

Regular Agenda

Date: Thursday, May 16, 2024

Meeting: Regular Meeting with Closed Session

Time: 6:00 PM

Location: District Office

650 Dr. John Burkey Drive

Door 2

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 ___ p.m. A quorum must be met.

Roll Call: Ayes / Absent / Motion _____

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

2. 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; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

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

Roll Call: Ayes / Nays / Absent / Motion _____

2.1. Exit or Suspend Closed Session / Voice Call (A)

Move to exit or suspend closed session at ___ p.m. and return to open session.

Voice Call: Ayes / Nays / Motion _____

3. Resume in Public Session / Roll Call (A) (Mr. Bittman) *approx. 7:00 p.m.*

Resume the Regular meeting at ___ p.m.

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

Roll Call: Ayes / Absent / Motion _____

3.1. Action as Required / Roll Call (Mr. Bittman)

Will come from the Board.

Roll Call: Ayes / Nays / Absent / Motion _____

Action: Recommendation will come from the Board.

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

4. Pledge of Allegiance (Mr. Bittman)

The Huntley High Five winners will lead us in the pledge.

Christian King- 2nd grade Chesak, Oliver Cavin- 4th grade Conley, Brooklynn Rocha - 1st grade Mackeben, Hannah Higgins - 5th grade Martin, Olivia Saunders - 3rd grade Leggee, Jessica Thornsberry - 8th grade Heineman, Evan White - 8th grade Marlowe, Alexis Jones - 12th grade Huntley High School, and Emily Arvidson from the Light Program.

5. Student Scoop (Ms. Lombard)

Tonight we welcome Aubree Braban and Emilio Zamudio from Chesak Elementary School.

6. Student Recognition (Mr. Bittman)

Tonight we would like to recognize three Huntley High School journalism students who placed at the Illinois High School Association State Finals on Friday, April 26: Jessy Gone (3rd place in newspaper design), Kaitlyn Busky (5th place in sports writing), and Ava Burns (6th place in radio news) Presented by Dennis Brown, the Journalism Adviser at Huntley High School.

7. 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.

8. 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.

Voice Call: Ayes / Nays / Motion _____

9. **Superintendent's Report (R)** (Ms. Lombard)

Updates will be provided at this time.

Recommendation: For informational purposes only

9.1. **Donations (R)** (Ms. Lombard)

Jim and Bonnie Harbke \$1,000 check to Huntley High School Band

Village Pizza & Pub \$250 check to Girls Bowling Team

Illinois Cheer Association \$5,000 check to Cheer Team

Inventory Trading Company \$495 check to Softball Team

Maddie Rumachik Girls Soccer, received checks from Anthony & Michelle Nabor \$30, Marlene Lorden &

Michelle Nabor \$20, Patricia Cameron \$25

No Regrets, Inc: \$4,619 check for Baseball Fundraiser, \$8,127 check for Softball Fundraiser, \$9,206.25 for

Girls Lacrosse Fundraiser, \$10,896.50 for Girls Soccer Fundraiser, \$12,102 for Boys Lacrosse Fundraiser

10. **Chief Financial Officer/Treasurer (R)** (Mr. Altmayer)

Updates will be provided at this time.

Recommendation: For informational purposes only.

11. **Director of Community and Public Engagement (R)** (Ms. Barr)

Updates will be provided at this time.

Recommendation: For informational purposes only.

11.1. **FOIA Requests (R)** (Ms. Barr)

A monthly report on the FOIA requests is provided in the packet.

Recommendation: For informational purposes only.

11.2. **Swiftreach K12 Mass Notification System (R)** (Ms. Barr)

Ms. Barr will provide an update on the discontinuation of the districts mass notification system.

Recommendation: For informational purposes only.

12. **President's Report (R)** (Mr. Bittman)

Recommendation: For informational purposes only.

12.1. **Board Discussion (D)** (Mr. Bittman)

The Board will discuss new business items.

13. **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.

Roll Call: Ayes / Nays / Motion _____

Recommendation: Seeking approval and adoption of the Consent Agenda as follows:

13.1. **Payables (A)** (Mr. Altmayer)

Mr. Altmayer will seek approval of the Purchase Orders issued at \$622,452.96; Accounts Payable issued at \$4,306.45; Imprest issued at \$82,901.54 and Disbursements issued at \$2,516,883.27, as presented.

Roll Call: Ayes / Nays / Motion _____

13.2. **Contract with ROE 4 for Literacy Collaborative Professional Learning (A)** (Dr. MacCrindle)

Dr. MacCrindle is seeking approval of a contract for professional learning with ROE 4 for professional learning for 6th-12th grade staff, in support of the Literacy Review.

Recommendation: Seeking approval by the Board as presented.

13.3. **Policy - Second Reading (A)** (Mr. Bittman)

At the May 2, 2024, COW meeting, the Policy Committee recommended moving the policies forward for a first reading.

Recommendation: Seeking approval to move policies forward for a second reading.

13.4. **Asphalt Pavement Construction and Replacement Bid 2024-19 (A)** (Doug Renkosik)

Recommendation: Seeking approval of the Board as presented.

13.5. **HEA MOU Physical Due Date (A)** (Dr. Zehr)

Dr. Zehr will seek the approval of the Memorandum of Understanding between District 158 and the Huntley Education Association.

Recommendation: Seeking approval of the MOU by the Board as presented.

13.6. **Minutes (A)** (Ms. Piemonte)

The following minutes were reviewed at the May 2, 2024, COW meeting and are presented for approval:

4

5

6

11

98

99

100

April 4, 2024, COW Meeting
April 4, 2024, COW Closed Executive Session
April 18, 2024, BOE Meeting
April 18, 2024, BOE Closed Executive Session

Recommendation: Seeking approval of the minutes as presented.

Voice Call: Ayes / Nays / Motion _____

13.7. **Board of Education Recordings (A)** (Ms. Piemonte)

Seeking approval of the destruction of the Board of Education Meeting recordings listed below as per law, and discussed in closed session.

127 VHS videos from 2009-2016 and 350 DVDs from 2007-2014

Recommendation: Seeking approval of the destruction of the Board of Education meeting recordings.

14. **Action Items / Roll/ Voice Call** (Mr. Bittman)

Action items require a motion and a second; discussion if needed; and roll.

14.1. **HR Personnel (A)** (Dr. Zehr) **108**

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.

Roll Call: Ayes / Nays / Motion _____

14.2. **Updated Job Descriptions(A)** (Dr. Zehr) **119**

Dr. Zehr will seek the approval of the Board of the attached job descriptions.

Roll Call: Ayes / Nays / Motion __

Recommendation: Seeking approval of the Board as presented.

14.3. **Establish Regular Meetings 2024-25 (A)** (Mr. Bittman) **148**

All school boards are required to hold regular meetings, establish a schedule for them and provide a public notice as required by the OMA. The administration is requesting the enclosed meeting schedule for the 2024-25 school year. Establish the meeting location in the Administrative Building in the Board Room, beginning at 6:00 p.m. (Policy 2:210) Motion and a 2nd required.

Voice Call: Ayes / Nays / Motion _

14.4. **Supplemental Purchase Orders and Accounts Payable (A)** (Mr. Altmayer) **150**

Administration recommends approval of the Supplemental Purchase Orders Report at \$3,513,038.24 and Supplemental Accounts Payable at \$18,375.31 as presented.

Recommendation: Seeking approval by the Board as presented.

Roll Call: Ayes / Nays / Motion _____

15. **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.

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

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

Motion to adjourn the meeting at __ p.m.

Voice Call: Ayes / Nays / Motion _____

17. **Policy Updates**

As of 5/9/2024										
Request #	Date Rec'd	Type	Requested by:	Request:	Status:	Date Completed :	Time Spent Preparing	Approx. Cost to D158	Notes	
2024-9	4/16/24	Email	Corine Burns	"All books purchased for D158 school classrooms (excluding textbooks) from 2020-2023 broken up by school. Including the name of the teacher classroom the book went to. Including the name of the requestor of the book if applicable."	Completed	4/23/24	0.5	\$30		
2024-10	4/16/24	Email	Corine Burns	"All books purchased for D158 school libraries from 2020-2023 broken up by school. Including the name of the requestor of the book if applicable."	Completed	4/26/24	3	\$180	Received an extension from requestor	
2024-11	4/25/24	Email	Dave Arvayo	I request a copy of invoices/receipts for paint purchases made and/or paid by Huntley Community School District 158 over the past five years: Paint (protective/decorative coatings) Examples of protective/decorative coatings -Wall paints, ceiling paints, enamel paints, drywall primer, all-purpose primer, protective industrial coatings, epoxy coatings, urethane coatings, dryfall structural coatings, block filler, varnishes, stains, etc.	Completed	5/1/24	2	\$120		
2024-12	4/23/24	Email	Kathleen Anderson	"All records pertaining to the financial support of sponsoring entities for the Recognizing American Diversity ("RAD") Rainbow Fun Run event being held on 4/20/24. Copies of receipts for all RAD expenditures detailing what was purchased. All records pertaining to all third-party funding sources, or sponsorships, for the RAD event being held on 4/20/2024. All records reflecting expenses incurred by Huntley Community School District 158 ("District 158") for the RAD event being held on 4/20/2024. Records regarding the budgetary line item for expenses incurred by District 158 for the RAD event being held on 4/20/2024. Any and all communications, including but not limited to email correspondence, of District 158 staff which references: 1) Recognizing American Diversity; 2) RAD; or 3) otherwise pertains to the RAD event being held on 4/20/2024. A list, by grade level, of all RAD books by title/author and or videos read or shown in classrooms during April 2024."	Completed	4/29/24	5	\$300		



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: May 16, 2024

Subject: **Payables Reports**
Board of Education Meeting, May 16, 2024
Finance Committee

The Administration is seeking to move the following reports forward for action at the next Board Meeting. All of the reports below were presented at the May 2, 2024 Committee of the Whole Meeting.

Purchase Orders - Purchase orders issued from April 11, 2024 to April 24, 2024 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. Purchase orders total \$622,452.96.

Accounts Payable - Open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.). Accounts payable total \$4,306.45.

Imprest Checks Issued - Payments made through April 24, 2024 for which the Board had not previously approved purchase orders. Imprest checks total \$82,901.54.

Disbursements Issued - Disbursements issued from April 1, 2024 to April 24, 2024. Disbursements issued total \$2,516,883.27.

RECOMMENDATION

The Finance Committee, which met on May 2, 2024, recommends the Board of Education approve the above-referenced Payables at the May 16, 2024 Regular Board meeting.



Huntley Community School District 158

650 Dr. John Burkey Dr.
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

Date: May 16, 2024
To: Board of Education
From: Dr. Amy MacCrimble, Assistant Superintendent for Learning and Innovation
Cc: Ms. Jessica Lombard, Superintendent
Subject: **Contract for Professional Learning on Literacy with ROE 4 for 6th-12th Grade Staff**

Executive Summary

In alignment with the Huntley 158 curriculum review cycle and *KPI 1.9: Develop a K-12 Literacy Action Plan aligned to the Illinois Literacy Plan, while continuing work on the K-5 literacy plan currently in place. The Learning and Innovation team will present this plan at a board meeting prior to the end of the 2023-24 school year, a contract with ROE 4, for a literacy collaborative partnership is recommended. As presented at the May 2, 2024 COW, this partnership will support 6-12th grade staff as work continues with the Literacy Review*

Professional Learning Specifics

The focus of the professional learning will be on reading instruction within the context of English and Social Studies classes. Professional learning for our staff will focus on two areas:

- Continued learning on best practices of literacy instruction (small group instruction, disciplinary literacy, comprehension and vocabulary strategies, etc)
- Feedback via lesson modeling, walkthroughs, and debriefs with PLC teams

This model has proven to be beneficial in other curriculum reviews as it provides a balance of learning alongside continuous feedback to improve practices. These will occur throughout the 24-25 school year, beginning by working with teacher leadership, instructional coaches, and building leaders to identify instructional practices as look-fors in the classroom. This work will then be the guiding focus for 2-3 professional learning cycles for teachers to participate in learning about the practice, seeing it in action, time to implement it themselves, and then reflect on implementation of this practice. The attached contract outlines a description of the different pathways of professional learning within this contract, which will not exceed the cost of **\$45,200** next year. Title 2 funds will be allocated to support this work.

Recommendation

Administration requests that the Board of Education approves the contract with ROE 4 as presented.

LITERACY COLLABORATIVE

A Partnership Between



PROPOSAL

First, on behalf of the Boone-Winnebago Regional Office of Education and the Literacy Collective of Illinois, we would be honored to partner with you for Literacy Collaborative 2024! This year-long professional development journey endeavors to foster literacy best practices for your students in grades 6-12 in all instructional practices and decision-making. Through professional learning workshops, classroom walk-throughs with debriefing of data collected, modeled lessons, leadership coaching, and participation in school and district curricular conversations, we are honored to partner with you for this important work. Below is a proposed list of events and potential opportunities to give you an idea of the scope of this work, but we welcome collaboration to tailor these professional learning opportunities for your district’s needs. In addition, the dates listed as preferred dates by District 158 are currently tentative and we are working to secure staff to accommodate these requests and your substitute availability. The vision for how the days are used each month will be co-created with District 158 administration and literacy leadership. In addition, while District 158 has proposed many Tuesday and Wednesday combinations, scheduling for LCI would be ideal on Wednesdays and Thursdays whenever possible.

GOALS

The goals of the Literacy Collaborative are to (1) Establish clear expectations and shared understanding for literacy instructional practices, (2) Provide just-in-time coaching and support that is differentiated and results in improved practice for teachers, as well as (3) Identify and address specific skills for professional development based on coaching conversations, (4) Provide school and district coaching for teachers and leadership, and (5) Maintain a partnership that extends district capacity and accountability.

EVENTS & TIMELINES

Prospective dates for your district’s Literacy Collaborative are listed below.

Date & Time	Location	Topic	Cost	Overview
Late May/Early June 2024	TBD	Planning for Summer Literacy Institute and 2024-2025 PD Planning	\$3,000	Onsite planning meeting between LCI team and District 158 team. This full day of planning will allow for District 158 to outline in explicit detail their needs and expectations for the 2024-2025 school year, including co-creation of the vision for the 2024 Summer Literacy Institute. In addition, the day will result in articulation of the goals and scheduling for many of the upcoming onsite professional learning experiences during the 24-25 school year.
July 29 - July 31	TBD	Summer Literacy Institute	\$10,000* (approx.)	The total cost* for the scope of this work will depend on the number of presenters, the format of the day(s), and will be customized to meet your needs during the planning meeting outlined above. Some potential presenters currently have placed a “soft hold” on these dates to allow us time to build these four days to best meet your needs. This could

LITERACY COLLABORATIVE

A Partnership Between



LITERACY COLLECTIVE OF ILLINOIS

				<p>include keynote and breakout sessions, with a potential for an endnote session, as well. This can also be the introduction for teaching staff that outlines the upcoming observations and coaching work to begin building those relationships between ROE 4 Literacy Collective of Illinois and District 158 staff. The costs associated with this event will be explicitly outlined in a separate Professional Services Agreement (PSA) and the details and specifics for the Summer Literacy Institute format, sessions, and content will be co-created with District 158 team members.</p>
<p>August - early September 2024</p> <p>Likely 2-3 onsite meetings between LCI and District 158 staff</p> <p>District 158 has outlined 9/10 and 9/11 as preferred dates</p>	TBD	<p>On-site Goal-Setting, Planning, and Content Creation</p>	<p>\$6,000* (approx. cost based on multiple LCI staff for 2-3 meetings and content creation for moving this work from idea to action in September)</p>	<p>During the planning phase, this cost* will be determined based on the number of meetings required and the number of Literacy Collective of Illinois (LCI) staff needed for the meeting(s).</p> <p>The ROE 4 LCI team will work onsite with Literacy Leaders (administrators, instructional coaches, department chairs, and other key team members you identify) to set goals for upcoming classroom walkthroughs, needs for modeled lessons, and to set the schedule for onsite and virtual connections for the remainder of the year. We will also create any templates and materials for data collection, information gathering, and coaching conversations during this school year. This work will require pre-planning prior to meeting with this team and then using the information from the planning session(s) prior to subsequent planning sessions and the commencement of coaching.</p>
<p>October 11, 2024</p>	TBD	<p>Literacy Best Practices Skill Building</p>	<p>\$4,000*</p>	<p>The total cost* will ultimately be determined by the number of ROE 4 LCI staff onsite to facilitate this day and the scope of this work, therefore actual costs may be more or less than this amount.</p> <p>This day can be built to tailor content for all 6-12 District 158 ELA, Social Science, and Science teachers and administrators to the specific needs of their roles. The content will offer opportunities for building common knowledge of best practices and opportunities to infuse that content into classroom practices, with discussion of the accountability of</p>

LITERACY COLLABORATIVE

A Partnership Between



LITERACY COLLECTIVE OF ILLINOIS

				the upcoming coaching cycles.
<p>October - November 2024</p> <p>District 158 Administration has outlined 10/15, 10/16, 10/17, 10/18, 10/22, 10/23, 10/29, and 10/30 as preferred dates for this work.</p>	Classrooms	<p>Coaching</p> <p>Class Visit + Department Debrief Facilitation and Planning</p>	<p>\$300 per hour per coach*</p> <p>*When full days are used, the discounted rate of \$1,900 per presenter per day can be used in lieu of hourly rates. .</p> <p>We will set the vision for how this works during pre-planning in the Summer and early Fall</p> <p>Total cost not to exceed \$15,200</p>	<p>Professional learning coaches will schedule visits to selected department classrooms and capture literacy practices. Then, coaches will facilitate debrief conversations at PLC meetings to build community of practice conversations (what was noticed, what's going well, and how might we continue to implement). Visits will be an agreed upon portion of each class. Debrief conversations with departments following the visit will occur during PLC times.</p> <p>Coaches may also meet with leaders to debrief the classroom visit rotations based upon how we agree to do this during pre-planning.</p>
January 6, 2025	TBD	Literacy Best Practices Skill Building	\$4,000*	<p>The total cost* will ultimately be determined by the number of ROE 4 LCI staff onsite to facilitate this day and the scope of this work and may be more or less than this amount.</p> <p>This day can be built to tailor content for all 6-12 District 158 ELA, Social Science, and Science teachers and administrators to the specific needs of their roles. The content will offer opportunities for building common knowledge of best practices and then opportunities to infuse that content into classroom practices, with the accountability of the upcoming coaching cycles.</p> <p>The costs associated with this event will be explicitly outlined in a separate Professional Services Agreement (PSA) and the details and specifics for the Summer Literacy Institute format, sessions, and content will be co-created</p>

LITERACY COLLABORATIVE

A Partnership Between



Date & Time	Location	Topic	Cost	Overview
Selected date during the week of Feb 3, 2025	TBD	On-site for District Determined Needs	\$3,000	with District 158 team members. This day will be an opportunity for District 158 literacy leaders and district administrators to work with LCI on observational data collected thus far, including feedback on literacy strategy implementation in classrooms, goal-setting for the upcoming observation and coaching cycle, and the upcoming year's implementation of literacy best practices in ELA and Social Science classrooms.

PROFESSIONAL DEVELOPMENT HOURS

Professional Development Hours (PDHs) will be available for participants after each event in the above calendar. PDHs will also be awarded at the conclusion of the school year for coaching conversations. Members must complete an evaluation in order to receive all credit.

BILLING AND INVOICING

Districts review their Literacy Collaborative proposals and choose the option(s) that best meet their needs for professional learning and coaching. Literacy Collaborative leaders will receive a cost quote that includes an itemized cost breakdown of the services and deliverables outlined in the form of a Professional Services Agreement to be signed by both ROE 4 and your district. Districts should create a purchase order for the final amount listed on the above quote and send the purchase order to PL Coordinators at plcoordinators@roe4.org (Attn: Literacy Collaborative). Districts will be billed monthly for both coaching and training events that occurred during the previous month. Districts and teams have committed to engaging in the Literacy Collaborative training and skill building and will be billed based on the number of dates and services outlined in the Professional Services Agreement.

Coaches will also keep documentation of their on-site visits as well as meet with leadership following the coaching conversations. This documentation will be made available to districts upon request. Should a Literacy Collaborative coaching participant cancel a visit or coaching conversation with less than 24 hours' notice or fail to respond to a reschedule request, the district will still be invoiced for the missed visit. Coaches will report missed appointments monthly to Literacy Collaborative leadership teams.

