sup>

### Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval.<sup>8</sup> Contracts

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

<sup>3</sup> 105 ILCS 85/26(1), ~~added by P.A. 101-516~~. SOPPA includes a clarification that schools and operators are not prohibited from producing and distributing, free or for consideration, student class photos and yearbooks to the school, students, parents, or others authorized by parents, as long as there is a written agreement between the operator and district. 105 ILCS 85/30(10), ~~amended by P.A. 101-516~~.

<sup>4</sup> SOPPA permits, but does not require, districts to designate an appropriate staff person as a Privacy Officer, who may also be an official records custodian under ISSRA, to carry out the duties and responsibilities assigned to schools and to ensure a district’s compliance with the requirements of SOPPA. 105 ILCS 85/27(f), ~~added by P.A. 101-516~~. For boards that wish to designate a Privacy Officer, add the below sentence to the end of the paragraph. Boards may designate an individual other than the Superintendent to serve in the capacity of Privacy Officer, such as a Business Manager, IT Director, or District Records Custodian.

The Board designates the Superintendent to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, ~~amended by P.A. 101-516~~.

<sup>5</sup> 105 ILCS 85/5, ~~amended by P.A. 101-516~~. See f/n 3 above for more discussion about *covered information*.

<sup>6</sup> SOPPA specifically provides that it does not apply to general audience websites, online services, online applications, or mobile applications, even if login credentials are required to access the general audience sites, services, or applications. 105 ILCS 85/30(3), ~~amended by P.A. 101-516~~. Consult the board attorney for guidance regarding whether certain applications that may be widely used by schools, but which may not have been originally marketed to K-12 (e.g., certain video conference applications), come within the scope of SOPPA.

<sup>7</sup> Operators must notify districts of a breach of covered information within the most expedient time possible and without reasonable delay, but no later than 30 calendar days after the determination that a breach has occurred. 105 ILCS 85/15(5), ~~added by P.A. 101-516~~.

<sup>8</sup> This statement is required by 105 ILCS 85/27(b), ~~added by P.A. 101-516~~. SOPPA provides that any agreement entered into in violation of SOPPA “is void and unenforceable as against public policy.” *Id.* SOPPA does not provide for a private right of action against school districts; the Ill. Attorney General has enforcement authority under SOPPA through the Consumer Fraud Deceptive Trade Practices Act. 105 ILCS 85/35.

between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.<sup>9</sup>

### Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure.<sup>10</sup> In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.<sup>11</sup>

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act;~~implemented~~  
by 34 C.F.R. Part 99.  
105 ILCS 10/, Ill. School Student Records Act.  
105 ILCS 85/, Student Online Personal Protection Act.  
23 Ill. Admin. Code Part 380.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

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

<sup>9</sup> SOPPA requires specific provisions be included in a contract with any operator that seeks to receive covered information from a school district. 105 ILCS 85/15(4) and 85/27(g)~~, added by P.A. 101-516~~. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, for details.

<sup>10</sup> 105 ILCS 85/27(e)~~, added by P.A. 101-516~~. SOPPA does not provide specifics regarding security procedures or practices, nor is there a formal, nationalized standard specific to K-12, but the law does require ISBE to make available on its website guidance for schools pertaining to reasonable security procedures and practices. 105 ILCS 85/28~~, added by P.A. 101-516~~. ISBE has endorsed a security best practices document published by the Learning Technology Center of Illinois (an ISBE grant-funded program) as its guidance that all districts should follow, which is available at: [www.isbe.net/Pages/Educational-Technology.aspx](http://www.isbe.net/Pages/Educational-Technology.aspx) (see Reasonable Security Practices dropdown). The Learning Technology Center of Illinois offers cybersecurity training to administrators and educators throughout the State. See [www.ltc.org](http://www.ltc.org). The U.S. Dept. of Education has also issued multiple guidance documents on security best practices for schools, available at: <https://studentprivacy.ed.gov/security>, and the federal Cybersecurity and Infrastructure Security Agency issued an online toolkit and report, *Protecting Our Future: Partnering to Safeguard K-12 Organizations from Cybersecurity Threats* (Jan. 2023), which includes recommended cybersecurity guidelines for K-12 schools, at: [www.cisa.gov/protecting-our-future-cybersecurity-k-12](http://www.cisa.gov/protecting-our-future-cybersecurity-k-12). Additional resources, including *Digital Infrastructure Briefs* (Aug. 2023), are also available at: <https://tech.ed.gov/infrastructure/>.

<sup>11</sup> In the event of a breach of covered information of students, SOPPA requires school districts to provide two types of notices: (1) individual notices to the parents of students whose covered information was involved in the breach and (2) a more general notice about the breach on the district's website (or at the district administrative office, if it does not maintain a website) if the breach involved 10% or more of the district's student enrollment. 105 ILCS 85/27(a)(5) & (d)~~, added by P.A. 101-516~~. See [sample administrative procedure](#) 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, for details about the required notices.

## **Students**

### **Use of Educational Technologies; Student Data Privacy and Security**

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent or designee shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or covered information. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

#### **Definitions**

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

#### **Operator Contracts**

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

#### **Security Standards**

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.  
105 ILCS 10/, Ill. School Student Records Act.  
105 ILCS 85/, Student Online Personal Protection Act.  
23 Ill. Admin. Code Part 380.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

ADOPTED: September 17, 2020

REVISED: March 17, 2022

CURRENT

## Community Relations

### Visitors to and Conduct on School Property <sup>1</sup>

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. <sup>2</sup>

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

All visitors to school property are required to report to the Building Principal’s office and receive permission to remain on school property. All visitors must sign a visitors’ log, show identification, and wear a visitor’s badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials’ instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. <sup>3</sup>

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

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student’s special education needs, should be made at the

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<sup>1</sup> State or federal law controls this policy’s content. Boards may make and enforce reasonable rules of conduct and sportsmanship for school events and deny future admission to school events to violators for up to one year provided a notice and hearing are given. 105 ILCS 5/24-24. See f/n 20 below.