If you have any questions regarding this program, please contact Carrie Brockway at cbrockway@roe4.org.

Thank you, and we are looking forward to a fantastic year of literacy collaboration with you!

Sincerely,

Carrie Brockway
 Director of Professional Learning
 ROE 4 Literacy Collective of Illinois

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, Superintendent
Lorie Woods, Director of Administrative Services

DATE: May 16, 2024

RE: Policy Revision – First Reading

Upon review of the Board at the May 2, 2024 meeting, the following policies were revised as recommended by the Policy Committee.

This is the first reading of the following policies:

- **2:40 Board Member Qualifications**
Policy is updated for continuous improvement. Cross References updated in response to a five-year review.
- **2:260 Uniform Grievance Procedure**
Policy, Legal References, and Cross References updated in response to 105 ILCS 5/22-95, added by P.A. 103-472, eff. 8-1-24, requiring a district to have an internal process for the filing of complaints regarding discrimination and harassment based on race, color, and national origin, and to incorporate the title change to 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, in anticipation of Title IX rulemaking.
- **2:265 Title IX ~~Sexual Harassment~~ Grievance Procedure - RENAMED**
The policy title only is changed to delete the term *sexual harassment* in anticipation of Title IX rulemaking.
- **2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited -- NEW**
The policy is created in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a district to have an internal process for the filing of complaints regarding discrimination and harassment based on race, color, and national origin, as well as retaliation.
- **4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors**
Policy and Cross References are updated solely to incorporate the title change to 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, in anticipation of Title IX rulemaking.
- **4:190 Targeted School Violence Prevention Program**
Policy updated in response to *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, Fifth Edition (July 2023), Virginia Center for School and Campus Safety, Virginia Dept. of Criminal Justice Services.
- **5:10 Equal Employment Opportunity and Minority Recruitment**
Policy, Legal References, and Cross References are updated for the reason stated in 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, and for continuous improvement.

- **5:20 Workplace Harassment Prohibited**
Policy and Cross References are updated for the reason stated in 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, and to incorporate the title change to 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, in anticipation of Title IX rulemaking.
- **5:100 Staff Development Program – REWRITTEN**
Policy is rewritten and Legal References, Cross References, and Administrative Procedure references are updated to include in 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, and the title change to 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, in anticipation of Title IX rulemaking.
- **5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest**
Policy and Cross References are updated solely to incorporate the title change to 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, in anticipation of Title IX rulemaking.
- **5:300 Schedules and Employment Year**
Legal References and Cross References updated to include 5:10, *Equal Employment Opportunity and Minority Recruitment*.
- **7:10 Equal Educational Opportunities**
The policy, Legal References, and Cross References are updated for the reason stated in 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, title change to 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, in anticipation of Title IX rulemaking, and for continuous improvement.
- **7:20 Harassment of Students Prohibited**
The policy, Legal References, and Cross References are updated for the reason stated in 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, title change to 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, in anticipation of Title IX rulemaking, and for continuous improvement.
- **7:180 Prevention of and Response to Bullying, Intimidation, and Harassment**
Policy and Cross References are updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, new policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, and title change to 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, in anticipation of Title IX rulemaking.
- **7:185 Teen Dating Violence Prohibited**
Policy and Cross References are updated solely to incorporate the title change to 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, in anticipation of Title IX rulemaking.

Recommendation

Administration requests the Policy Committee recommend the above policies be moved forward for a second reading by the Board at the next Regular BOE meeting.

Please contact me or Mrs. Woods with any questions and/or concerns.

Board of Education

Board Member Qualifications

A Board member must be, on the date of election or appointment, a United States citizen at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office, ~~and~~ certain types of State or federal employment, and conviction of an infamous crime. A child sex offender, as defined in State law, is ineligible for School Board membership.

LEGAL REF.: Ill. Constitution, Art. II, §1; Art IV, §2(e); Art VI, §13(b).
105 ILCS 5/10-3 and 5/10-10.

CROSS REF.: 2:30 (School District Elections), 2:70 (Vacancies on Board of Education – Filling Vacancies)

ADOPTED: May 17, 2001

REVISED: May 18, 2019

REVISED

Board of Education

Board Member Qualifications

A Board member must be, on the date of election or appointment, a United States citizen at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

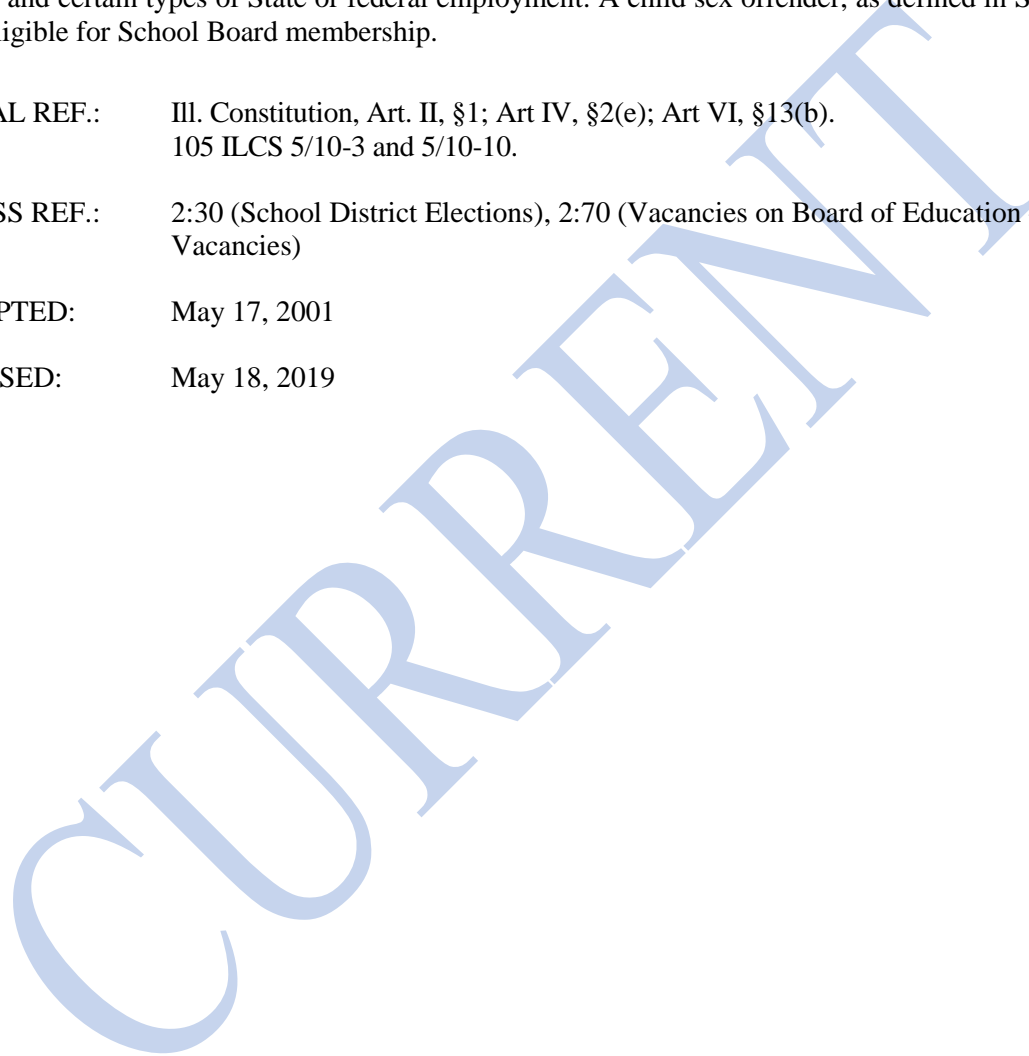
Reasons making an individual ineligible for Board membership include holding an incompatible office and certain types of State or federal employment. A child sex offender, as defined in State law, is ineligible for School Board membership.

LEGAL REF.: Ill. Constitution, Art. II, §1; Art IV, §2(e); Art VI, §13(b).
105 ILCS 5/10-3 and 5/10-10.

CROSS REF.: 2:30 (School District Elections), 2:70 (Vacancies on Board of Education – Filling Vacancies)

ADOPTED: May 17, 2001

REVISED: May 18, 2019



Board of Education

Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*.
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).
5. ~~Equal Employment Opportunities Act~~ (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin).
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under Board policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*).
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60.
8. Bullying, 105 ILCS 5/27-23.7.
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.
10. Curriculum, instructional materials, and/or programs.
11. Victims' Economic Security and Safety Act, 820 ILCS 180.
12. Illinois Equal Pay Act of 2003, 820 ILCS 112.
13. Provision of services to homeless students.
14. Illinois Whistleblower Act, 740 ILCS 174/1.
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260.

Investigation Process

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

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

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

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard or clear and convincing evidence.

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

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

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

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

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill

Mr. Mark Altmayer

Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6157
dgill@district158.org

Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1232g, Family Education Rights Privacy Act.
20 U.S.C. §1400, The Individuals with Disabilities Education Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R., Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
29 U.S.C. §2612, Family and Medical Leave Act.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e et seq., ~~Equal Employment Opportunities Act~~ (Title VII of the Civil Rights Act of 1964).
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
42 U.S.C. § 12101 et seq., Americans With Disabilities Act.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75 (~~final citation pending~~), 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/24-4, 5/27.-1, 5/27-23.7, and 45/1-15.
5 ILCS 415/10(a)(2), Government Severance Pay Act.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
410 ILCS 513/, Ill. Genetic Information Privacy Act.
740 ILCS 174/ Ill. Whistleblower Act.
740 ILCS 175/, Ill. False Claims Act.
775 ILCS 5/, Ill. Human Rights Act.
820 ILCS 180, Victims' Economic Security and Safety Act, 56 Ill. Admin. Code Part 280.
820 ILCS 112, Equal Pay Act of 2003.
820 ILCS 70/, Employee Credit Privacy Act.
23 Ill. Admin. Code §§1.240, 200-40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

REVISED

Board of Education

Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Grievance Procedure*).
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60.
8. Bullying, 105 ILCS 5/27-23.7.
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.
10. Curriculum, instructional materials, and/or programs.
11. Victims' Economic Security and Safety Act, 820 ILCS 180.
12. Illinois Equal Pay Act of 2003, 820 ILCS 112.
13. Provision of services to homeless students.
14. Illinois Whistleblower Act, 740 ILCS 174/1.
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a

person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

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

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260.

Investigation Process

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

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

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

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard or clear and convincing evidence.

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

Within 30 school business days after an appeal of the Superintendent’s decision, the Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information. Within five school business days after the Board’s decision, the Superintendent shall inform the Complainant and the accused of the Board’s action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager’s or outside investigator’s report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

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

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District’s efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District’s Title IX Coordinator.

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

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

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrimble
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
 20 U.S.C. §1232g, Family Education Rights Privacy Act.
 20 U.S.C. §1400, The Individuals with Disabilities Education Act.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R., Part 106.
 29 U.S.C. §206(d), Equal Pay Act.
 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
 29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
 29 U.S.C. §2612, Family and Medical Leave Act.
 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act.
 42 U.S.C. §2000e et seq., Equal Employment Opportunities Act (Title VII of the Civil Rights Act).
 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
 42 U.S.C. § 12101 et seq., Americans With Disabilities Act.
 105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27.-1, 5/27-23.7, and 45/1-15.
 5 ILCS 415/10(a)(2), Government Severance Pay Act.
 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
 410 ILCS 513/, Ill. Genetic Information Privacy Act.
 740 ILCS 174/ Ill. Whistleblower Act.
 740 ILCS 175/, Ill. False Claims Act.
 775 ILCS 5/, Ill. Human Rights Act.
 820 ILCS 180, Victims’ Economic Security and Safety Act, 56 Ill. Admin. Code Part 280.
 820 ILCS 112, Equal Pay Act of 2003.
 820 ILCS 70/, Employee Credit Privacy Act.
 23 Ill. Admin. Code §§1.240, 200-40, 226.50, and 226.570.

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Board of Education

Title IX ~~Sexual Harassment~~ Grievance Procedure

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

Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

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

Definitions from 34 C.F.R. §106.30

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

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

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

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

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

Title IX Sexual Harassment Prevention and Response

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

1. Ensures that the District’s comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District’s educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District’s website, if any, and in each handbook made available to such persons.

Making a Report

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

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

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

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
 Assistant Superintendent Human Resources
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
 Director of Human Resources
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6178
kbaughman@district158.org

Processing and Reviewing a Report or Complaint

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

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120,

Employee Ethics; Code of Professional Conduct; and Conflict of Interest; 7:20, Harassment of Students Prohibited; 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; 7:185, Teen Dating Violence Prohibited; and 7:190, Student Behavior, to determine if the allegations in the report require further action.

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District’s grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person’s status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District’s *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant’s* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.

10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

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

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

Retaliation Prohibited

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

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

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

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

ADOPTED: October 22, 2020

REVISED: March 16, 2023

Board of Education

Title IX Sexual Harassment Grievance Procedure

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

Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

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

Definitions from 34 C.F.R. §106.30

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

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

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

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

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

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of

Title IX Sexual Harassment as follows:

1. Ensures that the District’s comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District’s educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District’s website, if any, and in each handbook made available to such persons.

Making a Report

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

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

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

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
 Assistant Superintendent Human Resources
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
 Director of Human Resources
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6178
kbaughman@district158.org

Processing and Reviewing a Report or Complaint

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

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

7:185, *Teen Dating Violence Prohibited*; and 7:190, Student Behavior, to determine if the allegations in the report require further action.

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District’s grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person’s status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District’s *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant’s* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.

12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

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

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

Retaliation Prohibited

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

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

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

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

ADOPTED: October 22, 2020

REVISED: March 16, 2023

Board of Education

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

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

Examples of Prohibited Conduct

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

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

Making a Report or Complaint; Investigation Process

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

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

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

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

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 815-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

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

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

Policy Posting and Distribution

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

Enforcement

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

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

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

Retaliation Prohibited

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

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

LEGAL REF.: 42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
105 ILCS 5/22-95 (final citation pending).
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

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

ADOPTED:

NEW

Operational Services

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

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

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children,³ and define prohibited grooming behaviors,⁴ the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

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

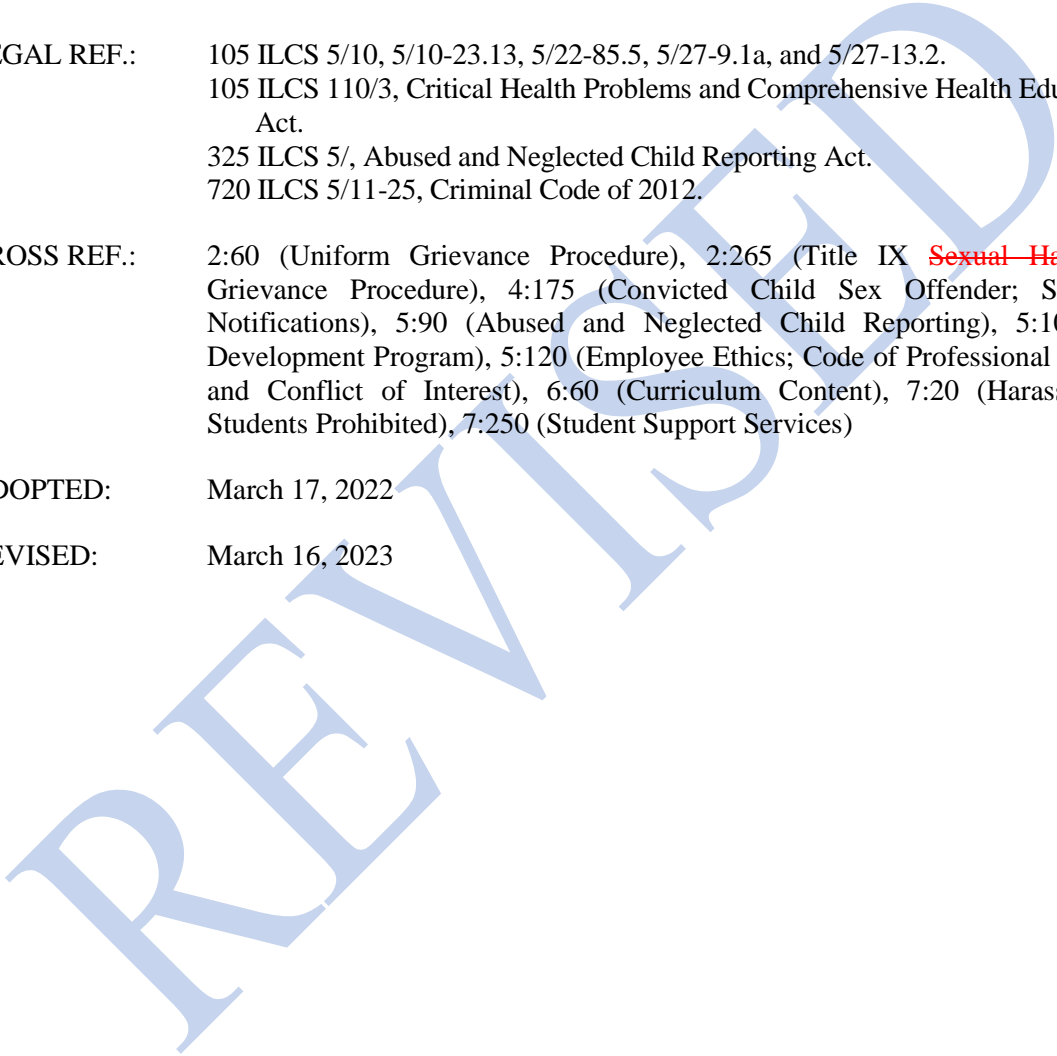
- b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.: 105 ILCS 5/10, 5/10-23.13, 5/22-85.5, 5/27-9.1a, and 5/27-13.2.
 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
 325 ILCS 5/, Abused and Neglected Child Reporting Act.
 720 ILCS 5/11-25, Criminal Code of 2012.

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

ADOPTED: March 17, 2022

REVISED: March 16, 2023



Operational Services

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

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

To address the Board’s obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children,³ and define prohibited grooming behaviors,⁴ the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

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

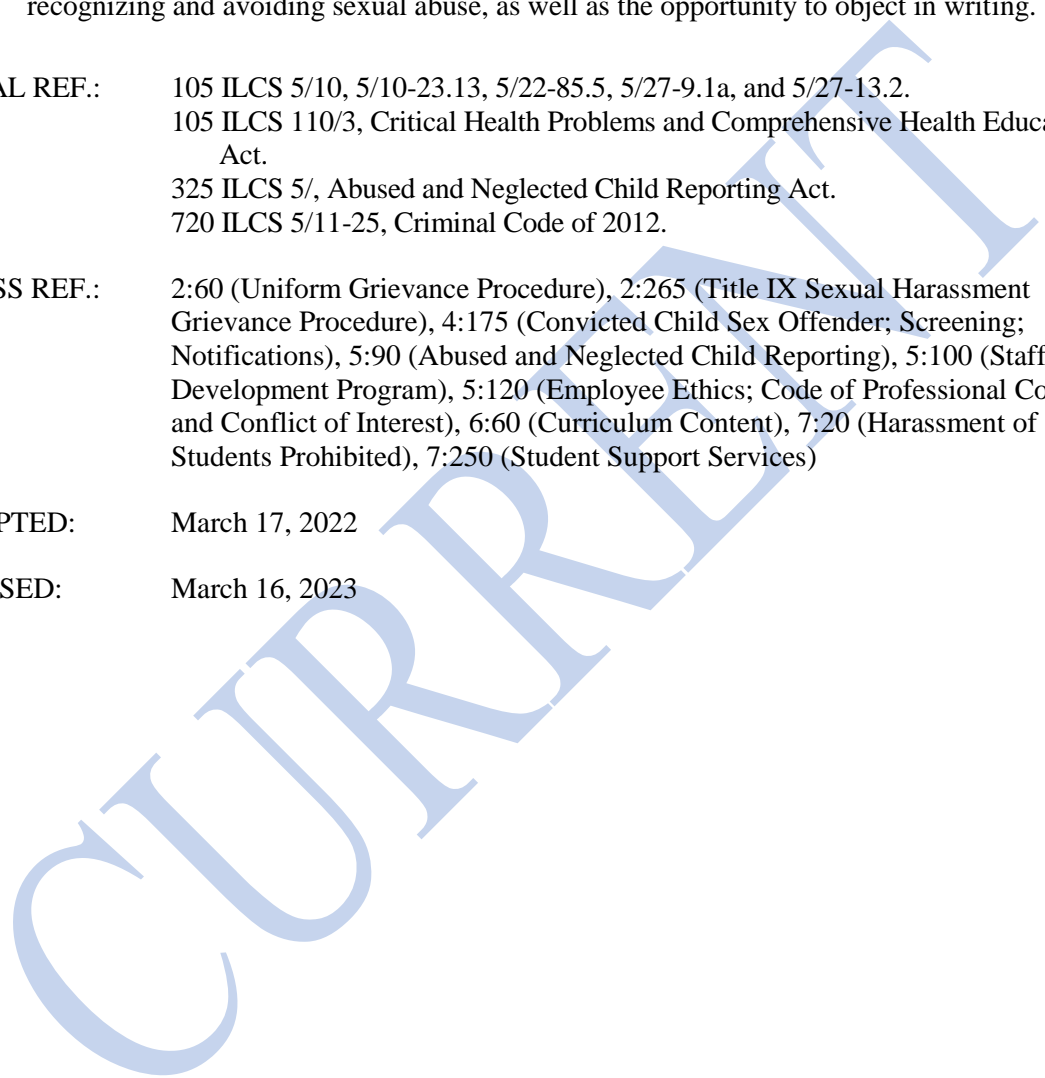
- b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.: 105 ILCS 5/10, 5/10-23.13, 5/22-85.5, 5/27-9.1a, and 5/27-13.2.
 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
 325 ILCS 5/, Abused and Neglected Child Reporting Act.
 720 ILCS 5/11-25, Criminal Code of 2012.