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.

<sup>2</sup> School-sponsored or school-sanctioned events or activities aligns with the text of 105 ILCS 5/27-23.7(a).

<sup>3</sup> This paragraph is up to the local board’s discretion. Many public school buildings were built before school security was the concern it is now. A first step in creating a secure environment is to manage access to school buildings. Along with limiting the entrances that may be used, school officials should post signs with instructions for visitors and a warning to trespassers. Signs may be as simple as “Visitors Must Report to Office” and “No Trespassing – Violators will be Prosecuted.” Applicable criminal trespass laws include: 720 ILCS 5/21-1 (criminal damage to property); 5/21-1.2 (institutional vandalism); 5/21-3 (criminal trespass to real property); 5/21-5 (criminal trespass to State supported land); 5/21-5.5 (criminal trespass to a safe school zone); 5/21-9 (criminal trespass to a place of public amusement); 5/21-11 (distributing or delivering written or printed solicitation on school property). This sample policy identifies board members as visitors.

The following optional provisions must be modified according to local conditions:

**Option 1:** The Superintendent or designee may post certain school facilities for the community’s use on non-school days when they are not being used for school purposes.

**Option 2:** The Superintendent or designee shall manage a program to allow community use of the following facilities on non-school days, during the daylight, provided they are not being used for school purposes: tennis courts, playground, and track.

appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee. <sup>4</sup>

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person. <sup>5</sup>
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. <sup>6</sup>
4. Damage or threaten to damage another's property. <sup>7</sup>
5. Damage or deface school property. <sup>8</sup>
6. Violate any Illinois law,<sup>9</sup> or town or county ordinance.
7. Smoke or otherwise use tobacco products. <sup>10</sup>

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<sup>4</sup> 105 ILCS 5/14-8.02(g-5). See [sample](#) administrative procedure 6:120-AP2, *Access to Classrooms and Personnel*, and [sample](#) exhibit 6:120-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.

<sup>5</sup> See e.g., 720 ILCS 5/12-2 (aggravated assault); [5/12-2\(b\)\(9\) \(aggravated assault against a sports official or coach\)](#); 5/12-3.05(c) (aggravated battery on public property); 5/12-3.05(d)(3) (aggravated battery against a school employee); ~~5/12-2(b)(9) (aggravated assault against a sports official or coach)~~; 5/12-9 (threats to public officials); 5/24-1.2 (discharge of a firearm).

<sup>6</sup> With one exception, a license to carry a firearm does not permit an individual to carry a concealed firearm on or into any building, real property, and/or parking area under the control of an elementary or secondary school, or any bus paid for in whole or part with public funds. 430 ILCS 66/65(a). The following optional provision adds that exception, which is a restatement of 430 ILCS 66/65(b), to the text in number 3:

An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.

Other relevant weapons laws include 705 ILCS 405/5-407 ([juvenile in possession of a firearm](#)), 720 ILCS 5/24-9 ([firearms: child protection](#)); ~~7205 ILCS 5/440-424-1(c) (unlawful use of weapons in schools)~~; ~~5/110-10 (firearms in schools)~~; 720 ILCS 5/24-1.2, 5/24-3 (discharge of firearm and unlawful delivery or sale of a firearm near school); 705 ILCS 405/5-130, 405/5-805 (minor 15 years or older who commits aggravated battery with a firearm at school is tried as an adult).

<sup>7</sup> See e.g., 720 ILCS 5/2-19.5 ([definition of school](#)), 5/16-1 ([theft](#)), 5/18-1 ([robbery; aggravated robbery](#)), 5/19-1 ([burglary](#)), and 21-1 ([criminal damage to property](#)), ~~and 5/21-1.3 (property damage penalties)~~.

<sup>8</sup> See e.g., 720 ILCS 5/21-1.01 ([criminal damage to government supported property](#)), [21-1.2 \(institutional vandalism\)](#), and 21-1.3 ([criminal defacement of property](#)).

<sup>9</sup> See e.g., 720 ILCS 5/11-9.3 (presence within school zone by child sex offenders prohibited), 5/11-14 (prostitution); ~~5/11-15 (repealed)~~, and 5/11-18 (patronizing a prostitute); 720 ILCS 5/21-11 (soliciting students to commit illegal acts).

<sup>10</sup> Required by 105 ILCS 5/10-20.5b and 410 ILCS 82/1 *et seq.* Federal law prohibits smoking inside schools (20 U.S.C. [§79736083](#)); districts failing to comply with the federal no-smoking ban risk a civil penalty of up to \$1000 per violation per day.

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

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<sup>11</sup> See 720 ILCS 570/407 (delivery of controlled substance on or within 1000 feet of a school) and 410 ILCS 705/ ([Cannabis Regulation and Tax Act](#)), ~~added by P.A. 101-27~~. See also the discussion in f/n 5 and 6 of [sample](#) policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*; this statement must be consistent with employee working conditions and employee conduct standards (see [sample administrative procedure](#) 5:120-AP2, *Employee Conduct Standards*).

<sup>12</sup> Each board and superintendent may want to engage in a conversation regarding how the district might partner with local law enforcement to enforce this policy and the penalties available under the Cannabis Regulation [and](#) Tax Act, e.g., posting signs barring community members from bringing in weapons, alcohol, cannabis, tobacco, etc. Signage reminding visitors of the policy may make it easier for staff and/or local law enforcement to enforce.