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

ADOPTED: March 17, 2022

REVISED: March 16, 2023



Operational Services

Targeted School Violence Prevention Program

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

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

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

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

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-21.7, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/27-23.7.
105 ILCS 128/, School Safety Drill Act.
745 ILCS 10/, Local Governmental and Governmental Employees Tort Immunity Act.
29 Ill. Admin. Code Part 1500.

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: January 16, 2020

REVISED

Operational Services

Targeted School Violence Prevention Program

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

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

1. Establish a District-level School Violence Prevention Team to: (a) develop a District-level Targeted School Violence Prevention Plan, and (b) oversee the District’s Building-level Threat Assessment Team(s).
2. Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Comply with State and federal law and align with Board policies.

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

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-21.7, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/27-23.7.
105 ILCS 128/, School Safety Drill Act.
745 ILCS 10/, Local Governmental and Governmental Employees Tort Immunity Act.
29 Ill. Admin. Code Part 1500.

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: January 16, 2020

General Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; religion; creed; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager ~~for the~~ under Board policy 2:260, Uniform Grievance Procedure, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager ~~for the~~ under Board policy 2:260, Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
Assistant Superintendent Learning & Innovation

Mrs. Karrie Baughman
Director of Human Resources

650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

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

Minority Recruitment

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

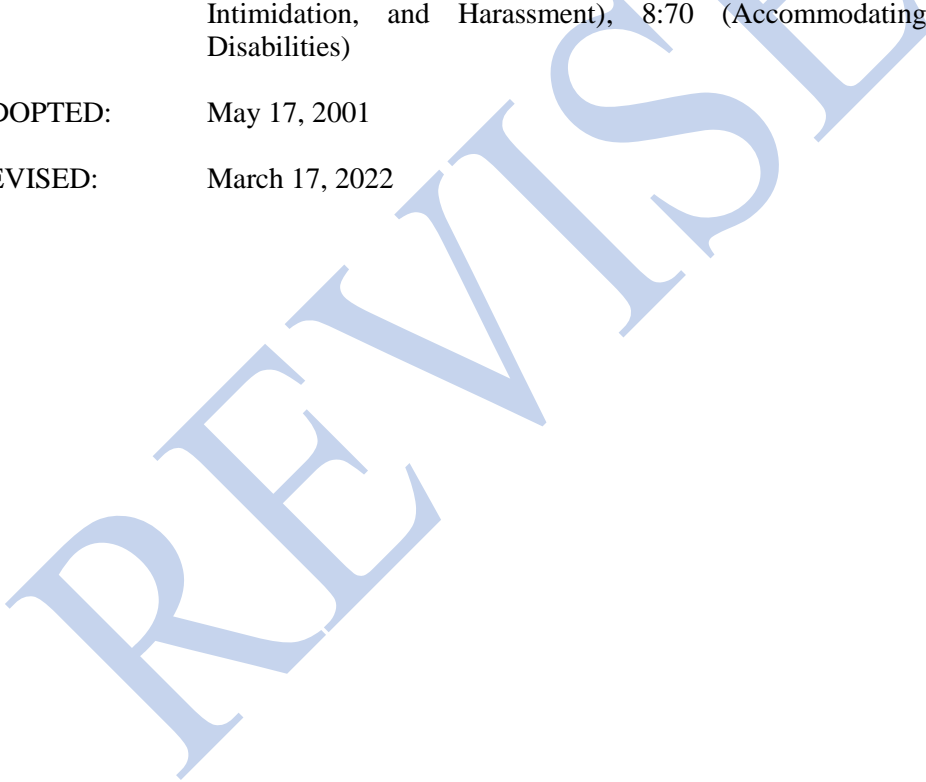
LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972;
34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §218d, Fair Labor Standards Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000gg et seq., Pregnant Workers Fairness Act.
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
42 U.S.C. §12111 et seq., Americans With Disabilities Act, Title I.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.
410 ILCS 513/25, Genetic Information Privacy Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims’ Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, or National Origin Prohibited), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: May 17, 2001

REVISED: March 17, 2022



General Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; religion; creed; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupations requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

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

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

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
 Assistant Superintendent Special Services
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
 Chief Financial Officer
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6111
maltmayer@district158.org

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

Minority Recruitment

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

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972;
 34 C.F.R. Part 106.
 29 U.S.C. §206(d), Equal Pay Act.
 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
 29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
 38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment
 Rights Act (1994).
 42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R.
 Part 1601.
 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
 42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
 42 U.S.C. §12111 et seq., Americans With Disabilities Act, Title I.
 Ill. Constitution, Art. I, §§17, 18, and 19.
 105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-
 4, 5/24-4.1, and 5/24-7.
 410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.
 410 ILCS 513/25, Genetic Information Privacy Act.
 740 ILCS 174/, Ill. Whistleblower Act.
 775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-
 101, Ill. Human Rights Act.
 775 ILCS 35/, Religious Freedom Restoration Act.
 820 ILCS 55/10, Right to Privacy in the Workplace Act.
 820 ILCS 70/, Employee Credit Privacy Act.
 820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
 820 ILCS 112/, Ill. Equal Pay Act of 2003.
 820 ILCS 180/30, Victims' Economic Security and Safety Act.
 820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

CURRENT

General Personnel

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color religion, national origin, ancestry sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, or National Origin Prohibited*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

The District shall provide a workplace environment free of verbal, physical, or other conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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

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

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrimble
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

Investigation Process

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

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

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board

[policy 2:270, Discrimination and Harassment on the Basis of Race, Color, or National Origin Prohibited.](#)

For any other alleged workplace harassment that does not require action under [Board policies policy 2:265, Title IX ~~Sexual Harassment~~ Grievance Procedure, or 2:270, Discrimination on the Basis of Race, Color, or National Origin Prohibited.](#) the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under [Board](#) policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to [Board](#) policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under [Board](#) policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, or [Board](#) policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent/[guardian](#), invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board ~~policy policies~~ 2:260, *Uniform Grievance Procedure*, [2:265, Title IX Grievance Procedure, and 2:270, Discrimination and Harassment on the Basis of Race, Color or National Origin Prohibited](#)), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act (775 ILCS 5/).

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this

policy available in the District’s administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.: 42 U.S.C. § 2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/25-102.2, Ill. Human Rights Act.
 56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.
 Vance v. Ball State Univ., 570 U.S. 421 (2013).
 Crawford v. Metro. Gov’t of Nashville & Davidson Cnty., 555 U.S. 271 (2009).
 Jackson v. Birmingham Bd. Of Educ., 544 U.S. 167 (2005).
 Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).
 Burlington Indus. V. Ellerth, 524 U.S. 742 (1998).
 Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
 Harris v. Forklift Systems, 510 U.S. 17 (1993).
 Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
 Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
 Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2004).
 Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, or National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: March 16, 2023

General Personnel

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color religion, national origin, ancestry sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

The District shall provide a workplace environment free of verbal, physical, or other conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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

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

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrimble
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

Investigation Process

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

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

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

- LEGAL REF.: 42 U.S.C. § 2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/25-102.2, Ill. Human Rights Act.
 56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.
 Vance v. Ball State Univ., 570 U.S. 421 (2013).
 Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).
 Jackson v. Birmingham Bd. Of Educ., 544 U.S. 167 (2005).
 Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).
 Burlington Indus. V. Ellerth, 524 U.S. 742 (1998).
 Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
 Harris v. Forklift Systems, 510 U.S. 17 (1993).
 Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
 Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
 Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2004).
 Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)
- ADOPTED: May 17, 2001
- REVISED: March 16, 2023

General Personnel

Staff Development Program

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

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

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

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

In-Service Training Requirements

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

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

3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*).
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
 - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
 - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
 - c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
 - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 110/3.10 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
 - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
 - b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
 - a. Teacher-student conduct;
 - b. School employee-student conduct; and
 - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

Additional Training Requirements

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

1. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.

3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.
4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aids performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
7. For delegated care aids performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
8. For all District staff, annual sexual harassment training.
9. Title IX requirements for training as follows (see Board policy 2:265, *Title IX Grievance Procedure*):
 - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
 - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
 - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.
10. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.
 105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, and 5/24-5.
 105 ILCS 25/1.15, Interscholastic Athletic Organization Act.
 105 ILCS 150/25, Seizure Smart School Act.
 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
 325 ILCS 5/4, Abused and Neglected Child Reporting Act.
 745 ILCS 49/, Good Samaritan Act.
 775 ILCS 5/2-109, Ill. Human Rights Act.
 23 Ill. Admin. Code §§ 22.20, 226.800, and Part 525.
 77 Ill. Admin. Code §527.800.

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

ADMIN. PROC.: 2:265-AP1 (Title IX Response), 2:265-AP2 (Formal Title IX Complaint Grievance Process), 2:270-AP1 (Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin), 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED), 5:100-AP1 (Staff Development Program), 5:120-AP2 (Employee Conduct Standards), 5:150-AP1 (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School), 7:250-AP2 (Protocol for Responding to Students with Social, Emotional, or Mental Health Needs), 7:285-AP1 (Anaphylaxis Prevention, Response, and Management Program), 7:290-AP1 (Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

General Personnel

Staff Development Program

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

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

1. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.
2. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
3. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

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

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

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

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

- LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.
105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), and 5/24-5.
105 ILCS 25/1.15, Interscholastic Athletic Organization Act.
105 ILCS 150/25, Seizure Smart School Act.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/, Good Samaritan Act.
775 ILCS 5/2-109, Ill. Human Rights Act.
23 Ill. Admin. Code §§ 22.20, 226.800, and Part 525.
77 Ill. Admin. Code §527.800.
- CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)
- ADMIN. PROC.: 2:265-AP1 (Title IX Sexual Harassment Response), 2:265-AP2 (Formal Title IX Sexual Harassment Complaint Grievance Process), 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED), 5:100-AP (Staff Development Program), 5:120-AP2 (Employee Conduct Standards), 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)
- ADOPTED: May 17, 2001
- REVISED: March 17, 2022

General Personnel

Employee Ethics; Code of Professional Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment-Grievance Procedure*, 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.

4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. §7926).
 - d. Engages in *grooming* as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct* is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act:

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

Ethics and Gift Ban

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

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, “no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected,” except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

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

1. A member of the employee’s immediate family;
2. An employee’s partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

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

Guidance Counselor Gift Ban

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

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same gift or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.

- 6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
- 7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Incorporated
by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.: U.S. Constitution, First Amendment.
 2 C.F.R. §200.318(c)(1).
 5 ILCS 420/4A-101, Ill. Governmental Ethics Act.
 5 ILCS 430/, State Officials and Employee Ethics Act.
 30 ILCS 708/, Grant Accountability and Transparency Act.
 50 ILCS 135/, Local Governmental Employees Political Rights Act.
 105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.
 325 ILCS 5/, Abused and Neglected Child Reporting Act.
[720 ILCS 5/11-25, Criminal Code of 2012.](#)
 775 ILCS 5/5A-102, Ill. Human Rights Act.
 23 Ill. Admin. Code Part 22, Code of Ethics for Ill. Educators.
 Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
 Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 7:20 (Harassment of Students Prohibited).

ADOPTED: May 17, 2001

REVISED: March 16, 2023

General Personnel

Employee Ethics; Code of Professional Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.

4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. §7926).
 - d. Engages in *grooming* as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct* is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act:

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

Ethics and Gift Ban

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

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, “no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected,” except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

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

1. A member of the employee’s immediate family;
2. An employee’s partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

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

Guidance Counselor Gift Ban

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

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same gift or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.

- 6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
- 7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Incorporated
by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.: U.S. Constitution, First Amendment.
2 C.F.R. §200.318(c)(1).
5 ILCS 420/4A-101, Ill. Governmental Ethics Act.
5 ILCS 430/, State Officials and Employee Ethics Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
775 ILCS 5/5A-102, Ill. Human Rights Act.
23 Ill. Admin. Code Part 22, Code of Ethics for Ill. Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 7:20 (Harassment of Students Prohibited).

ADOPTED: May 17, 2001

REVISED: March 16, 2023

Educational Support Personnel

Schedules and Employment Year

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

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

Breaks

An employee who works at least 7.5 continuous hours shall receive a 30 minute duty-free meal break that begins within the first five hours of the employee’s workday. The District accommodates employees who are nursing mothers according to State and federal law.

LEGAL REF.: ~~Fair Labor Standards Act~~, 29 U.S.C. §§~~207 et seq.~~ and 218d, Fair Labor Standards Act.
 105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.
 740 ILCS 137/, Right to Breastfeed Act.
 820 ILCS 105/, Minimum Wage Law.
 820 ILCS 260/, Nursing Mothers in the Workplace Act.

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

ADOPTED: May 17, 2001

REVISED: March 21, 2019

Educational Support Personnel

Schedules and Employment Year

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

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

Breaks

An employee who works at least 7.5 continuous hours shall receive a 30 minute duty-free meal break that begins within the first five hours of the employee’s workday. The District accommodates employees who are nursing mothers according to State and federal law.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.
 105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.
 740 ILCS 137/, Right to Breastfeed Act.
 820 ILCS 105/, Minimum Wage Law.
 820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act)

ADOPTED: May 17, 2001

REVISED: March 21, 2019

Students

Equal Educational Opportunities

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

Sex Equity

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

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

Administrative Implementation

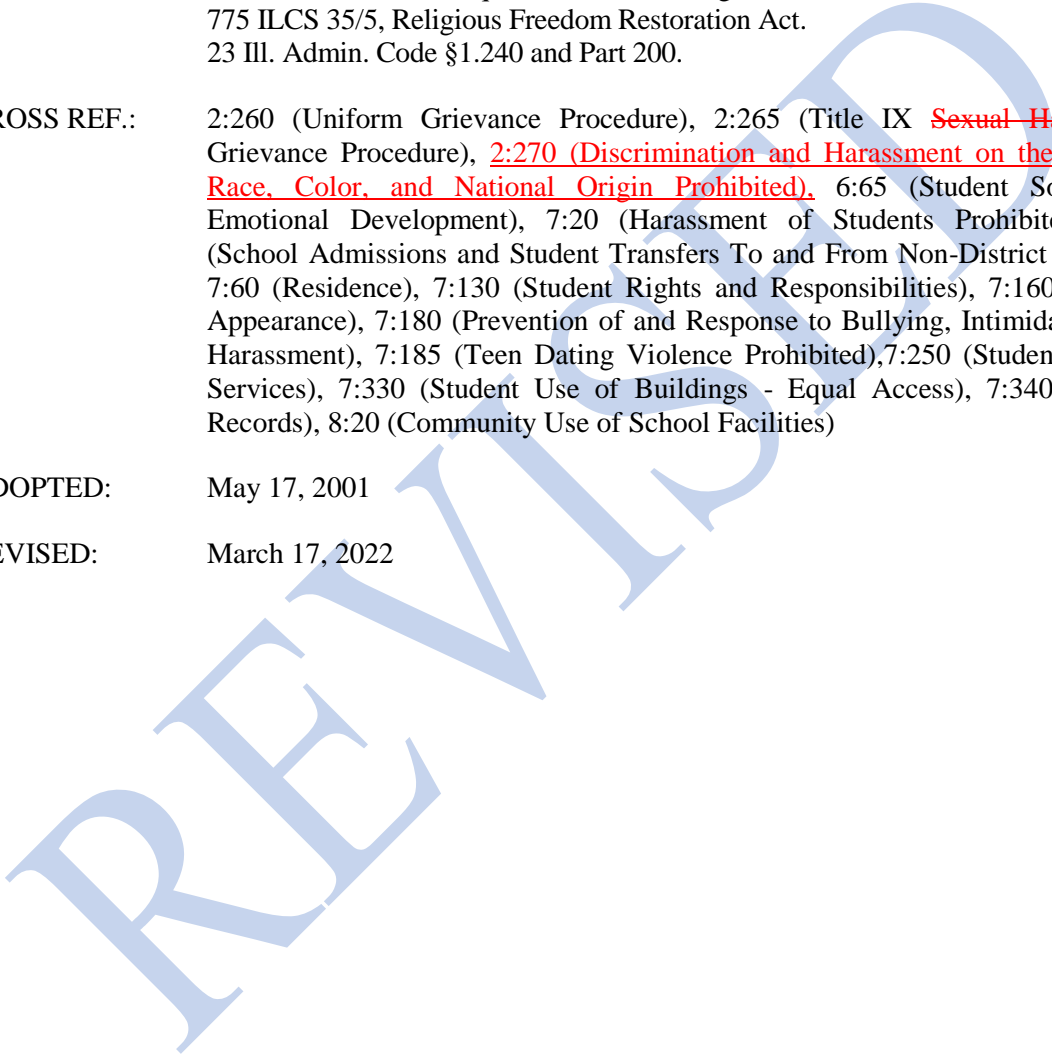
The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
 29 U.S.C. §791 et seq., Rehabilitation Act of 1973, 34 C.F.R. Part 104.
42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.
 Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
 Ill. Constitution, Art. I, §18.
 105 ILCS 5/3.25b, 3.25d(b), 10-20.12, 5/10-26.60, 5/10-20.63, 5/10-22.5, and 5/27-1.
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
 775 ILCS 35/5, Religious Freedom Restoration Act.
 23 Ill. Admin. Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: May 17, 2001

REVISED: March 17, 2022



Students

Equal Educational Opportunities

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

Sex Equity

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

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

Administrative Implementation

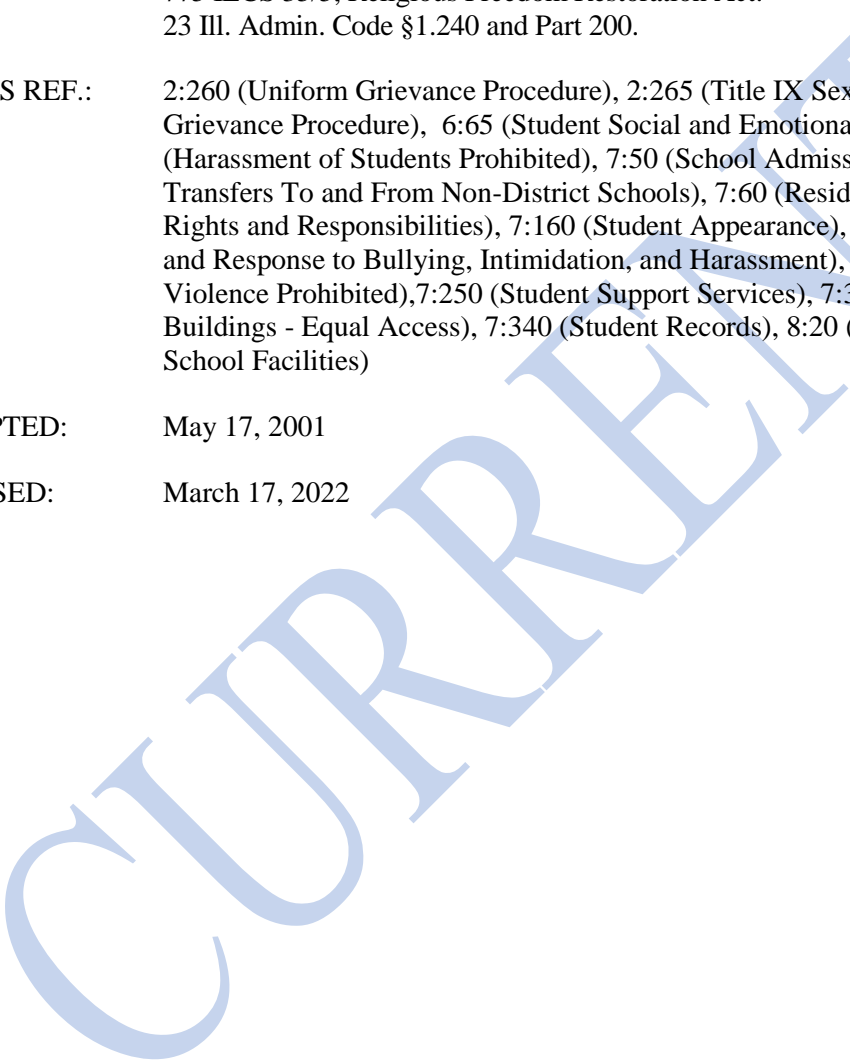
The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
 29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.
 Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
 Ill. Constitution, Art. I, §18.
 105 ILCS 5/3.25b, 3.25d(b), 10-20.12, 5/10-26.60, 5/10-20.63, 5/10-22.5, and 5/27-1.
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
 775 ILCS 35/5, Religious Freedom Restoration Act.
 23 Ill. Admin. Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: May 17, 2001

REVISED: March 17, 2022



Students

Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identify; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to, the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
 Assistant Superintendent Learning & Innovation
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
 Director of Human Resources
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
 Assistant Superintendent Special Services
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
 Chief Financial Officer
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6111
maltmayer@district158.org

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

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

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

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under **Board** policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under **Board policies** ~~policy~~ 2:265, *Title IX Sexual Harassment Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under **Board** policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to [Board](#) policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under [Board](#) policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or [Board](#) policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see [Board](#) policies 2:260, *Uniform Grievance Procedure*, ~~and~~ 2:265, *Title IX Sexual Harassment Grievance Procedure*, ~~and~~ [2:270, *Discrimination and Harassment on the Basis of Race, Color and National Origin Prohibited*](#)).