<sup>13</sup> Managing cannabis on district property and the school setting presents many unsettled and complex legal issues. To legally use medical cannabis in Illinois, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)). 410 ILCS 130/, ~~amended by P.A. 101-363, eff. 1-1-20 and scheduled to be repealed on 7-1-20~~. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including (a) in a school bus, (b) on the grounds of any preschool or primary or secondary school, or (c) in close physical proximity to anyone under the age of 18 years of age. 410 ILCS 130/30(a)(2), (3), and (4), ~~amended by P.A. 101-363, eff. 1-1-20 and scheduled to be repealed on 7-1-20~~. However, *Ashley's Law*, 105 ILCS 5/22-33(b) and (g), ~~added by P.A. 100-660~~, allows *designated caregivers* to administer medical cannabis infused products to students who are *registered qualifying patients* at school or on the school bus, and requires school boards to adopt a policy to implement the law unless the district would lose federal funding. See [sample](#) policy 7:270, *Administering Medicines to Students* and its f/n 21<sup>9</sup>.

Remember that *Ashley's Law* requires the designated caregiver to remove the product from the school premises or the school bus after administering it to the student, so as a result, policy 7:270, *Administering Medicines to Students*, requires immediate removal of medical cannabis infused products after administering them to the student (see f/n ~~25-26~~ of that policy for further discussions).

<sup>14</sup> See e.g., 720 ILCS 5/21.2-1 [et seq.](#) (interference with a public institution of education).

<sup>15</sup> See e.g., 625 ILCS 5/11-605 (special speed limit zones). 625 ILCS 5/12-610.1(e), prohibits wireless telephone use while operating a motor vehicle on a roadway in a school speed zone except for emergency purposes. [625 ILCS 5/12-803\(f\), added by P.A. 103-404, prohibits motor vehicle drivers from making contact with any portion of a stopped school bus or making contact with a school child within 30 feet of the school bus.](#)

<sup>16</sup> The pivotal question in a negligence case is whether the defendant acted reasonably. A ban on roller-blading demonstrates that the district took reasonable steps to reduce the risk of injury.

### Convicted Child Sex Offender <sup>17</sup>

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

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

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

### Exclusive Bargaining Representative Agent <sup>18</sup>

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

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<sup>17</sup> 720 ILCS 5/11-9.3(a). The statute assigns the child sex offender the "duty to remain under the direct supervision of a school official." In order to ensure this happens and to protect students, the sample policy requires the superintendent, or designee who is a certified employee, to supervise a child sex offender whenever the offender is in a child's vicinity. See also the Sex Offender Community Notification Law (730 ILCS 152/101 *et seq.*); Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75 - 154/105); [sample](#) policy 4:170, *Safety*; and [sample](#) administrative procedure 4:175-API, *Criminal Offender Notification Laws; Screening*.

<sup>18</sup> 105 ILCS 5/-24-25; 115 ILCS 5/3(c), ~~added by P.A. 101-620~~. If a provision contained in a collective bargaining agreement addresses this issue, it will supersede this policy for those covered employees. In such cases, the board policy should be amended to state, "Please refer to the applicable collective bargaining agreement." For employees whose collective bargaining agreement does not address this subject, the policy should reflect the board's current practice. Consult the board attorney about this subhead. It is an item 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. Amend the language to reflect what is recommended by the board attorney.

The School Code permits bargaining representatives to meet with employees during *duty-free time* upon notice to the school office. The Ill. Educational Labor Relations Act, ~~amended by P.A. 101-620~~, expanded the rights of access by bargaining representatives to also include meeting with employees during the employee work day if the meeting: (1) is to investigate and discuss grievances and workplace-related complaints (no time limit is specified) or (2) is with a newly hired employee within the first two weeks of employment (or on a later date if mutually agreed upon by the employee and bargaining representative) for one hour or less. In those circumstances, the district may not dock employee pay or charge leave time. 115 ILCS 5/3(c). However, the access must be *reasonable* and "shall at all times be conducted in a manner so as not to impede normal operations." *Id.* Consult the board attorney for guidance regarding specific requests and whether, if granted, they would impede normal operations, e.g., requests for access to staff while they are performing instructional or supervisory duties. Determining whether normal operations are impeded will likely depend upon the position and duties of the employee in the district.

## Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act.<sup>19</sup> The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from [or denied admission to school property in accordance with State law.](#)<sup>20</sup> The person ~~is~~ also [may be](#) subject to being denied admission to school [athletic or extracurricular events](#) ~~or meetings~~ for up to one calendar year [in accordance with the procedures below.](#) <sup>21</sup>

### Procedures to Deny Future Admission to [Athletic or Extracurricular School Events](#) ~~or Meetings~~

Before any person may be denied admission to [athletic or extracurricular](#) school events ~~or meetings as provided in this policy~~, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain: <sup>22</sup>

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<sup>19</sup> ~~Id.~~ [105 ILCS 5/24-25. Refusal to provide such information is a Class A misdemeanor.](#)

<sup>20</sup> [105 ILCS 5/10-20.5 \(rules\), 5/10-22.10 \(control and supervision of school houses and school grounds\); 720 ILCS 5/21-3 \(criminal trespass to real property\), 5/21-5 \(criminal trespass to State supported land\), 5/21-5.5 \(criminal trespass to a safe school zone\). See f/n 3, above.](#)

<sup>21</sup> See [Nuding v. Cerro Gordo Comm. Unit Sch. Dist.](#), 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24 [and to enforce conduct rules at its meetings by 105 ILCS 5/10-20.5](#); the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting); [Jordan ex rel. Edwards v. O'Fallon Tp. High Sch. Dist.](#), 302 Ill.App.3d 1070 (5th Dist. 1999) (105 ILCS 5/24-24 did not give a high school athlete the right, under the due process clause, to a notice and hearing before he could be suspended from participating in interscholastic athletics; the statute expands the schools' authority to ban people from attending school events for breaching conduct and sportsmanship code).

<sup>22</sup> ~~Id.~~ [105 ILCS 5/24-24. If a violator is a student, the hearing should be held in a closed meeting. 5 ILCS 120/2\(c\)\(9\). Otherwise, a hearing regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24 may take place in an open meeting or in a closed meeting so long as the board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2\(c\)\(4.5\), added by P.A. 103-311. Note: while 5 ILCS 120/2\(c\)\(4.5\), added by P.A. 103-311, refers to school events or property, 105 ILCS 5/24-24 only authorizes boards to deny admission to athletic and extracurricular events. The term events is arguably broader than property as school events may take place offsite; consult the board attorney for guidance.](#)

[Some boards prefer an open meeting hearing to make it publicly known what alleged conduct could result in someone being denied admission to athletic or extracurricular events, while others prefer a closed meeting hearing so as not to provide a public platform to someone alleged to have engaged in prohibited conduct. Consult the board attorney to determine the best approach for the district and to ensure alignment with local practices and conditions.](#)

[For ease of administration, this text is broader than aligns with 105 ILCS 5/24-24, and only requires a hearing for denying admission to both school events and meetings. The court in Nuding \(see f/n 20, above\) did not specifically answer whether a board meeting qualified as a school event under 105 ILCS 5/24-24, but it upheld the board's right to enforce conduct rules at its meetings under 105 ILCS 5/10-20.5.](#)

[For boards that wish to narrow the policy text to mirror 105 ILCS 5/24-24, delete the following text from the subhead and the first sentence of the policy:](#)

[Procedures to Deny Future Admission to School Events or Meetings](#)

[Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board.](#)

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing. <sup>23</sup>

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

20 U.S.C. §~~797184~~ et seq., Pro-Children Act of ~~2001~~1994.

105 ILCS 5/~~10-20.5~~, 10-20.5b, 5/10-22.10, 5/22-33, 5/24-25, and 5/27-23.7(a).

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

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.

~~430 ILCS 66/, Firearm Concealed Carry Act.~~

410 ILCS 705/, Cannabis Tax and Regulation Act.

430 ILCS 66/, Firearm Concealed Carry Act.

720 ILCS 5/11-9.3, 5/21-1, 5/21-1.2, 5/21-3, 5/21-5, 5/21-5.5, 5/21-9, and 5/21-11.

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

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Consult the board attorney ~~if the district would like to deny an individual admission to board meetings before deleting the above text, especially if the board has put the current text into practice and now plans to narrow it.~~ This issue involves a balancing of a board's interest in the orderly transaction of its public business and the efficiency of its meetings against an individual's: (a) statutory rights to attend meetings and/or comment to and ask questions of the board (105 ILCS 5/10-16 and 5 ILCS 120/2.06(g)), and (b) constitutional freedoms and rights of speech, the press, assembly, and to petition the government (U.S. Constitution, First Amendment and Ill. Constitution, Art. I, §§ 1, 2, 4, and 5).

~~If a violator is a student, the hearing should be held in a closed meeting. 5 ILCS 120/2(c)(9).~~

~~If, however, the violator is not a student, the hearing must be held in an open session.~~

<sup>23</sup> The hearing requirement is for the violator's benefit and, consequently, the violator should be able to waive it.

## Community Relations

### Visitors to and Conduct on School Property

The following definitions apply to this policy:

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

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

Visitors are welcome on school property, provided their presence will not be disruptive.

All visitors to school property are required to report to the Building Principal's office on receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

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

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

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.

14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

#### Convicted Child Sex Offender

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

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

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in the child's vicinity.

#### Exclusive Bargaining Representative Agent

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

#### Enforcement

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

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

#### Procedures to Deny Future Admission to School Events or Meetings

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

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

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App. 3d 344 (4th Dist.  
20 U.S.C. §7181 et seq., Pro-Children Act of 1994.  
105 ILCS 5/10-20.5b, 5/22-33, 5/24-25, and 5/27-23 7(a).  
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.  
430 ILCS 66/, Firearm Concealed Carry Act.  
410 ILCS 705/, Cannabis Tax and Regulation Act.  
720 ILCS 5/11-9.3.

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

ADOPTED: May 17, 2001

REVISED: June 18, 2020

CURRENT

# Regular Agenda

**Date:** Thursday, November 9, 2023

**Meeting:** Regular Meeting with Closed Session

**Time:** 6:00 PM

**Location:** District Office

650 Dr. John Burkey Drive

Algonquin, IL 60102

**Mission Statement:** Our learning community will inspire, challenge and empower all students always.

**Board of Education Members:** President, Mr. Andrew Bittman; Vice President, Mrs. Laura Murray; Secretary, Mr. Paul Troy; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Anthony Quagliano; Mrs. Dana Wiley

## Agenda

All times are approximate. D=Discussion, R=Report, A=Action

### 1. Call to Order / Roll Call (A) (Mr. Bittman)

Call to order the Regular Meeting at 6:01p.m. on November 9, 2023. A quorum was met.

**Roll Call: Ayes 5/ Absent 1-Mr. Thompson / Motion Carried**

**Members:** Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson

*Mr. Thompson was absent*

### 2. Seat New Board Members / Call to Order / Roll Call (A) (Mr. Bittman)

The Board will seat Dana Wiley.