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

- LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
[29 U.S.C. §791 et seq., Rehabilitation Act of 1973; 34 C.F.R. Part 104.](#)
[42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; C.F.R. Part 100.](#)
 105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1 and 5/27-23.7.
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
 23 Ill. Admin. Code §1.240 and Part 200.
 Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
 Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).
 Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).
 West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

- CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190

(Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities).

ADOPTED: May 17, 2001

REVISED: March 16, 2023

REVISED

Students

Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identify; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to, the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
 Assistant Superintendent Learning & Innovation
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
 Director of Human Resources
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
 Assistant Superintendent Special Services
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
 Chief Financial Officer
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6111
maltmayer@district158.org

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

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

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

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the

complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
 105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1 and 5/27-23.7.
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
 23 Ill. Admin. Code §1.240 and Part 200.
 Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
 Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).
 Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).
 West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities).

ADOPTED: May 17, 2001

REVISED: March 16, 2023

Students

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge ~~status~~ from ~~the~~ military service, ~~sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability~~, order of protection status, ~~status of being homeless, immigration status, or actual or potential marital or parental status, including pregnancy~~, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designed school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Cyberbullying means bullying through the use of technology or any electronic communication,

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

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

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; ~~each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b)-1-12.~~

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

Nondiscrimination Coordinator/Title IX Coordinator:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
Assistant Superintendent of Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

4. Consistent with federal and State laws and rules governing student privacy rights, ~~the Superintendent or designee shall promptly inform~~ the parent(s)/guardian(s) of every all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident, and discuss, as appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the

findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District’s jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

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

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

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District’s website, or if a website is not available, the information must

be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination on the basis of race, color, or national origin in violation of Title IX of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
 - d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District’s educational program as required by State law.
 - f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District’s electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - g. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic the list of characteristics in 7:20 is the same as the list in this policy).
 - h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - i. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - j. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
 405 ILCS 49/, Children’s Mental Health Act.
 775 ILCS 5/1-103, Ill. Human Rights Act.
 23 Ill. Admin. Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265, (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum

Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High School)

APPROVED: January 24, 2008

REVISED: March 16, 2023

REVISED

Students

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designed school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system,

photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

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

Nondiscrimination Coordinator/Title IX Coordinator:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
Assistant Superintendent of Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District’s jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District

and community, such as counseling, support services, and other programs.

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

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

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about

bullying.

- b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
- c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District’s educational program as required by State law.
- e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District’s electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- f. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic the list of characteristics in 7:20 is the same as the list in this policy).
- g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- h. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- i. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children’s Mental Health Act.
775 ILCS 5/1-103, Ill. Human Rights Act.
23 Ill. Admin. Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265, (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High School)

APPROVED: January 24, 2008

REVISED: March 16, 2023

Students

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated
by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying
and School Violence)

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260, (Uniform Grievance Procedure),
2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 5:100 (Staff
Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum
Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment
of Students Prohibited), 7:180 (Prevention of and Response to Bullying,
Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct),
7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for
Participants in Extracurricular Activities)

ADOPTED: January 16, 2014

REVISED: October 22, 2020

REVISED

Students

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Principal, Dean of Students, or a Complaint Manager.

5. Notifies students and parents/guardians of this policy.

Incorporated
by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying
and School Violence)

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260, (Uniform Grievance Procedure),
2:265 (Title IX Sexual Harassment Grievance Procedure), 5:100 (Staff
Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum
Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment
of Students Prohibited), 7:180 (Prevention of and Response to Bullying,
Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct),
7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for
Participants in Extracurricular Activities)

ADOPTED: January 16, 2014

REVISED: October 22, 2020

CURRENT



Huntley Community School District 158

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

DATE: May 16, 2024
 TO: Building and Grounds Committee and Administration
 FROM: Doug Renkosik, Director of Operations & Maintenance
 RE: Asphalt Pavement Construction and Replacement Bid 2024-19 (A)
 Committee of the Whole, May 16, 2024
 Consent Agenda Item

Background:

A concern with the regular tracking of mud into Conley Elementary School from the playground area of Conley by students at recess was brought to the attention of the O&M staff. This followed several prior summer attempts to establish turf in the area in question without success. The School Administrator, O&M Director, and CFO concurred that the permanent solution was to pave the area in question. While surveying the existing area, it was determined that the existing asphalt pavement surface was in disrepair to the extent that either repairs to that surface or full replacement should be considered while the expansion project was being considered.

A Bid Specification for this work was released on March 27, 2024, which included a request for a:

- Base Bid for construction of the new pavement surface area
- Alternate Bid for the additional cost to replace the existing surface while the new surface was being constructed

A mandatory pre-bid meeting was held on April 3, 2024. Bids were opened on April 18, 2024.

A summary of the bids is below.

Huntley Consolidated School District 158																
Asphalt Pavement Construction & Replacement Bid #2024-19																
BID OPENING at 3pm on 4.18.24																
COMPANY	Addendum Noted	Cert of Eligibility	Cert of IDHR	Prevailing Wage Law	Hold Harmless	IL Drug-free workplace	Reference List	Bid Bond	Base Bid	Alternate Bid #1	Base + Alternate	UNIT PRICES				
												Removal \$ per ton 10 to 100	Removal \$ per ton 100 to 1000	Install new base \$ per ton 10 to 100	Install new base \$ per ton 100 to 1000	
ALAMP	No Bid															
Champion	X	X	X	X	X	X	X	X	\$ 69,350.00	\$ 58,500.00	\$ 127,850.00	\$ 80.00	\$ 60.00	\$ 70.00	\$ 45.00	
Everlast Blacktop	#1	X	X	X	X	X	X	X	\$ 87,000.00	\$ 57,600.00	\$ 144,600.00	\$ 70.00	\$ 65.00	\$ 45.00	\$ 40.00	
Geske	No Bid															
Maneval Paving	No Bid															
Murphy Construction Services	X	X	X	X	X	X	X	X	\$ 114,400.00	\$ 50,500.00	\$ 164,900.00	\$ 60.00	\$ 60.00	\$ 43.90	\$ 43.90	
Obsidian Asphalt	#1	X	X	X	X	X	X	X	\$ 68,500.00	\$ 60,500.00	\$ 129,000.00	\$ 50.00	\$ 32.00	\$ 61.00	\$ 54.00	
Schroeder Asphalt	X	X	X	X	X	X	X	X	\$ 69,999.00	\$ 45,000.00	\$ 114,999.00	\$ 35.00	\$ 32.00	\$ 40.00	\$ 37.00	
TAT Enterprises Inc.	No Bid															
SPECIAL NOTES:																
#1 - No Addenda Acknowledged																

Recommendation:

The Building Committee met on May 2, 2024, and requests the Board of Education approve the award of the Base Bid and the Alternate Bid for the Asphalt Pavement Construction and Replacement Bid 2024-19 to Schroeder Asphalt Services for \$114,999.00 at their May 16, 2024, Regular Board Meeting.



Huntley Community School District 158

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

Date: May 16, 2024
To: Board of Education
From: Adam Zehr, Assistant Superintendent for Human Resources
Subject: Huntley Education Association (HEA) Physical Due Date

Memorandum of Understanding

Certified Staff Evaluations

The Board of Education of Huntley Community School District No. 158 (“the Board”) and the Huntley Education Association (“HEA”) jointly referred to as (“Parties”) hereby enter into the following Memorandum of Understanding regarding future contracts.

Tier 1 – Those employees who participate in the District funded wellness screening annually and provide evidence of an annual physical to the Human Resources office by ~~December 20~~ November 30, shall receive a \$25 monthly credit toward the cost of their medical insurance for the following insurance year.

IN WITNESS WHEREOF, the Parties hereto have caused their signatures, or the signatures of their duly authorized representatives, to be set forth below on the 16th day of May 2024.

Bradley Aney, Huntley Education Association, President Date

Andrew Bittman, Board of Education, President Date

Huntley Community School District 158 – Board of Education

Finance

April 4, 2024 Minutes – Final

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

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. Anthony Quagliano; Mr. Michael Thompson; Mrs. Dana Wiley

Minutes

1. **Call to Order / Roll Call (A)** (Mrs Murray)

Mrs. Murray Called to Order the Committee of the Whole meeting for Thursday, April 4, 2024 at 6:00 p.m.
A quorum was met.

Roll Call: Ayes 6 / Absent 1 / Motion Carried

Members: Mr. Quagliano (remotely), Mr. Troy, Mr. Cratty, ~~Mr. Bittman~~, Mrs. Murray, Mrs. Wiley, Mr. Thompson

2. **Pledge of Allegiance** (Mrs. Murray)

The following Orchesis students led us in the Pledge of Allegiance:

Lauren Wenzel, Sydney Derbas, Cindy Smith, Amelia Al Shayeb, Bella Westberg, Addison Stone, Sophia Hoeflicker, Tiffany Cuccinello, Donna Arango, Lily Engelhardt, Kayleigh Rosinski, Xitlali Pizano, Noelle Zajak, Nariah Adams, Maya Mieczkowski, Shiloh Parisapogu, Lauren Dickey and Juliana Sindelar

3. **Student Recognition** (Mrs. Murray)

The Board of Education recognized the following students' achievements:

2024 IHSA Girls Wrestling Tournament - State Place Winners

Janiah Slaughter received second place and Aubrie Rohrbacher received third place, presented by Huntley High School Principal Marcus Belin.

Infinitec 2024 Outstanding Student Technology Award

Aila Goebbert-McIntire from Chesak Elementary

IESA State Chess Tournament

Trentin Johnson and Owen Hunt from Marlowe Middle School received Bronze Medals, presented by Jacob Halvorson. The 8th Grade Chess Team came in 6th place overall.

Illinois Music Education Association

The following Marlowe Middle School students qualified and were selected to perform in the Illinois Music Association District 9 Junior Honor Band, Orchesra and Choir. Leah Thorstenson for Orchestra, Harini Pramodh, Olivia Naydenoff, and Jazmine Burrows for Chorus. David Gatto and Maggie Day for Band.

4. **Public Comment** (Mrs. Murray)

Melissa Graza made comments on the Multilingual Program, English language learners, the Director of Curriculum-Multilingual Services position and the Light program staff changes.

5. **Revision and Adoption of the Agenda (A)** (Mrs. Murray)

Mrs. Murray motioned and Mr. Thompson seconded to adopt the agenda as presented.

Voice Call: Ayes 6 / Nays 0 / Motion Carried

Recommendation: Sought approval of the agenda.

6. **Community Relations Committee: (R)** (Ms. Murray-Chair, Mr. Thompson, Mr. Cratty)

Updates were provided.

7. **Curriculum & Instruction (C&I) Committee (R)** (Mr. Thompson-Chair, Mr. Troy, Mrs. Wiley)

1. **Multilingual Program Review Update (R)** (Dr. MacCrimble)

Dr. MacCrimble presented the Multilingual Program Review. The Board asked questions and discussed the progression of the program.

Recommendation: This report was for informational purposes.
2. **Curriculum Updates (R)** (Dr. MacCrimble)

Updates were provided. PSAT and SAT testing will be given on April 13, 2024. Curriculum material renewals will be forthcoming and information on the Spring Learning Fairs was presented.

Recommendation: For informational purposes only.
8. **Finance Committee** (Mr. Quagliano-Chair, ~~Mr. Bittman~~, Mr. Cratty)
 1. **Payables (A)** (Mr. Altmayer)

The Finance Committee submitted the purchase orders at \$3,006,918.34; imprest checks at \$46,067.70; no accounts payable at this time; and disbursements issued at \$8,985,510.00; for review and sought approval to move forward.
 2. **Monthly Fiscal Updates (R)** (Mr. Altmayer)

Mr. Altmayer provided the monthly fiscal updates and the Activity Fund Balance Report. He also provided information on the intergovernmental agreement with the Huntley Park District and acknowledged that the 2024-25 budget has been drafted.
 3. **Revenue & Expenditures Report (R)** (Mr. Altmayer)

Mr. Altmayer provided the monthly report for review. Health insurance is higher than the previous month.
 4. **School Photography Services RFP #2024-21 (A)** (Dr. MacCrimble)

Presented a review of proposals received for RFP # 2024-21 and recommended the agreement with Empire Photography for school photography services for the 2024-25 school year.

Recommendation: Sought approval by the Board of the contract with Empire photography at the next regular meeting.
 9. **Building and Grounds (B&G) Committee** (Mr. Troy-Chair, Mr. Quagliano, Mr. Thompson)
 1. **O&M Updates (R)** (Mr. Renkosik)

Mr. Renkosik reported on O&M project updates, including the bid for asphalt pavement construction and replacement.

Recommendation: For informational purposes only.
 2. **MDC Environmental Contract Extension (A)** (Doug Renkosik)

Mr. Renkosik sought approval of the extension to the MDC Environmental Contract for Refuse and Recyclables Hauling and Disposal Services.

Recommendation: Administration recommended the Board of Education approve Amendment 3 to the agreement with MDC Environmental for Recycled Materials Hauling and Disposal Services as presented.
 10. **Legislation/Policy Committee** (~~Mr. Bittman~~-Chair, Mr. Quagliano, Mrs. Murray)
 1. **Legislation Updates (R)**

No legislative updates were given.
 11. **Board of Education** (Mrs. Murray)
 1. **Minutes (A)**

The following draft meeting minutes were reviewed.

Thursday, March 14, 2024, Board of Education - Committee of the Whole Meeting

Thursday, March 21, 2024, Board of Education - Regular Meeting

Recommendation: Sought approval of the Board at their next regular meeting.
 12. **Public Commented** (Mrs. Murray)

Kari Cross made comments in regards to a Sign Language courses and communication.
 13. **Closed Session / Roll Call (A)** (Mrs. Murray)

Mrs. Murray moved, Mr. Thompson seconded to enter into Closed Session at 7:42 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; (9) Student Disciplinary; (11) Litigation; (21) Discussion of minutes of meetings lawfully closed under this Act.

Roll Call: Ayes 6 / Nays 0 / Absent 1 / Motion Carried
 1. **Exited Closed Session / Voice Call (A)** (Mrs. Murrays)
 14. **Resumed in Public Session / Roll Call (A)** (Mrs. Murray)

Resumed the Committee of the Whole meeting at 8:41 p.m. Mr. Quagliano's remote connection was not re-established.

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

Roll Call: Ayes 5 / Absent 2 / Motion Carried

15. **Adjournment (A)** (Mrs. Murray)

Mrs. Murray motioned, Mrs. Wiley seconded to adjourn the meeting at 8:41p.m.

Voice Call: Ayes 5 / Nays 0 / Motion Carried

Submitted by,
Sharon Piemonte, Board Operations
Paul Troy, Board Secretary

These minutes are subject to approval.

President _____ Date _____
Andrew Bittman

Secretary _____ Date _____
Paul Troy

Regular Meeting with Closed Session - Minutes
Thursday, April 18, 2024 6:00 PM

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

Mr. Andrew Bittman: Present
Sean Cratty: Absent
Mrs. Laura Murray: Present
Mr. Tony Quagliano: Absent / Mr. Quagliano arrived before the start of closed session.
Mr. Michael Thompson: Present
Mr. Paul Troy: Present
Mrs. Dana Wiley: Present
Present: 5, Absent: 2.

1. Call to Order / Roll Call (A) (Mr. Bittman)

Call to order the Regular Meeting at 6:02 p.m. A quorum was met.

Roll Call: Ayes / Absent / Motion _____

Members: Mr. Bittman, ~~Mr. Cratty~~, Mrs. Murray, ~~Mr. Quagliano~~, Mr. Thompson, Mr. Troy, Mrs. Wiley

Sean Cratty is absent.

2. Closed Session / Roll Call (A) (Mr. Bittman)

Mr. Bittman moved and Mr. Thompson seconded to enter into closed session at 6:03 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; **(9)** Student Disciplinary; **(11)** Litigation; **(21)** Discussion of minutes of meetings lawfully closed under this Act.

Members: Mr. Bittman, ~~Mr. Cratty~~, Mrs. Murray, ~~Mr. Quagliano~~, Mr. Thompson, Mr. Troy, Mrs. Wiley

Roll Call: Ayes 5 / Nays 0 / Absent 2 / Motion Carried

2.1. Exit or Suspend Closed Session / Voice Call (A)

Mr. Bittman moved and Mr. Troy seconded to exit closed session at 7:04 p.m. and return to open session.

Voice Call: Ayes 6 / Nays 0 / Motion Carried

3. Resume in Public Session / Roll Call (A) (Mr. Bittman) *approx. 7:00 p.m.*

Resumed the Regular meeting at 7:08 p.m.

Members: Mr. Bittman, ~~Mr. Cratty~~, ~~Mrs. Murray~~, Mr. Quagliano, Mr. Thompson, Mr. Troy, Mrs. Wiley

Roll Call: Ayes 5 / Absent 1 / Motion Carried

Mrs. Murray entered at 7:09 pm

3.1. Action as Required / Roll Call (Mr. Bittman)

No action was required from the Board.

4. Pledge of Allegiance (Mr. Bittman)

The April Huntley High Five winners led us in the pledge.

Olawale Raymond - 2nd grade Chesak, Maddison Clay - 4th grade Conley, Leah Caldera - 2nd grade Mackeben, Graham Firak - 5th grade Martin, Samantha Munoz - 3rd grade Leggee, Amelia Gummow - 6th grade Heineman, Holden Ruth - 7th grade Marlowe, Nikolas Knanishu - 10th grade Huntley High School, and Emil Balo from the Light Program.

5. Student Scoop (R) (Ms. Lombard)

Ms. Lombard introduced two students from the Martin Elementary Student Ambassador program. The students gave a presentation about attending Martin Elementary and the many clubs and activities the school offers.