#### 1. Oath of Office of New Board Members (A) (Mr. Bittman)

As part of the Organizational Board of Education meeting (Policy 2:210), the school board members take an official oath according to P.A. 49-0881 and Policy 2:80 and adopt the Code of Conduct.

Mrs. Wiley took her official oath of office.

### 3. Closed Session / Roll Call (A) (Mr. Bittman)

Move to enter into closed session at 6:05 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: (1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; (2) Collective negotiating matters; (3) Board Vacancy; (11) Litigation; (14) Discussion of minutes of meetings lawfully closed under this Act.

**Members:** Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley

**Roll Call: Ayes 6/ Nays 0/Absent 0/ Motion Carried**

#### 1. Exit or Suspend Closed Session / Voice Call (A)

Move to exit or suspend closed session a 7:10 p.m. and return to open session.

**Voice Call: Ayes 6/ Nays 0 / Motion Carried**

### 4. Resume in Public Session / Roll Call (A) (Mr. Bittman) *approx. 7:00 p.m.*

Resume the Regular meeting at 7:14 p.m.

**Members:** Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley

**Roll Call: Ayes 6/ Absent 0/ Motion Carried**

#### 1. Action as Required / Roll Call (Mr. Bittman)

Action from closed session was hiring a research firm. CESO will assist in research.

**Roll Call: Ayes 5/ Nays 0 /Present 1- Mr. Troy/ Motion Carried**

**Action:** Recommendation will come from the Board.

**Members:** Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley

### 5. Pledge of Allegiance (Mr. Bittman)

The November high Five Winners lead us in the Pledge:

Wyatt Schneider - Conley, Ben Kasules - Leggee, Thomas Braaten - Light,

Colton Burgstiner - Mackeben, Artsiom Pichulis - Marlowe, Solomia Guerrero - Martin, Jonathon Nelson - HHS

- Jonathon Daly - Chesak - Alexia Kennedy - Heineman

### 6. Student Recognition by the Board of Education (Mr. Bittman)

The Board of Education recognized the following Middle School students for their highly prestigious honor to be selected for the ILMEA, as it is very competitive in our region.

**Student(s) Recognized:**

**Heineman Middle School: Pam Jorgensen and Laura Whitaker**

Evie Mason  
Aaron Reeves  
Austin Rabig  
Isa Gomez  
Theo Herath

**Marlowe Middle School:**

Maggie Day  
David Gatto  
Jazmine Burrows  
Olivia Naydenoff  
Harini Pramodh  
Leah Thorstenson

**Presenter(s):**

Pam Jorgenson (Band Director, HMS); Anthony Camarda, MMS

**7. Student Scoop (R)** (Ms. Lombard)

Tonight we welcome Wyatt Farina from Mrs. Kmiecziak and Semra Abdyrazak from Mrs. Amador's class. They will present a student's perspective presentation on Mackeben Elementary.

**8. Public Comment** (Mr. Bittman)

Corrine Burns, Kari Cross and Rich Bobby made public comments.

**9. Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Bittman)

Move to adopt the agenda as presented (or with changes).

**Action:** Adoption of the Agenda.

Mr. Bittman moved, Mr. Quagliano 2nd

**Voice Call: Ayes 7/ Nays 0/ Motion**

**10. Superintendent's Report (R)** (Ms. Lombard)

Updates will be provided at this time.

**Recommendation:** For informational purposes only

**1. Donations** (Ms. Lombard)

***Charles Aid Foundation America (CAF America) made a \$700.00 donation to the girls' golf team.***

***Huntley Festival Foundation, Inc. made a \$1000.00 donation to football.***

***Hoffie Nursery provided plants/flowers for the HHS Courtyard. This allows the SES programs to engage in therapeutic activities.***

***SBPTA and Platt Hill donated trees to be planted around Conley's playground.***

**11. Assistant Superintendent Learning and Innovation (R)** (Dr. MacCrimble)

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

**12. Assistant Superintendent of Special Services (R)** (Mrs. Gill)

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

**13. Community Relations & Student Outreach** (Mrs. Murray-chair, Mr. Thompson, Mr. Cratty)

**1. Freedom of Information Act (FOIA) Requests (R)**

A monthly report on the FOIA requests is provided in the packet.

**Recommendation:** For informational purposes only.

**14. President's Report** (Mr. Bittman)

**Recommendation:** For informational purposes only.

**1. Board Discussion (D)** (Mr. Bittman)

The Board will have a discussion about new business items.

**15. Consent Agenda (A)** (Mr. Bittman)

All of the following Consent Agenda items have gone through the Committee of the Whole. Prior to adoption,

revisions are presented here.

Mr. Bittman moved, Mr. Cratty 2<sup>nd</sup>

**Roll Call: Ayes 6/ Nays 0/ Motion Carried**

**Recommendation:** Seeking approval and adoption of the Consent Agenda as follows:

1. **Board of Education** (Mr. Bittman)

1. **Minutes (A)**

The following minutes are presented for approval.

**Recommendation:** Seeking approval of the Board as presented.

2. **Human Resources Committee** (Mr. Cratty-chair, Mr. Bittman)

1. **2024-2025 School Calendar (A)** (Dr. Zehr)

Dr. Zehr will present the proposed school calendar for the 2024-2025 school year.

**Recommendation:** Seeking approval of the Board as presented.

2. **HR Personnel (A)** (Dr. Zehr)

Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

**Recommendation:** Seeking approval of the Board as presented.

3. **Finance Committee** (Mr. Quagliano-chair, Mr. Bittman, Mr. Thompson)

1. **Payables (A)** (Mr. Altmayer)

Mr. Altmayer will seek approval of the Purchase Orders issued at \$397,681.27; Accounts Payable issued at \$12,025.32; Imprest issued at \$74,619.95 and Disbursements issued at \$2,547,073.58, as presented.

**Recommendation:** Seeking approval of the Board as presented.

2. **FY23 Audit (A)** (Mr. Altmayer)

Mr. Chris Scalet, our partner from Evans, Marshal and Pease, presented the FY23 Audit Report and results at the November COW. The administration is seeking approval of the FY23 Audit.

**Recommendation:** Seeking approval of the Board as presented.

3. **Levy Hearing (A)** (Mr. Altmayer)

Mr. Altmayer will seek approval to hold the Levy Hearing on December 21, 2023.

**Recommendation:** Seeking approval of the Board as presented.

4. **Revenue Contracts (A)** (Mr. Altmayer)

Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities.

**Recommendation:** Seeking approval of the Board as presented.

4. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)

1. **Change Order No. 1 to contract with Jensen's Plumbing and Heating for Boiler Preheat Make Up Air Units at Heinemann (A)** (Mr. Renkosik)

**Recommendation:** Seeking approval of the Board as presented.

2. **Extension of Service Agreement with Advantage Mechanical for HVAC Preventative Maintenance (A)** (Mr. Renkosik)

**Recommendation:** Seeking approval of the Board as presented.

3. **Change Order No. 2 to contract with Schroeder Asphalt Services for Pavement Improvements Bid 2022-19a (A)**(Mr. Renkosik)

**Recommendation:** Seeking approval of the Board as presented.

5. **Curriculum Committee** (Mr. Thompson-chair, Mr. Troy)

1. **HHS Course Proposals for 2024-25 (A)** (Dr. MacCrimble)

Seeking approval for new courses to add to the HHS Course Offerings for the 2024-25 school year.

**Recommendation:** Seeking approval of the Board as presented.

6. **Special Services** (Mrs. Gill)

1. **CPI Training Contract with CPI (A)** (Ms. Gill)

The district is seeking the approval of a training contract with CPI (non-violent crisis prevention intervention)

**Recommendation:** Seeking approval of the Board as presented.

2. **Transportation Vehicle Purchase (A)** (Ms. Gill)

Seeking the approval to purchase a wheelchair accessible 12+1 passenger activity bus and a

wheelchair accessible minivan.

**Recommendation:** Seeking approval of the Board as presented.

16. **Action Items / Roll/ Voice Call** (Mr. Bittman)

Action items require a motion and a second; discussion if needed; and roll.

1. **2023 Delegate Assembly (A)** (Mr. Bittman)

Mr. Bittman lead a discussion of the 2023 IASB Delegate Assembly Proposals and Resolutions. Members will convey and debate their position on the proposed resolutions. Mr. Troy will take information to the Delegate Assembly.

**Recommendation:** Seeking approval of the Board as presented.

2. **Supplemental Purchase Orders (A)** (Mr. Altmayer)

Administration recommends approval of the Supplemental Purchase Orders Report at \$2,686,457.46 and Supplemental Accounts Payable at \$13,348.04 as presented.

Mr. Quagliano moved, Mr. Cratty 2<sup>nd</sup>

**Roll Call: Ayes 6/ Nays 0/ Motion Carried**

**Recommendation:** Seeking approval of the Board as presented.

3. **Preliminary Tax Levy (A)** (Mr. Altmayer)

The Preliminary Tax Levy 2023 will be presented for approval in preparation for the December Levy Hearing.

Mr. Bittman moved, Mr. Quagliano 2<sup>nd</sup>

**Recommendation:** Seeking approval of the Board as presented.

**Roll Call: Ayes 5 /Nays 0/Present 1/ Motion Carried**

17. **Public Comment** (Mr. Bittman)

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

18. **Adjournment (A)** (Mr. Bittman)

**Members:** Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley  
Motion to adjourn the meeting at 9:52 p.m.

**Voice Call: Ayes 6 / Nays 0/ Motion Carried**



# Huntley Community School District 158

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650 Academic Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

**DATE:** December 7th, 2023  
**TO:** Jessica Lombard, Superintendent  
**FROM:** Adam Dean, Chief Safety & Security Officer  
**RE:** Renew IGA-Vehicle Control agreement with the Villages Of Algonquin and Huntley

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**Background:**

Our current Intergovernmental agreement (IGA) with the above Villages is / will be coming to the end of the 20 year term. The IGA's were updated with input from all stakeholders, along with their legal representatives, to continue this layer of safety which is outlined in the document attached.

The Board of Education will be updated at the Committee of the Whole and I will be looking for Board Approval at the Board of Education meeting on December 21, 2023.

**VEHICULAR CONTROL CONTRACT  
BETWEEN THE VILLAGE OF HUNTLEY AND  
HUNTLEY COMMUNITY SCHOOL DISTRICT 158**

This contract is made and entered into this 28 day of September, 2023 ("Effective Date"), by and between the VILLAGE OF HUNTLEY, a home rule municipality located in McHenry and Kane Counties, Illinois (hereinafter referred to as "VILLAGE") and HUNTLEY COMMUNITY SCHOOL DISTRICT 158, an Illinois school district located in McHenry and Kane County, Illinois (hereinafter referred to as "OWNER").