6. Student Recognition (Mr. Bittman)

The following students won the District 158 Young Authors Contest on April 8, 2024: Owen Ehmen, Elizabeth Ann Giese and Brooke Keute from Chesak. Kyra Frandsen, Vivian Nava and Reese Jarger from Martin. Jameson Secor, Remmy Wehner and Kylie Frey from Mackeben. Isla Kolton, Joanna Chlastawa and Nicole Budyk from Conley. Boitano Arrigo, Kate Medina, Oliver Cottrell, Vanessa McHugh, Gianna Mastandrea and Olivia Calabrese from Leggee. Jazmine Burrows from Marlowe. Aliena Marin from Heineman. Presented by Tammy Carpenter, Michelle Busky and Christy Gibbs.

The twenty District Young Authors Contest winners for the 2023 -24 school year were introduced by Tammy Carpenter (middle school) and Michelle Buskeys (elementary).

7. Public Comment (Mr. Bittman)

No public comments were made at this time.

8. Revision and Adoption of the Agenda / Voice Call (A) (Mr. Bittman)

Mr. Bittman moved and Mr. Quagliano seconded to adopt the agenda with changes to move 14.7 before 14.1.

Action: Adoption of the Agenda.

Voice Call: Ayes 6 / Nays 0 / Motion Carried

9. Superintendent's Report (R) (Ms. Lombard)

Inaugural participation at the Special Olympics competition by the Huntley Hurricanes Team. Five individuals will be moving forward in the competition and competing in June.

The Elementary Learning Fairs at three campuses were well attended. Highlights the accomplishments of the 5th grade students during the school year. Final one will be at Leggee, on April 30th.

Coordination of a safety event at Huntley High School with the Huntley Fire Department, Huntley Police Department, Village of Huntley, Huntley School District 158 and potentially the Northwestern Medicine Huntley Hospital.

KPI presentations will be provided at the Special Education Advisory Committee meeting on April 23rd.

Hiring of Rita Castens as Athletic Director at Huntley High School.

9.1. Donations (R) (Ms. Lombard)

First to the Finish - \$500.00 check from contracted sales to the Huntley High School Girl's Track and Field Team

Kathleen Glosson - \$275.00 check for Huntley High School Boy's Swimming Team

Huntley Grid Iron Club - \$525.00 check for the Huntley Football Breakfast

Huntley High School Boys Basketball Team:

Rysavy Insurance & Financial Services - \$250.00 check

KWD Wealth Management - \$500.00 check
D & D Comfort Heating & Air Conditioning - \$500.00 check
Signature Transportation Group - \$450.00 check

10. Chief Financial Officer/Treasurer (R) (Mr. Altmayer)

Updates were provided.

Recommendation: For informational purposes only.

10.1. FY25 Budget Draft (R) Mr. Altmayer

Mr. Altmayer presented the FY25 Budget and Five - Year Plan for the Board's review.

Aspects were discussed by the board.

Recommendation: For informational purposes only.

11. Freedom of Information Act (FOIA) Requests (R) (Ms. Barr)

The monthly report on the FOIA requests were provided.

Recommendation: For informational purposes only.

Mrs. Barr discussed the FOIA requests.

12. President's Report (Mr. Bittman)

12.1. Board Discussion (D) (Mr. Bittman)

Administration discussed with the board how to make the school experience seem more like a neighborhood school, when schools are so large and have such a sizable student body.

13. Consent Agenda (A) (Mr. Bittman)

All of the following Consent Agenda items have gone through the Committee of the Whole. Prior to adoption, revisions were presented here.

Recommendation: Mr. Bittman moved and Mr. Quagliano seconded the approval and adoption of the Consent Agenda:

Roll Call: Ayes 6 / Nays 0 / Motion Carried

13.1. Materials for HHS Courses 24-25(A) (Dr. MacCrimdle)

Dr. MacCrimdle sought approval of materials for supporting and implementing new courses that the Board of Education approved at the November 9, 2023, Board of Education meeting, in addition to material updates needed for AP and Dual Credit courses. These materials were presented and placed on display during the March 14, 2024, Committee of the Whole Meeting.

13.2. Minutes (A)

The following minutes were presented at the April 4, 2024, COW meeting and at the Executive Session for review and were now presented for approval.

March 14, 2024, BOE Meeting - COW

March 21, 2024, BOE Meeting - Regular

February 1, 2024, BOE Special Meeting - Executive Session

February 8, 2024, BOE Meeting - Executive Session

March 14, 2024, BOE Meeting - Executive Session

March 21, 2024, BOE Meeting - Executive Session

13.3. HR Personnel (A) (Dr. Zehr)

Sought 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.

13.4. **Payables (A)** (Mr. Altmayer)

Mr. Altmayer sought approval of the Purchase Orders issued at \$3,006,918.34; Accounts Payable issued at \$0; Imprest issued at \$46,067.70 and Disbursements issued at \$8,985,510.00, as presented.

13.5. **MDC Environmental Contract Extension (A)** (Doug Renkosik)

Mr. Renkosik sought approval of the extension to the MDC Environmental Contract for Refuse and Recyclables Hauling and Disposal Services.

Recommendation: Administration recommended the Board approve Amendment 3 to the agreement with MDC Environmental for Recycled Materials Hauling and Disposal Services.

13.6. **School Photography Services RFP #2024-21 (A)** (Dr. MacCrimble)

Sought approval of the agreement with Empire Photography for school photography services for the 2024-25 school year.

14. **Action Items / Roll/ Voice Call** (Mr. Bittman)

Action items required a motion and a second; discussion if needed; and roll call.

14.1. **McHenry County Regional Safe School Program (A)** (Ms. Lombard)

District 158 and McHenry County are extending their Intergovernmental Agreement for the Safe School Program.

Recommendation: Mr. Bittman moved and Mr. Troy seconded to approve the resolution authorizing participation in the McHenry County Regional Safe School program by extending the validity period and adhering to all provisions of the existing Intergovernmental agreement.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.2. **Multi-Year Contract (2024 - 2028) (A)** (Ms. Lombard)

Ms. Lombard sought approval of the Multi-Year contract for Dr. Zehr.

Recommendation: Mr. Bittman moved and Mr. Quagliano seconded approval of Dr. Zehr's multi-year contract as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.3. **Multi-Year Contract (2024 - 2028) (A)** (Ms. Lombard)

Ms. Lombard sought approval of the Multi-Year contract for Dr. MacCrimble.

Recommendation: Mr. Bittman moved and Mr. Troy seconded approval of Dr. MacCrimble's multi-year contract as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.4. **FY25 Administrator Rates (A)** (Dr. Zehr)

Dr. Zehr sought approval of the Board of administrator rate increases for FY25.

Recommendation: Mr. Bittman moved and Mr. Thompson seconded the approval of the administrator rate increase FY25 as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.5. **Supplemental Purchase Orders and Accounts Payable (A)** (Mr. Altmayer)

Administration recommended approval of the Supplemental Purchase Orders Report at \$3,316,307.76 and Supplemental Accounts Payable at \$12,188.77 as presented.

Recommendation: Mr. Bittman moved and Mr. Troy seconded the approval by the Board as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.6. **Extra-Curricular Committee Recommendations (A)** (Mr. Altmayer)

The Huntley Extra-Curricular Committee reviewed and recommended a change to the activity salary schedule for the 2024-2025 school year.

Recommendation: Mr. Bittman moved and Mr. Thompson seconded approval of the Board as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.7. **Intergovernmental Agreement (IGA) with Huntley Park District (A)** (Mr. Altmayer)
IGA with Huntley Park District was discussed by Mr. Altmayer. The District and Park District consolidated three previous Intergovernmental Agreements into one, including the addition of the Park District space for the District's Light Program.

Recommendation: Mr. Bittman moved and Mr. Thompson seconded the board approve the attached IGA as presented.

Roll Call: Ayes 6 / Nays 0 / Motion carried

15. **Public Comment** (Mr. Bittman)

No public comments were made at this time.

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

Members: Mr. Bittman, ~~Mr. Cratty~~, Mrs. Murray, Mr. Quagliano, Mr. Thompson, Mr. Troy, Mrs. Wiley

Mr. Bittman moved and Mr. Troy seconded the motion to adjourn the meeting at 8:41 p.m.

Voice Call: Ayes 6 / Nays 0 / Motion Carried

Submitted by,
Sharon Piemonte, Board Operations
Paul Troy, Board Secretary

President
Andrew Bittman

Date

Secretary
Paul Troy

Date

**Huntley Community School District 158 – Board of Education
Personnel Report
May 16, 2024**

2023-2024 Staff Retirements

Kayrn Meyer

- Teacher/English/High School
- 26 Years of Service

Valorie Davis

- Cook/Conley
- 21 Years of Service

Edward Weisenburger

- Bus Driver/Transportation
- 1 Year of Service

Kimieth Rutherford

- Payroll Manager/District Office
- 15 Years of Service

Mark Loewe

- Campus Supervisor/High School
- 13 Years of Service

Administration

New Position	Location	Name	Salary	Effective Date
Assistant Athletic Director	High School	Matthew Landvick (T)	\$95,000.00	July 1, 2024

Replacements	Location	Name	Salary	Effective Date
Director of Curriculum	District Office	Anna Hoyou (T)	\$147,741.77	July 1, 2024
Director of Curriculum/ Multilingual Services	District Office	Lissette Jacobson (N)	\$107,377.50	July 1, 2024
Assistant Director/O&M	District Office	Chris Oliver (T)	\$108,000.00	July 1, 2024
Principal	Conley	Katherine Surjan (T)	\$107,000.00	July 1, 2024
Principal	Marlowe	Dana Halper (N)	\$110,000.00	July 1, 2024
Assistant Principal	Marlowe	Sally Mueller (N)	\$77,000.00	July 1, 2024
Assistant Principal	Heineman	Shannon Seibert (N)	\$77,000.00	July 1, 2024

Resignations	Location	Name	Salary/Reason	Effective Date
Director of Curriculum	District Office	Myka Kennedy	\$107,120.00/Voluntary	June 30, 2024
Principal	Marlowe	William Johnson	\$113,022.00/Voluntary	June 30, 2024
Assistant Principal	Marlowe	Teresa Brandt	\$74,500.00/Voluntary	June 30, 2024
Assistant Principal	Heineman	Rebecca La Porta	\$83,586.77/Voluntary	June 30, 2024

**Huntley Community School District 158 – Board of Education
Personnel Report
May 16, 2024**

Certified

New Position	Location	Name	Salary	Effective Date
Teacher/Special Education	Mackeben	Nora Apostolopoulos (N)	M12/8 \$60,120.00	August 12, 2024

Replacements	Location	Name	Salary	Effective Date
Teacher/Fourth Grade/ Dual Language	Leggee	Cassady Waldschmidt (T)	B0/4 \$48,731.00	August 12, 2024
Teacher/Math	Heineman	Cole Wilford (T)	M45/12 \$70,942.00	August 12, 2024
Teacher/Language Arts	Heineman	Jeannette Perreault (T)	M45/OS \$109,441.00	August 12, 2024
Teacher/Language Arts	Heineman	Abby Ortner (T)	B0/3 \$47,542.00	August 12, 2024
Teacher/Language Arts	Marlowe	Alyson Shillingburg (N)	M12/11 \$64,742.00	August 12, 2024
Teacher/Dual Language	Marlowe	Alyssa Ritzert (N)	B0/10 \$56,513.00	August 12, 2024
Teacher/Social Studies	Marlowe	Dillon Kleinvehn (T)	B0/3 \$47,542.00	August 12, 2024
Teacher/CTE	High School	Brian Thornley (T)	M45/18 \$82,271.00	August 12, 2024
Nurse	TBD	Lora Viers (N)	B12/11 \$59,229.00	August 12, 2024

Change in Assignment, Status or Position	Location	Name	Salary	Effective Date
Teacher/Fourth Grade/ Dual Language	Martin	Evelyn Gonzalez	B12/4 \$49,827.00	August 12, 2024
Teacher/Fifth Grade/ Dual Language	Martin	Carmen Cruz	B36/6 \$54,732.00	August 12, 2024
Teacher/Fifth Grade/ Dual Language	Martin	Ashley Fink	B0/2 \$46,383.00	August 12, 2024

Resignations	Location	Name	Salary/Reason	Effective Date
Teacher/English	High School	Kayrn Meyer	\$109,910.26/Retirement	April 24, 2024
Teacher/Math	High School	Eric Moore	\$51,033.41/Voluntary	May 23, 2024
Teacher/Spanish	High School	Courtney Karras	\$46,028.64/Voluntary	May 23, 2024
Social Worker	High School	Kirstin Ryan	\$59,939.82/Voluntary	May 23, 2024

Educational Support

Replacements	Location	Name	Salary	Effective Date
Cook	Martin	Indra Lulo Ochoa (N)	\$15.25 per hour	April 22, 2024
Secretary	Conley	Lindsay Brunschon (T)	\$16.00 per hour	July 31, 2024
Administrative Assistant	Heineman	Donna Nowak (T)	\$18.28 per hour	July 1, 2024

**Huntley Community School District 158 – Board of Education
Personnel Report
May 16, 2024**

Campus Supervisor	High School	Thomas Anzelmo (N)	\$16.50 per hour	April 30, 2024
Data Analyst	High School	John Firak (N)	\$24.00 per hour	July 1, 2024
Bus Aide	Transportation	Kristin Medina (T)	\$15.25 per hour	May 2, 2024
Bus Driver	Transportation	Peter Kennedy (N)	\$20.75 per hour	April 23, 2024

Change in Assignment, Status or Position	Location	Name	Salary	Effective Date
Mobile Technician/12 Months	Leggee	David Perez	\$17.51 per hour	May 24, 2024
Administrative Assistant/ 11 Months	ECC	Arin Marino	\$18.61 per hour	July 1, 2024

Resignations	Location	Name	Salary/Reason	Effective Date
Elementary Supervisor	Mackeben	Jennifer Veloso	\$15.25 per hour/ Voluntary	April 26, 2024
Paraprofessional	Marlowe	Julie Pontrelli	\$16.50 per hour/ Voluntary	May 8, 2024
Paraprofessional	Leggee	Ashley Wisniewski	\$16.50 per hour/ Voluntary	May 23, 2024
Cook	Leggee	Lori Roleck	\$16.41 per hour/ Voluntary	May 1, 2024
Cook	Conley	Valorie Davis	\$19.17 per hour/ Retirement	May 23, 2024
Cook	High School	Linda Hansen	\$16.00 per hour/ Voluntary	May 3, 2024
Technical Director	High School	Stuart Wilson	\$25.44 per hour/ Voluntary	May 31, 2024
Campus Supervisor	High School	Mark Loewe	\$21.96 per hour/ Retirement	May 23, 2024
Bus Aide	Transportation	Ann Stauffer	\$15.25 per hour/ Voluntary	April 12, 2024
Bus Driver	Transportation	Michelle Morrison	\$22.58 per hour/ Voluntary	May 1, 2024
Bus Driver	Transportation	Edward Weisenburger	\$21.00 per hour/ Retirement	May 23, 2024
Payroll Manager	District Office	Kimieth Rutherford	\$72,789.54/Retirement	May 8, 2024

Extra-Curricular

Sport/Activity	Home School	Name	Amount	Effective
Martin Chess Club/Trial Year 2	Martin	Monica Dase	\$250.00	2023-24 School Year
Martin Chess Club/Trial Year 2	Martin	Phyllis Bueche	\$250.00	2023-24 School Year
Martin Sign Language Club/ Trial Year 1	Martin	Jamie DeYoung	\$150.00	2023-24 School Year
Martin Sign Language Club/ Trial Year 1	Martin	Kristin Smith	\$150.00	2023-24 School Year

**Huntley Community School District 158 – Board of Education
Personnel Report
May 16, 2024**

Heineman Bowling Club/ Trial Year 2	Chesak	Jacob Wagner	\$500.00	2023-24 School Year
Heineman Chess Club/ Trial Year 2	Heineman	Lisa Franklin	\$500.00	2023-24 School Year
Heineman Chinese Cultures & Languages/Trial Year 2	High School	Tianya Zhao	\$500.00	2023-24 School Year
Heineman National Jr. Honor Society/Trial Year 2	Heineman	Lisa Franklin	\$500.00	2023-24 School Year
Heineman Science Club/ Trial Year 2	Heineman	Angela Lanning	\$500.00	2023-24 School Year
Book Club/Trial Year 1	High School	Michelle Mangan	\$300.00	2023-24 School Year
Chinese Culture Club/ Trial Year 1	High School	Tianya Zhao	\$300.00	2023-24 School Year
Dungeons & Dragons/ Trial Year 2	High School	Leah Drennan	\$500.00	2023-24 School Year
eSports/Trial Year 2	High School	Dillon Kleinvehn	\$500.00	2023-24 School Year
Hope Squad/Trial Year 2	High School	Samantha Skubak	\$250.00	2023-24 School Year
Hope Squad/Trial Year 2	High School	Tami Broskow	\$250.00	2023-24 School Year
Leos Club/Trial Year 2	High School	Danielle Stewart	\$500.00	2023-24 School Year
Spanish Honor Society/ Trial Year 2	High School	Katie Goss	\$250.00	2023-24 School Year
Spanish Honor Society/ Trial Year 2	High School	Kate Feinstein	\$250.00	2023-24 School Year

Extra Days

Name	Job Title	Location	Extra Days 2024-2025
Deb Simboli	Nurse-HESPA	Chesak	5
Jenny Cappelletto	Nurse-HESPA	Chesak	3
Christine Laird	MTSS Facilitator	Chesak	2
Jenni Browne	MTSS Facilitator	Conley	2
Robin Maxwell	Instructional Technology TOSA	District Office	25
Paul Nordan	Guidance Counselor	Heineman	5
Shannon Mansfield	Guidance Counselor	Heineman	5
Caryn Hursey	Nurse-HESPA	Heineman	6
Shilo DeYoung	MTSS Facilitator	Heineman	2
Marsha Walker	Nurse-HESPA	High School	2
Ellen Anderson Ronzia	Nurse-HESPA	High School	6
Lindsie Teson	Nurse-HESPA	High School	6
Holly Bahling	Nurse-HESPA	High School	4

**Huntley Community School District 158 – Board of Education
Personnel Report
May 16, 2024**

Carolyn Frasor	Guidance Counselor	High School	3
Julie Atchley	Guidance Counselor	High School	3
Laura Martens	Guidance Counselor	High School	3
Maureen Chambers	Guidance Counselor	High School	3
Patricia Zacharias	Guidance Counselor	High School	3
James Messina	Guidance Counselor	High School	8
Samantha Skubak	Guidance Counselor	High School	3
Toni Klein	Guidance Counselor	High School	8
Karen Miller	Guidance Counselor	High School	8
Danielle Rewiako	Guidance Counselor	High School	8
Noelle Greene	Guidance Counselor	High School	3
Page Schaschwarz	Teacher/Business	High School	20
Stephen Styers	Teacher/Math	High School	10.11
Christina Bidinger	MTSS Facilitator	Leggee	2
Juianne Ossler	Nurse-HESPA	Leggee	7.5
Sarah Lubas	Nurse-HESPA	Leggee	2.5
Maggie Rodriguez	Nurse-HEA	Mackeben	1
Samantha Rosenthal	MTSS Facilitator	Mackeben	2
Jen Farr	Nurse-HESPA	Marlowe	5
Katie Wuich	Guidance Counselor	Marlowe	5
Tamra Schuring	Guidance Counselor	Marlowe	5
Janet Roskopf	Nurse-HESPA	Marlowe	4
Kerry Miller	MTSS Facilitator	Marlowe	2
Sandra Smith	Assistive Technology Facilitator	Martin	3
Debi Ryan	SLP/AT	Martin	3
Heidi Fish	Nurse-HESPA	Martin	5
Jennifer Raines	MTSS Facilitator	Martin	2
Latoya Smith	Nurse-HESPA	TBD	1

Summer Positions

Position	Name	Amount	Effective Dates
ESY Social Worker/Elementary	Cara Contreras	\$3,240.00	June 3-27, 2024