**WITNESSETH:**

WHEREAS, the Village is a home rule municipality, and the Owner is a school district, both being organized and existing under the laws of the State of Illinois; and

WHEREAS, Owner owns certain property within the Village commonly known as 13719 and 13723 Harmony Road, Huntley, Illinois at which Owner operates a public school campus for Huntley High School and Leggee Elementary School (the "Property"); and

WHEREAS, the Village maintains a full time Police Department and is capable of patrolling the traffic lanes and parking areas upon the Property;

NOW, THEREFORE, IN CONSIDERATION of the promises and other mutual consideration set forth herein, the receipt and sufficiency whereof is herewith acknowledged, the parties hereto agree as follows:

- (1) This contract is made and entered into by and between the parties hereto pursuant to Section 11-209 of the Illinois Vehicle Code, 625 ILCS 5/11-209, and other applicable authority.
- (2) The Owner authorizes the Village to regulate traffic and the parking of vehicles within the parking areas on the Property in order to accomplish any or all of the regulatory objectives enumerated in 625 ILCS 5/11-209(a), as it may be amended from time to time (such regulations, whether now in force or hereafter enacted, are collectively referred to herein as "Parking and Traffic Regulations"). For purposes of this contract, the term "parking areas" shall have the meaning provided in 625 ILCS 5/11-209(f) and includes, without limitation, parking lots, traffic lanes, and areas used for ingress and egress upon the Property.
- (3) The Village has enacted or will enact, from time to time, such ordinances and regulations as the Village deems necessary and appropriate to establish reasonable Parking and Traffic Regulations for the Property.

- (4) The Village agrees to patrol the parking areas on the Property as part of its routine traffic patrol and to enforce applicable Parking and Traffic Regulations on the Property as the Village deems necessary and appropriate.
- (5) The Village will, in its discretion, prosecute violations of the Parking and Traffic Regulations occurring on the Property. All such prosecutions shall be brought by and in the name of the Village, at the Village's cost, and shall be controlled by the Village, all in the same manner as violations of other Village ordinances.
- (6) All court or administrative hearing proceedings relating to violations of Parking and Traffic Regulations occurring on the Property shall be conducted by the Village in the same manner as violations of other Village ordinances.
- (7) All fines collected for violations of Parking and Traffic Regulations on the Property shall be payable to the Village in the same manner as fines are paid to the Village for the violation of other Village ordinances.
- (8) The Village is authorized to erect and maintain, at the Owner's cost, all necessary signs, markings, and traffic control devices on the Property to implement and enforce the Parking and Traffic Regulations; provided, however, that placement of signs, markings, and traffic control devices shall be subject to Owner's approval, which shall not be unreasonably withheld. The Owner will, upon written request, promptly pay or reimburse the Village for all such costs.
- (9) Mutual Indemnification:
  - a. To the fullest extent permitted by law, the Village shall indemnify, hold harmless, and defend the Owner and its officers, officials, servants, agents, and employees against all liabilities, losses, claims, actions, demands, liens, damages, penalties, interest, costs, and expenses, including attorney's fees, which the Owner or its officers, officials, servants, agents or employees may hereinafter sustain, incur, or be required to pay, arising, or alleged to have arisen due to any act or omission of the Village pursuant or relating to this Agreement during its term.
  - b. To the fullest extent permitted by law, the Owner shall indemnify, hold harmless, and defend the Village and its officers, officials, servants, agents, and employees against all liabilities, losses, claims, actions, demands, liens, damages, penalties, interest, costs, and expenses, including attorney's fees, which the Village or its officers, officials, servants, agents or employees may hereinafter sustain, incur, or be required to pay, arising, or alleged to have arisen due to any act or omission of the Owner pursuant or relating to this Agreement during its term.
- (10) This contract shall be in full force and effect for a term of twenty (20) years, beginning upon the Effective Date (as defined below) unless sooner terminated as herein

provided. This contract may be terminated by either party upon thirty (30) day's written notice to the other party.

- (11) Any notice that is required or permitted to be given under this contract shall be in writing and delivered to the other party by personal delivery, United States mail, or reputable courier or delivery service postage pre-paid and addressed as follows:

If to the Village:

Village of Huntley  
10987 Main Street  
Huntley, IL 60142

Attn: \_\_\_\_\_



If to the Owner:

Huntley Community School District 158  
650 Academic Drive  
Algonquin, IL 60102

Attn: \_\_\_\_\_

Either party may change its designated notice recipient and/or address by delivering written notice of such change to the other party in the manner provided by this Section.

- (12) The Village shall cause this contract to be recorded with the McHenry County Recorder of Deeds promptly after its approval and execution by both parties, and this contract will then become effective three (3) days after it is so recorded ("Effective Date").

IN WITNESS, WHEREOF, the authorized representatives of the parties hereto have executed this contract as of the day and year first written above.

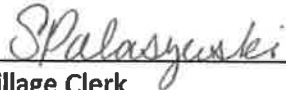
[SIGNATURES ON FOLLOWING PAGE]

**VILLAGE OF HUNTLEY, an Illinois home rule municipality**

  
\_\_\_\_\_  
Village President



**Attest:**

  
\_\_\_\_\_  
Village Clerk

**BOARD OF EDUCATION OF HUNTLEY COMMUNITY  
SCHOOL DISTRICT 158, an Illinois school district**

\_\_\_\_\_  
President

**Attest:**

\_\_\_\_\_  
Secretary

**VEHICULAR CONTROL CONTRACT  
BETWEEN THE VILLAGE OF ALGONQUIN AND  
HUNTLEY COMMUNITY SCHOOL DISTRICT 158**

This contact is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023 (“Effective Date”), by and between the VILLAGE OF ALGONQUIN, a home rule municipality located in McHenry and Kane Counties, Illinois (hereinafter referred to as “VILLAGE”) and HUNTLEY COMMUNITY SCHOOL DISTRICT 158, an Illinois school district located in McHenry and Kane Counties, Illinois (hereinafter referred to as “OWNER”).