**Huntley Community School District 158 – Board of Education
Personnel Report
May 16, 2024**

ESY Social Worker/Elementary	Jessica Escontrias	\$3,240.00	June 3-27, 2024
ESY Social Worker/Secondary	Kim Kowalski	\$3,240.00	June 3-27, 2024
ESY Social Worker/Secondary	Andrea Swanson	\$3,240.00	June 3-27, 2024
ESY Speech Language Pathologist	Tonya Moran	\$3,240.00	June 3-27, 2024
ESY Speech Language Pathologist	Mary Liethen	\$2,376.00	June 3-20, 2024
ESY Occupational Therapist	Marlene Vogt	\$58.08 per hour	June 3-27, 2024
ESY Occupational Therapist	Allie Zell	\$38.62 per hour	June 3-27, 2024
ESY Vision Itinerant	Beth Basargin	\$64.71 per hour	June 3-27, 2024
ESY Hearing Itinerant	Jill Kelly	\$68.64 per hour	June 3-27, 2024
ESY Nurse	Kristie Waters	\$45.00 per hour	June 3-27, 2024
ESY Nurse	Candy Hasting	\$45.00 per hour	June 3-27, 2024
ESY Nurse	Heidi Fish	\$45.00 per hour	June 3-27, 2024
ESY Self-Contained Teacher/Elementary	Travis Awrey	\$3,240.00	June 3-27, 2024
ESY Self-Contained Teacher/Elementary	Caryn Kambitsis	\$3,240.00	June 3-27, 2024
ESY Self-Contained Teacher/Elementary	Sam Riesen	\$3,240.00	June 3-27, 2024
ESY Self-Contained Teacher/Elementary	McKenzie Weinburg	\$3,240.00	June 3-27, 2024
ESY Self-Contained Teacher/Elementary	Ashley Vial	\$3,240.00	June 3-27, 2024
ESY Self-Contained Teacher/Elementary	Maggie Hoffman	\$3,240.00	June 3-27, 2024
ESY Self-Contained Teacher/Elementary	Jen Boyd	\$3,240.00	June 3-27, 2024
ESY Instructional Teacher/Elementary	James Garvalia	\$3,240.00	June 3-27, 2024
ESY Instructional Teacher/Elementary	Stephanie Newman	\$3,240.00	June 3-27, 2024
ESY Instructional Teacher/Elementary	Ryan Edwards	\$3,240.00	June 3-27, 2024
ESY Instructional Teacher/Elementary	Aislyn Kozelka	\$3,240.00	June 3-27, 2024
ESY Self-Contained Teacher/Secondary	Amy Tetrev	\$1,296.00	June 12-13 & June 24-27, 2024
ESY Self-Contained Teacher/Secondary	Sandra Smith	\$1,944.00	June 3-6, 10-11, & 17-20, 2024
ESY Self-Contained Teacher/Secondary	Wilmer Partida	\$3,240.00	June 3-27, 2024
ESY Self-Contained Teacher/Secondary	Pat Krebs	\$3,240.00	June 3-27, 2024
ESY Self-Contained Teacher/Secondary	Kimberly Simmons	\$3,240.00	June 3-27, 2024

**Huntley Community School District 158 – Board of Education
Personnel Report
May 16, 2024**

ESY Self-Contained Teacher/Secondary	Stevie Burton	\$3,240.00	June 3-27, 2024
ESY Self-Contained Teacher/Secondary	Kelley Whalen	\$3,240.00	June 3-27, 2024
ESY Instructional Teacher/Secondary	Kalie Jarka	\$3,240.00	June 3-27, 2024
ESY Instructional Teacher/Secondary	Tasheia Watkins	\$3,240.00	June 3-27, 2024
ESY Self-Contained Teacher/LIGHT	Trisha Bond	\$3,240.00	June 3-27, 2024
ESY Paraprofessional	Madalyn Marino	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Lori Precour	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Lisa Ericson	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Vincenza Rossi	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Dawn Schau	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Francene Robb	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Angela Imelda	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Alison Meindl	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Lola Kossivas	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Joan Bryczek	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Lynnette Pace	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Christine Normington	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Josh Homuth	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Cheryl Ganassin	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Emily Vitellaro	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Sarah Tunzi	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Sandra Kumiega Nosek	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Wioletta Krawcewicz	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Jake Roskopf	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Kathi Schuldt	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Stella Duchon	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Alyssa Starkey	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Melina Hazelwood	\$25.00 per hour	June 3-27, 2024

**Huntley Community School District 158 – Board of Education
Personnel Report
May 16, 2024**

ESY Paraprofessional	Breanna Bogucki	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Jennifer Pharis	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Coleen Kunzie	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Thajika Subasinghege	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	SuzAnn Leis	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Robin Jenchel	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Sherry Grigsby	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Valerie Jackson	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Elizabeth Shields	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Eileen Minick	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Shelly Goettelmann	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Peggy Fricilone	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Dorota Trela	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Raquelle Anderson	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Andrea Goodnite	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Jeanine Schmidt	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Cynthia Murphy	\$25.00 per hour	June 3-27, 2024
ESY Paraprofessional	Kimberly Mete	\$25.00 per hour	June 3-27, 2024
ESY Bus Aide	Nancy Armenta	\$15.25 per hour	June 3-27, 2024
ESY Bus Aide	Cynthia Murphy	\$16.80 per hour	June 3-27, 2024
ESY Bus Aide	Nicolette Savona	\$16.50 per hour	June 3-27, 2024
Elementary Summer School Administrator	Monique Belin	\$5,400.00	June 3-27, 2024
Summer School Facilitator	Christina Bidinger	\$3,240.00	June 3-27, 2024
Summer School Teacher	Jennifer Bowie	\$3,240.00	June 3-27, 2024
Summer School Teacher	Carmen Cruz	\$3,240.00	June 3-27, 2024
Summer School Teacher	Graham Davis	\$3,240.00	June 3-27, 2024
Summer School Teacher	Jennifer Gallien	\$3,240.00	June 3-27, 2024
Summer School Teacher	Amy Goldberg	\$3,240.00	June 3-27, 2024

**Huntley Community School District 158 – Board of Education
Personnel Report
May 16, 2024**

Summer School Teacher	Stacey Hassels	\$3,240.00	June 3-27, 2024
Summer School Teacher	Jackie Jackson	\$3,240.00	June 3-27, 2024
Summer School Teacher	Lisa Kampert	\$3,240.00	June 3-27, 2024
Summer School Teacher	Kimberly Kill	\$3,240.00	June 3-27, 2024
Summer School Teacher	Lisa Kunde	\$3,240.00	June 3-27, 2024
Summer School Teacher	Candi Lardino	\$3,240.00	June 3-27, 2024
Summer School Teacher	Viktoriiia Matviiv	\$3,240.00	June 3-27, 2024
Summer School Teacher	Melanie Mendez	\$3,240.00	June 3-27, 2024
Summer School Teacher	Michelle Rubsam	\$3,240.00	June 3-27, 2024
Summer School Teacher	Barbara Sevcik	\$2,376.00	June 10-27, 2024
Summer School Teacher	Sonalia Taveras	\$3,240.00	June 3-27, 2024
Summer School Teacher	Dana Turk	\$3,240.00	June 3-27, 2024
Summer School Teacher	Brandi Wargo	\$3,240.00	June 3-27, 2024
Summer School Teacher	Jennifer Yakimisky	\$3,240.00	June 3-27, 2024
Summer School Teacher	Kieran Zastrow	\$3,240.00	June 3-27, 2024
Summer School Teacher	Jesse Row	\$3,240.00	June 3-27, 2024
Summer School Teacher	Jason Cooper	\$3,240.00	June 3-27, 2024
Summer School Teacher	Ashley Motz	\$3,240.00	June 3-27, 2024
Summer School Teacher	Shannon Vanek	\$3,240.00	June 3-27, 2024
Summer School Teacher	Elliot Velez	\$3,240.00	June 3-27, 2024
Summer School Teacher	Rachael Schwingen	\$3,240.00	June 3-27, 2024
Summer School Teacher	Cole Wilford	\$3,240.00	June 3-27, 2024
Summer School Teacher	Jennifer Saucedo	\$3,240.00	June 3-27, 2024
Summer School Teacher	Jeannette Perreault	\$3,240.00	June 3-27, 2024
Summer School Teacher	Kimberlee Hoffmann	\$3,240.00	July 1-25, 2024
Summer School Teacher	Jack Towne	\$3,240.00	July 1-25, 2024
Summer School Teacher	Shandon Nixon	\$3,240.00	June 3-27, 2024
Summer School Teacher	Shandon Nixon	\$3,240.00	July 1-25, 2024

**Huntley Community School District 158 – Board of Education
Personnel Report
May 16, 2024**

Summer School Teacher	Jaclynn Avner	\$3,240.00	June 3-27, 2024
Summer School Teacher	Jaclynn Avner	\$3,240.00	July 1-25, 2024
Summer School Teacher	Evan Neilson	\$3,240.00	June 3-27, 2024
Summer School Teacher	Evan Neilson	\$3,240.00	July 1-25, 2024
Summer School Teacher	Dillon Kleinvehn	\$3,240.00	June 3-27, 2024
Summer School Teacher	Dillon Kleinvehn	\$3,240.00	July 1-25, 2024
Summer School Paraprofessional	Stephanie Celosky	\$25.00 per hour	June 3-27, 2024
Summer School Paraprofessional	Anna Bratton	\$25.00 per hour	June 3-27, 2024
Summer School Paraprofessional	Kelsie Heide	\$25.00 per hour	June 3-27, 2024
Summer School Paraprofessional	Lori Hornickel	\$25.00 per hour	June 3-27, 2024
Summer School Paraprofessional	Nicolette Prokuski	\$25.00 per hour	June 3-27, 2024
Summer School Paraprofessional	Lisa Sesko	\$25.00 per hour	June 3-27, 2024
Summer School Paraprofessional	Rosa Estupinan	\$25.00 per hour	June 3-27, 2024
Summer School Nurse	Jen Farr	\$45.00 per hour	June 3-27, 2024
Summer School Secretary	Tara Manning	\$17.14 per hour	June 3-27, 2024
Summer Success Tutor	Dawn Bach	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer Success Tutor	Christina Bidinger	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer Success Tutor	Kristin Domka	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer Success Tutor	Heather Fitte	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer Success Tutor	Jim Garvalia	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer Success Tutor	Lisa Kampert	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer Success Tutor	Michelle Kenefick	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer Success Tutor	Lisa Kunde	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer Success Tutor	Lisa Montognese	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer Success Tutor	Kevin Ross	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer Success Tutor	Gina Sample	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer Success Tutor	Kirsten Scott	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer Success Tutor	Marla Sterner	\$45.00 per hour	June 3-27 & July 8-August 2, 2024

**Huntley Community School District 158 – Board of Education
Personnel Report
May 16, 2024**

Summer Success Tutor	Sonalia Taveras	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer Success Tutor	Tammy Van Hiel	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer Success Tutor	Kelley Whalen	\$45.00 per hour	June 3-27 & July 8-August 2, 2024
Summer School/Driver's Ed Coordinator	Cliff Pawlak	\$500.00 per session	June 3-27 & July 1-25, 2024
Summer School/Behind the Wheel	Cliff Pawlak	\$45.00 per hour	June 3-27 & July 1-25, 2024
Summer School/Behind the Wheel	Kyle Jenkins	\$45.00 per hour	June 3-27 & July 1-25, 2024
Summer School/Behind the Wheel	Matt Lewandowski	\$45.00 per hour	June 3-27 & July 1-25, 2024
Summer School/Behind the Wheel	Mike Pulio	\$45.00 per hour	June 3-27 & July 1-25, 2024
Summer School/Behind the Wheel	Chris Fish	\$45.00 per hour	June 3-27 & July 1-25, 2024
Summer School/Behind the Wheel	Elliot Velez	\$45.00 per hour	June 3-27 & July 1-25, 2024

Mandated Leaves

Type	Location	Number of Staff
FMLA	Chesak	2
FMLA	Conley	1
FMLA	Mackeben	1
FMLA	Martin	1
FMLA	Transportation	2
FMLA	O&M	1
FMLA/Intermittent	Leggee	1

Non-Mandated Leaves

Type	Location	Number of Staff
Medical	Chesak	2
One Year Personal Unpaid Leave of Absence for the 2024-25 School Year	High School	1



Huntley Community School District 158

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

Date: May 16, 2024
To: Board of Education
From: Dr. Zehr, Assistant Superintendent
Subject: Job Descriptions

Executive Summary

The following job descriptions have been updated or newly created.

Occupational Therapists

Financial Specialist for Special Education

Assistant Athletic Director (New)

Network Technicians I – V

Payroll Manager

Recommendation

Seeking approval of the Board of the job descriptions as presented.

Huntley Community School District 158
Job Description: Occupational Therapist

Job Title: Occupational Therapist
Department: Special Services
Reports To: Special Services
Prepared By: H.R.
Prepared Date: May, 2024
Approved By: Board of Education
Approved Date:

Summary: Plans, organizes, and conducts occupational therapy program in school setting to help students who have conditions that are mentally, physically, developmentally, or emotionally disabling improve their ability to perform tasks in their daily living and working environments.

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Conduct comprehensive assessments to discern students' strengths and areas necessitating enhancement.
- Collaborate effectively with educators, parents, and interdisciplinary professionals to formulate tailored Individualized Education Plans (IEPs), 504 plans, and Multi-Tiered Systems of Support (MTSS) for students.
- Implement therapeutic interventions, both individually and in group or classroom settings, catering to the unique needs of each student.
- Monitor and meticulously document students' progress towards targeted objectives.
- Engage in continuous professional development endeavors to remain abreast of contemporary research findings and optimal methodologies within the occupational therapy domain.
- Ensure timely completion of all requisite documentation.

Supervisory Responsibilities: This job has no supervisory duties.

Education and/or Experience:

- Possession of a Master's degree in occupational therapy from an accredited institution or a Bachelor's degree in occupational therapy supplemented with relevant school-based experience.
- Preferential consideration is given to candidates with prior experience working with children in educational environments.
- Proficiency in sensory processing, fine motor skills, visual motor skills, and executive functioning.

Certificates, Licenses, Registrations:

- Valid state licensure as an occupational therapist in good standing.
- Certification from the National Board for Certification in Occupational Therapy (NBCOT).

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Huntley Community School District 158

Job Description: Occupational Therapist

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft and Google applications. Computer literacy and competency in use of existing technology

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds. The ability to sit or stand for long durations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies.

Employee Signature

Date

Huntley Community School District 158
Job Description: Financial Specialist for Special Education

Job Title: Financial Specialist for Special Education
Department: Special Education
Reports To: Superintendent of Special Services
Prepared By: H.R.
Prepared Date: April, 2024
Approved By: Board of Education
Approved Date:

Summary: Reviews, maintains and analyzes special education revenues and expenditures (including the IDEA Grant, Orphanage Claim, Private Facility, etc.) and Medicaid and is the financial liaison between the Special Education Department and the Fiscal Department.

Essential Duties and Responsibilities include the following; other duties may be assigned:

IDEA Grant

- Initial fiscal year budgetary detail, amendments, rollover
- Ensure purchases meet federal/state guidelines

IDEA Grant/Ed Fund Expenditures:

- Updated reports on a bi-weekly basis
- Consultation with Assistant Superintendent of Special Services as needed
- Periodic Fidelity Checks to ensure state reporting is accurate

Annual iStar Claims:

- B Fund Code Students (Private Facility)
- X Fund Code Students (Excessive Costs)
- D, E and F Fund Code Students (Individual Orphanage Regular/Summer Term)- Support the Assistant Superintendent of Special Services as needed for the collection and reporting of data necessary to complete the claim
- Track Youth in Care students for potential claiming
- Review Data Correction reports periodically for necessary corrections

Private Facility Contracts

- Prepare annual contracts and revise as needed

Tuition Students

- Create invoices for school districts

Medicaid

- Beginning of the school year set-up to include annual training
- Create necessary paper documentation (support staff not utilizing Workload Assist)
- Oversee Workload Assist to include monthly Medicaid claim follow through
- Updating referrals and prescription information as needed and acquired
- Manually enter Medicaid claims as needed
- Complete Practitioner Verifications annually

Huntley Community School District 158

Job Description: Financial Specialist for Special Education

Supervisory Responsibilities:

None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience:

High school diploma or equivalent preferred

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft and Google applications. Computer literacy and competent in the use of existing technology

Certificates, Licenses, Registrations:

Valid Illinois Driver’s License and any other requirements for the position.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds. The ability to sit or stand for long durations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies.

Employee Signature

Date

Huntley Community School District 158
Job Description: Financial Specialist for Special Education

Huntley Community School District 158
Job Description: Assistant Athletic Director

Job Title: Assistant Athletic Director
Department: Huntley High School
Reports To: Huntley High School Administration
Prepared By: H.R.
Prepared Date: April 2024
Approved By: Board of Education
Approved Date:

Summary: The Assistant Athletic Director assists the Athletic Director in the day-to-day operations of the Huntley High School Athletic Department.

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Supervision of students and attendees of athletic events
- Supervision of student activities
- Supervising athletes for practices and athletic events
- Managing the monthly random drug testing program
- Communicate effectively with all stakeholders
- Determining disciplinary actions, as well as suspensions, for students
- Assist in scheduling of practices and athletic events
- Assist in scheduling of transportation for athletic events
- Assist in communicating with and confirming status of athletic officials
- Setting up and preparing for athletic events
- Assist in processing student-athlete paperwork
- Assist in coordinating summer camps
- Assist in monitoring weekly and semester eligibility status of student-athletes
- Preparing for and coordinating sports awards nights, senior nights and other special events
- May be required to fulfill teaching responsibilities as needed
- Assist in evaluation of licensed teachers
- Assist in hiring and dismissal of licensed staff
- Assist in evaluation of coaches
- Assisting in monitoring spending of athletic-related BOE and Activity accounts
- Assist in adhering to fiscal services processes
- Other duties as assigned by the Athletic Director

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Masters Degree from a college or university; 3-5 years of teaching and coaching experience preferred. Principal endorsement required. Administrative experience preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of stakeholders of the district.

Huntley Community School District 158
Job Description: Assistant Athletic Director

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations: Principal Endorsement Required and Professional Educator's License (PEL)

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Employee Signature

Date

Huntley Community School District #158
Job Description – Network Technician I

Job Title: Network Technician I
Department: Technology Department
Reports To: Network Technician Coordinator
Prepared by: Human Resources and Director of Information Technology
Prepared Date: April, 2024
Approved by: Board of Education
Approved on:

Summary: The position of Network Technician I is responsible for installation, modification, and repairs to personal computer hardware and software systems at the campus level. Maintains documentation, equipment inventory, and provides technical assistance and training to system users by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Installs hardware, including power-supplies, motherboards, cards, processors, fans, memory, NIC cards, and peripheral components such as monitors, keyboards, printers, and disk drives and connects hardware to the network.
- Loads operating systems, client-side network applications and local applications onto computers.
- Maintains an accurate inventory of hardware and software using asset management software.
- Uses imaging software to create images, install packages, and make registry and other changes as needed.
- Uses various consoles to monitor and maintain technology systems including endpoint updates, wireless configurations, network and system monitoring, and virtual server environments.
- Create, update, modify, and troubleshoot Active Directory and Group Policies as needed.
- Contacts vendors on warranty issues and requests service regarding defective parts. Handles all RMA processing with vendors.
- Provides troubleshooting for network related problems and refers problems to the next level of support within the Technology Department.
- Responds to client inquiries concerning systems operation and diagnosis of system hardware, software, and end-user problems.
- Provides user documentation on hardware and software.
- Coordinates activities with the Technology Department help desk.
- Participate in Building Technology Committee meetings to service requests for software demonstrations and provide technical feedback for the software review process.
- Provides updates, status, and completion information using problem request tracking system, and/or users, via voicemail, e-mail, or in-person communication.
- Attends training programs at the direction of the District Technology Director.

Huntley Community School District #158
Job Description – Network Technician I

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- A working knowledge of network operating systems, such as Windows 2016 (or current version)
- Active Directory, and Group Policy management
- A working knowledge of client operating systems such as Windows 10/11 (or current version)
- A working knowledge of Google Admin
- A working knowledge of Meraki, backup systems (such as Barracuda Backup), antivirus solutions (such as Sophos AV)
- A working knowledge of PC hardware repair
- A working knowledge of Microsoft Office
- To reach Network Technician Level I, the candidate will need one year of experience as a Mobile Technician or Computer Technician or equivalent experience

Education and/or Experience: Associates degree (A. A.) or equivalent from two-year college or technical school preferred. Computer hardware, software, and networking systems experience in an education environment preferred.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from small groups of District management, staff, system users, vendors, and the general public.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to develop and interpret mathematical data in graphs or other visual displays.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

Certifications:

- A+ certification preferred
- Valid Illinois Drivers license with a good record

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to use hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10

Huntley Community School District #158
Job Description – Network Technician I

pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Note: The job duties of viewing a computer screen colored lights on computer hardware, working inside hardware on small wiring, traveling off-site to user's location, minor repair, cleaning of computer equipment and peripherals, and installation of computer equipment and peripherals are a few of the references used for the above physical requirements parameters.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date

Huntley Community School District #158
Job Description- Network Technician II

Job Title: Network Technician II
Department: Technology Department
Reports To: Network Technician Coordinator
Prepared by: Human Resources and Director of Information Technology
Prepared Date: April 2024
Approved by: Board of Education
Approved on:

Summary: The position of Network Technician II is responsible for installation, modification, and repairs to personal computer and server hardware and software systems at the campus level. Maintains documentation, equipment inventory, and provides technical assistance and training to system users by performing the following duties.

Essential duties and responsibilities include the following. Other duties may be assigned:

- Installs hardware, including power-supplies, motherboards, cards, processors, fans, memory, NIC cards, and peripheral components such as monitors, keyboards, printers, and disk drives and connects hardware to the network.
- Loads client and server operating systems, client/server network applications and local applications onto computers.
- Uses various consoles to monitor and maintain technology systems including endpoint updates, wireless configurations, network and system monitoring, and virtual server environments.
- Create, update, modify, and troubleshoot Active Directory and Group Policies as needed.
- Monitors DHCP scopes and ensures the availability of IP addresses to clients.
- Monitors DNS and ensures that hostname mappings are accurate and replicating properly.
- Monitors Active Directory and ensures that domain controllers are synchronized.
- Monitors antivirus status of campus using an anti-virus console.
- Ensures that all network nodes are following standard naming convention.
- Ensures that all network nodes are receiving Windows Updates via WSUS server.
- Verifies campus backup operations are successful. Performs restores for disaster recovery as needed. Maintains off-site backup in case of natural disaster.
- Performs VMware Administration, including creation/deletions of servers, managing of server resource pools, managing vSwitches, and datastores.
- Maintains an accurate inventory of hardware and software using asset management software.
- Uses imaging software to create images, install packages and make registry changes.

Huntley Community School District #158
Job Description- Network Technician II

- Contacts vendors on warranty issues and requests service regarding defective parts. Handles all RMA processing with vendors.
- Provides troubleshooting for network related problems and refers problems to the next level of support within the Technology Department.
- Responds to client inquiries concerning systems operation and diagnoses system hardware, software, and end-user problems.
- Provides user documentation on hardware and software.
- Coordinates activities with the Technology Department help desk.
- Participate in Building Technology Committee meetings to service requests for software demonstrations and provide technical feedback for the software review process.
- Provides updates, status, and completion information using problem request tracking system, and/or users, via voicemail, e-mail, or in-person communication.
- Attends training programs at the direction of the District Technology Director.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A working knowledge of network operating systems, such as Windows 2016 (or current version)
- Active Directory, and Group Policy management
- A working knowledge of client operating systems such as Windows 10/11 (or current version)
- A working knowledge of PC hardware repair
- A working knowledge of Microsoft Office
- A working knowledge of VMWare vSphere
- A working knowledge of Meraki, backup systems (such as Barracuda Backup), antivirus solutions (such as Sophos AV)
- To reach Network Technician Level II, the candidate will need one year of experience as a Network Technician Level I or equivalent experience

Education and/or Experience: Associates degree (A. A.) or equivalent from two-year college or technical school preferred. Computer hardware, software, and networking systems experience in an education environment preferred.

Language Skills: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations, Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from small groups of District management, staff, system users, vendors and general public.

Huntley Community School District #158
Job Description- Network Technician II

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to develop and interpret mathematical data in graphs or other visual displays.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

Certifications:

- A+ certification preferred
- MCP/MCSE certification preferred
- Valid Illinois Drivers license with a good record

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to use hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Note: The job duties of viewing a computer screen, colored lights on computer hardware, working inside hardware on small wiring, traveling off-site to user locations, minor repair, cleaning of computer equipment and peripherals, and installation of computer equipment and peripherals are a few of the references used for the above physical requirement parameters.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date

Huntley Community School District #158
Job Description- Network Technician III

Job Title: Network Technician III
Department: Technology Department
Reports To: Network Technician Coordinator
Prepared by: Human Resources and Director of Information Technology
Prepared Date: April 2024
Approved by: Board of Education
Approved on:

Summary: The position of Network Technician III is responsible for installation, modification, and repairs to personal computer and server hardware and software systems at the campus level. In addition, this position is responsible for maintaining network infrastructure equipment at the campus level performing IOS upgrades, access and trunk port configuration and verifying routing protocols. Maintains documentation, equipment inventory, and provides technical assistance and training to system users by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Installs hardware, including power-supplies, motherboards, cards, processors, fans, memory, NIC cards, and peripheral components such as monitors, keyboards, printers, and disk drives and connects hardware to the network.
- Loads client and server operating systems, client/server network applications and local applications onto computers.
- Uses various consoles to monitor and maintain technology systems including endpoint updates, wireless configurations, network and system monitoring, and virtual server environments.
- Create, update, modify, and troubleshoot Active Directory and Group Policies as needed.
- Monitors DHCP scopes and ensures the availability of IP addresses to clients.
- Monitors DNS and ensures that hostname mappings are accurate and replicating properly.
- Monitors Active Directory and ensures that domain controllers are synchronized.
- Monitors anti-virus status of campus using an anti-virus console.
- Ensures that all network nodes are following standard naming convention.
- Ensures that all network nodes are receiving Windows Updates via WSUS server.
- Verifies campus backup operations are successful. Performs restores for disaster recovery as needed.
- Performs VMware Administration, including creation/deletions of servers, managing of server resource pools, managing vSwitches, and datastores.
- Configures Vlan port configuration for all campus switches.

Huntley Community School District #158
Job Description- Network Technician III

- Monitors VTP domain status.
- Monitors all trunk ports at the campus level.
- Performs IOS upgrades as needed for campus switch network.
- Maintains an accurate inventory of hardware and software using asset management software.
- Uses imaging software to create images, install packages and make registry changes.
- Contacts vendors on warranty issues and requests service regarding defective parts. Handles all RMA processing with vendors.
- Provides troubleshooting for network related problems and refers problems to the next level of support within the Technology Department.
- Responds to client inquiries concerning systems operation and diagnoses system hardware, software, and end-user problems.
- Provides user documentation on hardware and software.
- Coordinates activities with the Technology Department help desk.
- Participate in Building Technology Committee meetings to service requests for software demonstrations and provide technical feedback for the software review process.
- Provides updates, status, and completion information using problem request tracking system, and/or users, via voicemail, e-mail, or in-person communication.
- Attends training programs at the direction of the District Technology Director.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Advanced knowledge of network operating systems, such as Windows 2016 (or current version)
- Active Directory, and Group Policy management
- A working knowledge of Cisco routing and switching
- A working knowledge VMware vSphere
- A working knowledge of Meraki, backup systems (such as Barracuda Backup), antivirus solutions (such as Sophos AV)
- Advanced knowledge of client operating systems such as Windows 10/11 (or current version)
- A working knowledge of Google Admin
- A working knowledge of PC hardware repair
- A working knowledge of Microsoft Office
- To reach Network Technician Level III, the candidate will need to have two years of combined experience as Network Technician Level I & II or equivalent experience

Huntley Community School District #158
Job Description- Network Technician III

Education and/or Experience: Associates degree (A. A.) or equivalent from two-year college or technical school preferred. Computer hardware, software, and networking systems experience in an education environment preferred.

Language Skills: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations, Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from small groups of District management, staff, system users, vendors and general public.

Mathematical Skills: Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certifications:

- A+ certification preferred
- MCP/MCSE certification preferred
- CCNA certification preferred
- Valid Illinois Drivers license with a good record

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to use hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Note: The job duties of viewing a computer screen, colored lights on computer hardware, working inside hardware on small wiring, traveling off-site to user locations, minor repair, cleaning of computer equipment and peripherals, and installation of computer equipment and peripherals are a few of the references used for the above physical requirement parameters.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date

Huntley Community School District #158
Job Description- Network Technician III

Huntley Community School District #158
Job Description- Network Technician IV

Job Title: Network Technician IV
Department: Technology Department
Reports To: Network Technician Coordinator
Prepared by: Human Resources and Director of Information Technology
Prepared Date: April 2024
Approved by: Board of Education
Approved on:

Summary: The position of Network Technician IV is responsible for installation, modification, and repairs to personal computer and server hardware and software systems for the enterprise network. In addition, this position is responsible for maintaining network infrastructure equipment for the enterprise network performing IOS upgrades, access and trunk port configuration, verifying routing protocols and monitoring all layer 3 network devices including district firewalls. Maintains documentation, equipment inventory, and provides technical assistance and training to system users by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Installs hardware, including power-supplies, motherboards, cards, processors, fans, memory, NIC cards, and peripheral components such as monitors, keyboards, printers, and disk drives and connects hardware to the network.
- Loads client and server operating systems, client/server network applications and local applications onto computers.
- Uses imaging software to create images, install packages, and make registry and other changes as needed.
- Uses various consoles to monitor and maintain technology systems including endpoint updates, wireless configurations, network and system monitoring, and virtual server environments.
- Create, update, modify, and troubleshoot Active Directory and Group Policies as needed.
- Monitors DHCP scopes and ensures the availability of IP addresses to clients.
- Monitors DNS and ensures that hostname mappings are accurate and replicating properly.
- Monitors Active Directory and ensures that domain controllers are synchronized.
- Monitors antivirus status of campus using an anti-virus console.
- Ensures that all network nodes are following standard naming convention.
- Ensures that all network nodes are receiving Windows Updates via WSUS server.
- Maintains enterprise level network applications, such as root antivirus servers, e-mail servers and web servers.
- Monitors internet filter and works with 3rd party vendors to resolve any access problems.
- Verifies campus backup operations are successful. Performs restores for disaster recovery as needed. Maintains off-site backup in case of natural disaster.

Huntley Community School District #158
Job Description- Network Technician IV

- Configures Vlan port configuration for all campus switches.
- Monitors VTP domain status.
- Monitors all trunk ports at the campus level.
- Performs IOS upgrades as needed for campus switch network.
- Performs VMware Administration, including creation/deletions of servers, managing of server resource pools, managing vSwitches, and datastores.
- Configures routing protocols, specifically VTP and EIGRP.
- Configures inter-VLAN routing.
- Maintains Quality of Service on all routers and switches.
- Monitors any multicast traffic across the network.
- Configures and maintains access-list security on all layer 3 devices.
- Maintains firewalls for inbound and outbound port allocation.
- Maintains an accurate inventory of hardware and software using asset management software.
- Contacts vendors on warranty issues and requests service regarding defective parts. Handles all RMA processing with vendors.
- Provides troubleshooting for network related problems and refers problems to the next level of support within the Technology Department.
- Responds to client inquiries concerning systems operation and diagnoses system hardware, software, and end-user problems.
- Provides user documentation on hardware and software.
- Coordinates activities with the Technology Department help desk.
- Participate in District Technology Committee meetings to service requests for software demonstrations and provide technical feedback for the software review process.
- Provides updates, status, and completion information using problem request tracking system, and/or users, via voicemail, e-mail, or in-person communication.
- Attends training programs at the direction of the District Technology Director.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Huntley Community School District #158

Job Description- Network Technician IV

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Advanced knowledge of network operating systems, such as Windows 2016 (or current version)
- Active Directory, and Group Policy management
- A working knowledge of Cisco routing and switching
- A working knowledge of VMware vSphere
- Advanced knowledge of client operating systems such as Windows 10/11 (or current version)
- Advanced knowledge of Meraki, backup systems (such as Barracuda Backup), antivirus solutions (such as Sophos AV)
- A working knowledge of PC hardware repair
- Advanced knowledge of Cisco routing and switching
- To reach Network Technician Level IV, the candidate will need to have three years combined experience as Network Technician Level I, II, III, or equivalent experience

Education and/or Experience: Associates degree (A. A.) or equivalent from two-year college or technical school preferred. Computer hardware, software, and networking systems experience in an education environment preferred.

Language Skills: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations, Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from small groups of District management, staff, system users, vendors and general public.

Mathematical Skills: Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certifications:

- A+ certification preferred
- MCP/MCSE certification preferred
- CCNA/CCNP certification preferred
- Valid Illinois Drivers license with a good record

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to use hands and fingers, to handle and to reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Note: The job duties of viewing a computer screen colored lights on computer hardware, working inside hardware on small wiring, traveling off-site to users location, minor repair, cleaning of computer equipment and peripherals, and installation of computer equipment and peripherals are a few of the references used for the above physical requirements parameters.

Huntley Community School District #158
Job Description- Network Technician IV

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date

Huntley Community School District #158
Job Description – Network Technician V

Job Title: Network Technician V
Department: Technology Department
Reports To: Network Technician Coordinator
Prepared by: Human Resources and Director of Information Technology
Prepared Date: April 2024
Approved by: Board of Education
Approved on:

Summary:

The position of Network Technician V is responsible for installation, modification, and repairs to personal computer and server hardware and software systems for the enterprise network. In addition, this position is responsible for maintaining network infrastructure equipment for the enterprise network performing IOS upgrades, access and trunk port configuration, verifying routing protocols and monitoring all layer 3 network devices including district firewall. Maintains all Voice over IP equipment including Call Manager Servers, Voicemail servers, voice gateways and IP phones. Maintains documentation, equipment inventory, and provides technical assistance and training to system users by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Installs hardware, including power-supplies, motherboards, cards, processors, fans, memory, NIC cards, and peripheral components such as monitors, keyboards, printers, and disk drives and connects hardware to the network.
- Loads client and server operating systems, client/server network applications and local applications onto computers.
- Uses imaging software to create images, install packages, and make registry and other changes as needed.
- Uses various consoles to monitor and maintain technology systems including endpoint updates, wireless configurations, network and system monitoring, and virtual server environments.
- Create, update, modify, and troubleshoot Active Directory and Group Policies as needed.
- Monitors DHCP scopes and ensures the availability of IP addresses to clients.
- Monitors DNS and ensures that hostname mappings are accurate and replicating properly.
- Monitors Active Directory and ensures that domain controllers are synchronized.
- Monitors antivirus status of campus using an anti-virus console.
- Ensures that all network nodes are following standard naming convention.
- Ensures that all network nodes are receiving Windows Updates via WSUS server.
- Maintains enterprise level network applications, such as root antivirus servers, e-mail servers and web servers.
- Monitors internet filter and works with 3rd party vendors to resolve any access problems.

Huntley Community School District #158
Job Description – Network Technician V

- Verifies campus backup operations are successful. Performs restores for disaster recovery as needed. Maintains off-site backup in case of natural disaster.
- Configures Vlan port configuration for all campus switches.
- Monitors VTP domain status.
- Monitors all trunk ports at the campus level.
- Performs IOS upgrades as needed for campus switch network.
- Performs VMware Administration, including creation/deletions of servers, managing of server resource pools, managing vSwitches, and datastores.
- Configures routing protocols, specifically VTP and EIGRP.
- Configures inter-VLAN routing.
- Maintains Quality of Service on all routers and switches.
- Monitors any multicast traffic across the network.
- Configures and maintains access-list security on all layer 3 devices.
- Maintains firewall for inbound and outbound port allocation.
- Coordinate and perform add, moves, changes as well as maintenance for IP phones, 911 database, cell phones, and radios, FCC licensing.
- Monitors Call Manager Server publisher and subscribers.
- Monitors Unified Messaging and Voicemail-Only servers.
- Monitors all Voice Gateways.
- Document, train and assist users with phones, voicemail, radios, and cell phones. Train new users to operate telecommunications equipment.
- Installs IP phones on the network.
- Protect against unauthorized access of voice systems and analyze data to detect unauthorized usage and fraud.
- Set up new users and relocate existing users with telephone extensions, calling features, voice mail, and access codes.
- Maintains an accurate inventory of hardware and software using asset management software.
- Contacts vendors on warranty issues and requests service regarding defective parts. Handles all RMA processing with vendors.

Huntley Community School District #158
Job Description – Network Technician V

- Provides troubleshooting for network related problems and refers problems to the next level of support within the Technology Department.
- Responds to client inquiries concerning systems operation and diagnoses system hardware, software, and end-user problems.
- Provides user documentation on hardware and software.
- Coordinates activities with the Technology Department help desk.
- Participate in District Technology Committee meetings to service requests for software demonstrations and provide technical feedback for the software review process.
- Provides updates, status, and completion information using problem request tracking system, and/or users, via voicemail, e-mail, or in-person communication.
- Attends training programs at the direction of the District Technology Director.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Advanced knowledge of converged networks
- Advanced knowledge of VMware vSphere
- Advanced knowledge of network operating systems, such as Windows 2016 (or current version)
- Active Directory, and Group Policy management
- Advanced knowledge of Cisco routing and switching
- Advanced knowledge of client operating systems such as Windows 10/11 (or current version)
- Advanced knowledge of Google Admin
- Advanced knowledge of Meraki, backup systems (such as Barracuda Backup), antivirus solutions (such as Sophos AV)
- Advanced knowledge of PC hardware repair
- Advanced knowledge of Microsoft Office
- To reach Network Technician Level V, the candidate will need to have four years combined experience as Network Technician Level I, II, III, IV, or equivalent experience

Language Skills: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations, Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from small groups of District management, staff, system users, vendors and general public.

Mathematical Skills: Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Huntley Community School District #158
Job Description – Network Technician V

Certifications:

- A+ certification preferred
- MCP/MCSE certification preferred
- CCNA/CCNP certification preferred
- Valid Illinois Driver's license with a good record

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to use hands and fingers, to handle and to reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Note: The job duties of viewing a computer screen colored lights on computer hardware, working inside hardware on small wiring, traveling off-site to users location, minor repair, cleaning of computer equipment and peripherals, and installation of computer equipment and peripherals are a few of the references used for the above physical requirements parameters.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date

Huntley Community School District 158

Job Description: Payroll Manager

Job Title: Payroll Manager
Department: Fiscal Services
Reports To: Director of Fiscal Services
Prepared By: H.R.
Prepared Date: May, 2024
Approved By: Board of Education
Approved Date:

Summary: Responsible for the overall administration of payroll operations including but not limited to establishing and maintaining payroll, and tax records to ensure compliance with federal, state, and local tax guidelines and regulations including federal and state statutes, Illinois and United States IRS compliance standards, IMRF and TRS reporting, and District policies, and generally accepted accounting procedures. Achieve and maintain a thorough operating knowledge in areas of assigned responsibility as detailed below.

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Supervise all payroll activity to including but not limited to:
 - Semi-monthly payroll processing and corresponding reconciliation of 941 data, IMRF, TRS, etc.
 - Updating tax tables
 - Coordinate reporting of employee earnings and pertinent leave data to IMRF and TRS
 - In conjunction with Human Resources, oversee the 403b deferred compensation programs to ensure compliance with federal regulations
 - Responsible for timely filing of State and Federal 941s, W-2s, and other related filings
- Develop, implement, and maintain an ongoing training program for the payroll department and district employees.
- Participate in the hiring and orientation of payroll employees.
- Partner with Human Resources in the facilitation of the District's new employee orientations.
- Develop and implement policies and procedures related to payroll operations.
- Effectively, and proactively, communicate policies and procedures to District employees and external contacts.
- Troubleshoot problems and keep others informed of changes relevant to payroll operations.
- Ability to interpret state and federal laws, regulation, and guidelines for payroll tax reporting.
- Proactively share ideas and work collaboratively to achieve optimal performance of the Fiscal Services function at the District.
- Function as "owner/leader" of all payroll functions in reviewing/testing upgrades, training staff and preparing written documentation.
- Serve on appropriate District committees.
- Perform all other duties as assigned.

Supervision Responsibilities: Functional and administrative supervision is over non-exempt staff.

Huntley Community School District 158

Job Description: Payroll Manager

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Associate degree in Accounting or related field required plus 5 years of related experience OR high school diploma/GED required plus 8 years of related experience. At least 3 years must be in payroll management.