WITNESSETH:

WHEREAS, the Village is a home rule municipality, and the Owner is a public school district, both being organized and existing under the laws of the State of Illinois; and

WHEREAS, Owner owns certain property within the Village at which Owner operates a public school campus commonly known as the Square Barn Road Campus and including the following facilities:

Mackeben Elementary School  
800 Dr. John Burkey Drive  
Algonquin, Illinois

Conley Elementary School  
750 Dr. John Burkey Drive  
Algonquin, Illinois

Heineman Middle School  
735 Dr. John Burkey Drive  
Algonquin, Illinois

Huntley Community School District Administration Building  
650 Dr. John Burkey Drive  
Algonquin, Illinois

And more specifically described as follows, to-wit:

**[Insert legal description here], all in McHenry County, Illinois**

PINs: 18-35-200-005; 18-35-200-006; 18-35-300-003; 18-35-400-001; and 18-35-400-003

(the “Property”); and

WHEREAS, the Village maintains a full time Police Department and is capable of patrolling the traffic lanes and parking areas upon the Property;

NOW, THEREFORE, IN CONSIDERATION of the promises and other mutual consideration set forth herein, the receipt and sufficiency whereof is herewith acknowledged, the parties hereto agree as follows:

- (1) This contract is made and entered into by and between the parties hereto pursuant to Section 11-209 of the Illinois Vehicle Code, 625 ILCS 5/11-209, and other applicable authority.
- (2) The Owner authorizes the Village to regulate traffic and the parking of vehicles within the parking areas on the Property in order to accomplish any or all of the regulatory objectives enumerated in 625 ILCS 5/11-209(a), as it may be amended from time to time (such regulations, whether now in force or hereafter enacted, are collectively referred to herein as "Parking and Traffic Regulations"). For purposes of this contract, the term "parking areas" shall have the meaning provided in 625 ILCS 5/11-209(f) and includes, without limitation, parking lots, traffic lanes, and areas used for ingress and egress upon the Property.
- (3) The Village has enacted or will enact, from time to time, such ordinances and regulations as the Village deems necessary and appropriate to establish reasonable Parking and Traffic Regulations for the Property.
- (4) The Village agrees to patrol the parking areas on the Property as part of its routine traffic patrol and to enforce applicable Parking and Traffic Regulations on the Property as the Village deems necessary and appropriate.
- (5) The Village will, in its discretion, prosecute violations of the Parking and Traffic Regulations occurring on the Property. All such prosecutions shall be brought by and in the name of the Village, at the Village's cost, and shall be controlled by the Village, all in the same manner as violations of other Village ordinances.
- (6) All court or administrative hearing proceedings relating to violations of Parking and Traffic Regulations occurring on the Property shall be conducted by the Village in the same manner as violations of other Village ordinances.
- (7) All fines collected for violations of Parking and Traffic Regulations on the Property shall be payable to the Village in the same manner as fines are paid to the Village for the violation of other Village ordinances.
- (8) The Village is authorized to erect and maintain, at the Owner's cost, all necessary signs, markings, and traffic control devices on the Property to implement and enforce the Parking and Traffic Regulations; provided, however, that placement of signs, markings, and traffic control devices shall be subject to Owner's approval, which shall not be unreasonably withheld. The Owner will, upon written request, promptly pay or reimburse the Village for all such costs.
- (9) Mutual Indemnification:

- a. To the fullest extent permitted by law, the Village shall indemnify, hold harmless, and defend the Owner and its officers, officials, servants, agents, and employees against all liabilities, losses, claims, actions, demands, liens, damages, penalties, interest, costs, and expenses, including attorney's fees, which the Owner or its officers, officials, servants, agents or employees may hereinafter sustain, incur, or be required to pay, arising, or alleged to have arisen due to any act or omission of the Village pursuant or relating to this Agreement during its term.
  - b. To the fullest extent permitted by law, the Owner shall indemnify, hold harmless, and defend the Village and its officers, officials, servants, agents, and employees against all liabilities, losses, claims, actions, demands, liens, damages, penalties, interest, costs, and expenses, including attorney's fees, which the Village or its officers, officials, servants, agents or employees may hereinafter sustain, incur, or be required to pay, arising, or alleged to have arisen due to any act or omission of the Owner pursuant or relating to this Agreement during its term.
- (10) This contract shall be in full force and effect for a term of twenty (20) years, beginning upon the Effective Date (as defined below) unless sooner terminated as herein provided. This contract may be terminated by either party upon thirty (30) day's written notice to the other party.
- (11) Any notice that is required or permitted to be given under this contract shall be in writing and delivered to the other party by personal delivery, United States mail, or reputable courier or delivery service, postage pre-paid and addressed as follows:

If to the Village:

Village of Algonquin

\_\_\_\_\_

Attn: \_\_\_\_\_

If to the Owner:

Huntley Community School District 158

650 Academic Drive

Algonquin, IL 60102

Attn: \_\_\_\_\_

Either party may change its designated notice recipient and/or address by delivering written notice of such change to the other party in the manner provided by this Section.

- (12) The Village shall cause this contract to be recorded with the McHenry County Recorder of Deeds promptly after its approval and execution by both parties, and this contract will then become effective three (3) days after it is so recorded ("Effective Date").

IN WITNESS, WHEREOF, the authorized representatives of the parties hereto have executed this contract as of the day and year first written above.

**VILLAGE OF ALGONQUIN, an Illinois home rule municipality**

---

Village President

Attest:

---

Village Clerk

**BOARD OF EDUCATION OF HUNTLEY COMMUNITY  
SCHOOL DISTRICT 158, an Illinois school district**

---

President

Attest:

---

Secretary