- Advanced knowledge of payroll principles necessary
- Ability to develop and maintain positive working relationships with employees and collective bargaining units
- Ability to research, interpret, and apply regulations for federal and state laws and guidelines
- Must be able to meet deadlines and display close attention to detail and accuracy
- Some evening and weekend hours may be required
- Above average ability to organize and prioritize multiple tasks
- Excellence in interpersonal communications, customer service, and analytical skills
- Significant experience with Microsoft Excel and proficiency with Microsoft Office programs
- Must be comfortable leading functional discussions and be able to follow technical discussion with respect to the ERP software
- Must be bondable and pass appropriate background checks applicable to school district employees
- Payroll or compensation certification preferred, but not required

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft and Google applications. Computer literacy and competent in the use of existing technology

Certificates, Licenses, Registrations:

Valid Illinois Driver's License and any other requirements for the position.

Huntley Community School District 158

Job Description: Payroll Manager

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds. The ability to sit or stand for long durations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Employee Signature

Date

Notice of Board Meetings

2024-2025 Board of Education Meeting Calendar

Huntley Community School District 158 of McHenry and Kane Counties, Illinois

Location: Square Barn Road Campus

Administrative Building – Boardroom – Door #2

650 Dr. John Burkey Drive

Algonquin, Illinois 60102

Time: The Committee of the Whole Meetings begin at 6:00 p.m. on the 1st Thursday of every month except as noted. Regular Meetings begin at 6:00 p.m. with closed session, 7:00 p.m. for open session on the 3rd Thursday of every month except as noted. (PTAC meetings will begin at 6:00 p.m. Curriculum Workshop times to be determined.

***2nd Thursday – changed to allow time for attendance at the IASA/IASB/IASBO Annual Conference (Nov. 22 - Nov 24, 2024)**

****2nd Thursday – changed to allow time for attendance at the AASA NCE Conference (March 6-8, 2025)**

*****2nd Thursday – changed as the district is not open on June 19, 2025 as it is a federal holiday.**

Committee of the Whole Meeting	Regular Meeting	Parent-Teacher Advisory Committee	Curriculum Workshop
No Meeting	July 18, 2024		
August 1, 2024	August 15,2024	August 20, 2024	
September 5, 2024	September 19, 2024		
October 3, 2024	October 17, 2024		
No Meeting	*November 14, 2024		November 7, 2024
December 5,2024	December 19,2024	December 10, 2024	
No Meeting	January 16,2025		
February 6 ,2025	February 20, 2025		
**March 13, 2025	March 20,2025	March 11, 2025	
No Meeting	April 17,2025		April 10, 2025
May 1, 2025	May 15,2025	May 6, 2025	
June 5, 2025	***June 26,2025		

Policy 2:200 School Board – Types of School Board Meetings - Regular Meetings

Regular Meetings - The Board of Education 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 of Education 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.

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 of Education, shall be posted for 30 days.

LEGAL REF.: 5 ILCS 120/, Open Meeting 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 of Education Meeting); 2:220 (Board of Education Meeting Procedure); 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board); 6:235 (Access to Electronic Networks)



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: May 16, 2024

Subject: **Supplemental Accounts Payable Report**
Board of Education Meeting, May 16, 2024
Action Items

The following is an updated 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	\$	18,165.94
Operations & Maintenance Fund		209.37
Debt Service Fund		0.00
Transporation 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>18,375.31</u>

RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Accounts Payable Report at the May 16, 2024 Regular Board meeting.



Huntley Community School District 158

Accounts Payable Report

Printed: 5/9/2024 2:41 PM

Page 1 of 7

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
Anderson, Allison - 1233397823	10-1200-332-00-79-600-14	Travel Sp Ed-April Mileage 2024		55.61	10-1200-332-00-79-600-14
	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev-Training		13.40	10-2210-314-92-79-605-14
				<u>\$69.01</u>	
Basargin, Beth - 1233398634	10-1200-332-00-79-600-14	Travel Sp Ed-Vision Itinerant Mileage for April 24		428.00	10-1200-332-00-79-600-14
				<u>\$428.00</u>	
Bejna, Kiley - 1233400757	10-2310-230-00-74-500-14	Tuition Reimb-Practices of Evaluating Tech Resourc		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Bierma, Christian - 1233400686	10-2310-230-00-74-500-14	Tuition Reimb-Leadership as a Personal Professiona		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Calder, Emily - 1233398430	10-2310-230-00-74-500-14	Tuition Reimb-Practices of Evaluating Tech Resourc		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Casas, Elizabeth - 1233400665	10-2213-410-00-79-600-14	Special Svcs Supplies-Target and Antiqua Meeting		194.21	10-2213-410-00-79-600-14
				<u>\$194.21</u>	
Celentano, Ana - 1233400136	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference-3/1-4/19/ Mileage		75.04	10-2210-332-82-79-605-14
				<u>\$75.04</u>	
Contreras, Cara - 1233400756	10-1110-332-00-71-100-13	Teacher Travel Leggee-Mileage April 2024		5.36	10-1110-332-00-71-100-13
				<u>\$5.36</u>	
Cooper, Jason - 1233400453	10-2310-230-00-74-500-14	Tuition Reimb-Organizational Behavior		390.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Marketing Management		390.00	10-2310-230-00-74-500-14
				<u>\$780.00</u>	
Cornett, Brenda - 1233400062					

151



Huntley Community School District 158

Accounts Payable Report

Printed: 5/9/2024 2:41 PM

Page 2 of 7

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-1200-332-00-79-600-14	Travel Sp Ed-April Mileage 2024		113.50	10-1200-332-00-79-600-14
				<u>\$113.50</u>	
Dabe, Aimee - 1233400268	10-1200-310-66-71-300-13	STEP Purchased Services-April Mileage 2024		173.06	10-1200-310-66-71-300-13
				<u>\$173.06</u>	
Dase, Monica - 123337121	10-2310-230-00-74-500-14	Tuition Reimb-Practices for the Art Classroom		390.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Creativity Rebook for the Art Teache		390.00	10-2310-230-00-74-500-14
				<u>\$780.00</u>	
Davey, Kylie - 1233397860	10-2310-230-00-74-500-14	Tuition ReimbFostering Resilient		305.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Difficult Students & Disruptive Beha		305.00	10-2310-230-00-74-500-14
				<u>\$610.00</u>	
Davila, Olivia - 1233400168	10-2310-230-00-74-500-14	Tuition Reimb-Educational Assessment		130.00	10-2310-230-00-74-500-14
				<u>\$130.00</u>	
DeBlieck, Jaime - 123335296	10-1100-423-00-74-500-14	New Adoption 6-12-Math Leader Supplies		171.79	10-1100-423-00-74-500-14
				<u>\$171.79</u>	
Escudero, Michelle - 1233399849	10-2561-410-00-79-605-14	Dir Food Service Supplies-Team Building Decor		48.49	10-2561-410-00-79-605-14
	10-2561-332-00-79-605-14	Dir Food Service Travel-April 2024 Mileage		107.20	10-2561-332-00-79-605-14
				<u>\$155.69</u>	
Finestein, Jeremy - 1233400759	10-2310-230-00-74-500-14	Tuition Reimb-Practices of Evaluating Tech Resourc		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Fink, Ashley - 1233400758	10-2310-230-00-74-500-14	Tuition Reimb-Practices for Evaluating Tech Resour		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Forsythe, Kayla - 1233399196	10-2310-230-00-74-500-14	Tuition Reimb-The Flipped Classroom		390.00	10-2310-230-00-74-500-14

152



Huntley Community School District 158

Accounts Payable Report

Printed: 5/9/2024 2:41 PM
Page 3 of 7

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
				<u>\$390.00</u>	
Gauger, Suzanne - 1233396933	10-2310-230-00-74-500-14	Tuition Reimb-Fostering Resilient Learners		305.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition ReimbPurposful Play		305.00	10-2310-230-00-74-500-14
				<u>\$610.00</u>	
Gullifor, Kateri - 123339409	10-1200-332-00-79-600-14	Travel Sp Ed-April 2024 Mileage		140.10	10-1200-332-00-79-600-14
				<u>\$140.10</u>	
Hassels, Stacey - 32621	10-2310-230-00-74-500-14	Tuition Reimb-Elementary Integrated STEM ED		130.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Elementary Engineering Design		130.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Social Emotional Learning		130.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Innovative Teaching Strategies		130.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Trauma Informed Classroom		130.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Classroom for Everyone		130.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Designing and Implementing Effective		130.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Diversity Equity and Inclusion		130.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Classroom Mgmt Strategies		130.00	10-2310-230-00-74-500-14
				<u>\$1,170.00</u>	
Henricksen, Erin - 1233398065	10-2310-230-00-74-500-14	Tuition Reimb-Understanding Moods		390.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-I'm So Stressed I Could Scream		390.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Fit For Life		390.00	10-2310-230-00-74-500-14
				<u>\$1,170.00</u>	
Heward, Katie - 1233396535	10-2310-230-00-74-500-14	Tuition Reimb-Tech Tools for the Classroom		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Hewitt, Emily - 1233396532	10-2310-230-00-74-500-14	Tuition Reimb-Effective Classroom Management		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Jensen, Julie - 1233399616					



Huntley Community School District 158

Accounts Payable Report

Printed: 5/9/2024 2:41 PM

Page 4 of 7

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-1200-332-00-79-600-14	Travel Sp Ed-April 2024 Mileage		122.95	10-1200-332-00-79-600-14
	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev-ICTW Conference		255.27	10-2210-314-92-79-605-14
				<u>\$378.22</u>	
Kelly, Jill - 123338719					
	10-1200-332-00-79-600-14	Travel Sp Ed-Hearing Itinerant Travel April 2024		132.53	10-1200-332-00-79-600-14
				<u>\$132.53</u>	
Kempf, Thomas - 123335290					
	10-2410-332-00-71-300-13	Prin Travel HS-Travel Prom, Parking & Tolls		61.53	10-2410-332-00-71-300-13
				<u>\$61.53</u>	
Knotts, Heath - 27234					
	10-2520-332-00-74-500-14	Travel Fiscal-April 2024 Mileage		50.92	10-2520-332-00-74-500-14
				<u>\$50.92</u>	
Kramer, Valerie - 123334533					
	10-2310-230-00-74-500-14	Tuition Reimb-I'm So Stressed I Could Scream!		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Kurek, Richard - 1233400585					
	10-1130-332-00-71-300-13	Teacher Travel HS-Regional SS Conf Grayslake N		43.82	10-1130-332-00-71-300-13
	10-1130-332-00-71-300-13	Teacher Travel HS-Mivka Challenge 4/26/24 Mileage		55.74	10-1130-332-00-71-300-13
	10-1130-332-00-71-300-13	Teacher Travel HS-April 2024 Mileage		36.18	10-1130-332-00-71-300-13
				<u>\$135.74</u>	
Lindquist, Kevin - 123336625					
	20-2540-332-00-79	Travel-April Mileage, Train/Parking Conference		101.62	20-2540-332-00-79
	20-2540-640-00-79	Dues & Fees-Meal at Conference		12.40	20-2540-640-00-79
				<u>\$114.02</u>	
Meyer, Sara - 1233396297					
	10-2310-230-00-74-500-14	Tuition Reimb-Understanding and Dealing with Paren		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Miguel, Crystal - 1233400602					
	10-1200-332-00-79-600-14	Travel Sp Ed-March & April 2024 Mileage		101.84	10-1200-332-00-79-600-14
	10-2310-230-00-74-500-14	Tuition Reimb-intro to Special Education		390.00	10-2310-230-00-74-500-14
				<u>\$491.84</u>	



Huntley Community School District 158

Accounts Payable Report

Printed: 5/9/2024 2:41 PM

Page 5 of 7

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
Mowers, Ann - 123334535	10-2310-230-00-74-500-14	Tuition Reimb-Flipped Classroom		390.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Effective Feedback to Improve Studen		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>\$1,170.00</u>	
Norton, Gina - 1233399615	10-1200-332-00-79-600-14	Travel Sp Ed-April 2024 Mileage		99.96	10-1200-332-00-79-600-14
				<u>\$99.96</u>	
Overly, Emily - 1233396446	10-2310-230-00-74-500-14	Tuition ReimbCreating Safe and Supportive Classroo		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Primus, Mike - 1233400590	10-2660-332-00-79-600-14	Travel Technology-April 2024 Mileage		30.95	10-2660-332-00-79-600-14
				<u>\$30.95</u>	
Purkeypile, Amanda - 1233400739	10-2520-332-00-74-500-14	Travel Fiscal-April 2024 Mileage		53.60	10-2520-332-00-74-500-14
	10-2520-332-00-74-500-14	Travel Fiscal-March 2024 Mileage		40.20	10-2520-332-00-74-500-14
				<u>\$93.80</u>	
Reed, Richard - 1233398410	10-2561-410-00-79-605-14	Dir Food Service Supplies-Team Building Treats		30.65	10-2561-410-00-79-605-14
	10-2561-332-00-79-605-14	Dir Food Service Travel-April 2024 Mileage		97.82	10-2561-332-00-79-605-14
				<u>\$128.47</u>	
Renkosik, Doug - 28443	20-2540-332-00-79	Travel-Future of Energy Conf/April 2024 Mileage		95.35	20-2540-332-00-79
				<u>\$95.35</u>	
Rodriguez, Tom - 123335286	10-2520-332-00-74-500-14	Travel Fiscal-Mileage IASBO Conf-Schaumburg 4/24		35.30	10-2520-332-00-74-500-14
				<u>\$35.30</u>	
Rosenberg, Katherine - 1233400587	10-1200-332-00-79-600-14	Travel Sp Ed-April 2024 Mileage		90.86	10-1200-332-00-79-600-14
	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev-Champaign, IL & Lunch		147.64	10-2210-314-92-79-605-14

155



Huntley Community School District 158

Accounts Payable Report

Printed: 5/9/2024 2:41 PM
Page 6 of 7

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
Ross, Elizabeth - 1233400760	10-2310-230-00-74-500-14	Tuition Reimb-Practices for Evaluating Tech Resour		\$238.50	
				390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Sanchez, Kirsten - 1233397793	10-2310-230-00-74-500-14	Tuition Reimb-Maximizing Resources & Advocacy for		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Scarso, Gretchen - 1233400087	10-2640-410-98-79-600-14	Teacher Vacancy Supplies.Book for ESL Class		40.59	10-2640-410-98-79-600-14
				<u>\$40.59</u>	
Schmuhl, Jessica - 123337461	10-1120-410-09-72-220-13	Home Ec Marlowe-Classroom Supplies		86.54	10-1120-410-09-72-220-13
				<u>\$86.54</u>	
Scholl, Julie - 1233397534	10-2310-230-00-74-500-14	Tuition Reimb-Understanding Dyslexia		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Schwerzler, Therese - 123338008	10-2410-332-00-71-300-13	Prin Travel HS-Mileage 3/20/24-5/1/24		22.65	10-2410-332-00-71-300-13
				<u>\$22.65</u>	
Shadel, Jill - 1233399288	10-1200-332-00-79-600-14	Travel Sp Ed-April 2024 Mileage		249.24	10-1200-332-00-79-600-14
	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl-Meals at ICTW Conf		79.69	10-2210-410-92-79-600-14
				<u>\$328.93</u>	
Smith, Kristin - 33546	10-2210-640-92-79-605-14	IDEA Other Objects-NBCOTA Certification		65.00	10-2210-640-92-79-605-14
				<u>\$65.00</u>	
Spears, Lindsay - 1233400600	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12-Mileage Feb-Apr 2024		229.14	10-2212-332-00-74-500-14
				<u>\$229.14</u>	
Spoeth, Dale - 123335056					



Huntley Community School District 158

Accounts Payable Report

Printed: 5/9/2024 2:41 PM

Page 7 of 7

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-1200-310-66-71-300-13	STEP Purchased Services-April 2024 Mileage		118.12	10-1200-310-66-71-300-13
				<u>\$118.12</u>	
Starnes, Sara - 123338276	10-2310-230-00-74-500-14	Tuition Reimb-How the Brain Learns to Read		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Van Yzendoorn, Tiffany - 30718	10-2310-230-00-74-500-14	Tuition Reimb-Positive Practices for the Art Class		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Vogt, Marlene - 1233397376	10-1200-332-00-79-600-14	Travel Sp Ed-Mileage Easter Seals-Machnesey Park		125.69	10-1200-332-00-79-600-14
				<u>\$125.69</u>	
Whitaker, Laura - 1233400761	10-2310-230-00-74-500-14	Tuition Reimb-Understanding/Dealing w/Difficult Pa		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Williams, Kelly - 32505	10-2310-230-00-74-500-14	Tuition Reimb-Purposeful Play		305.00	10-2310-230-00-74-500-14
	10-2310-230-00-74-500-14	Tuition Reimb-Fostering Resilient Learners		305.00	10-2310-230-00-74-500-14
				<u>\$610.00</u>	
Zhao, Tianya - 1233396007	10-2520-332-00-74-500-14	Travel Fiscal-April 2024 Mileage		85.76	10-2520-332-00-74-500-14
				<u>\$85.76</u>	
				<u>\$18,375.31</u>	
			Report Total		

157



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: May 16, 2024

Subject: **Supplemental Purchase Order Summary**
Board of Education Meeting, May 16, 2024
Action Items

The following is an updated executive summary of the attached report titled “Purchase Orders” which is a listing of purchase orders issued from April 24, 2024 to May 9, 2024, 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	\$ 2,838,694.10
Operations & Maintenance Fund	357,582.05
Debt Service Fund	0.00
Transporation Fund	183,576.09
Municipal Retirement and Social Security Fund	0.00
Capital Projects Fund	133,186.00
Working Cash Fund	0.00
Fire Prevention and Safety Fund	0.00
Total	<u>\$ 3,513,038.24</u>

RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Purchase Orders Report at the May 16, 2024 Regular Board meeting.



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 1 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
95 Percent Group LLC					
20243109	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/08/2024	218.40	10-1100-410-89-79-605-14
20243109	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/08/2024	115.00	10-1100-410-89-79-605-14
20243109	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/08/2024	49.00	10-1100-410-89-79-605-14
20243109	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/08/2024	39.00	10-1100-410-89-79-605-14
20243109	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/08/2024	115.00	10-1100-410-89-79-605-14
20243109	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/08/2024	350.00	10-1100-410-89-79-605-14
20243109	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/08/2024	165.00	10-1100-410-89-79-605-14
20243109	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/08/2024	1,439.00	10-1100-410-89-79-605-14
20243106	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	1,439.00	10-1100-410-56-79-605-14
20243105	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	2,075.00	10-1100-410-56-79-605-14
20243105	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	1,709.00	10-1100-410-56-79-605-14
20243105	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	1,439.00	10-1100-410-56-79-605-14
20243105	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	522.30	10-1100-410-56-79-605-14
20243105			05/08/2024	0.00	
20243106	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/08/2024	39.00	10-1100-410-89-79-605-14
20243106	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	49.00	10-1100-410-56-79-605-14
20243106	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	115.00	10-1100-410-56-79-605-14
20243106	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	350.00	10-1100-410-56-79-605-14
20243108			05/08/2024	0.00	
20243106	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	165.00	10-1100-410-56-79-605-14
20243108	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	143.90	10-1100-410-56-79-605-14
20243109			05/08/2024	0.00	
20243108	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	1,439.00	10-1100-410-56-79-605-14
20243106			05/08/2024	0.00	
20243107			05/08/2024	0.00	
20243107	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	207.50	10-1100-410-56-79-605-14
20243107	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	2,075.00	10-1100-410-56-79-605-14
20243106	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	218.40	10-1100-410-56-79-605-14
20243106	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	115.00	10-1100-410-56-79-605-14
				Total	\$14,591.50

159

A Parts Warehouse



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 2 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243091	40-2554-410-00-79	Fleet Supplies	05/07/2024	186.00	40-2554-410-00-79
20243090	40-2554-410-00-79	Fleet Supplies	05/07/2024	171.00	40-2554-410-00-79
20243092	40-2554-410-00-79	Fleet Supplies	05/07/2024	97.08	40-2554-410-00-79
				Total	\$454.08
Accountable Healthcare Staffing Inc					
24050637	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/01/2024	30,000.00	10-1101-310-00-79-605-14
				Total	\$30,000.00
ACIA CL LLC (DBA CL Chrysler Dodge Jeep Ram)					
20243093	40-2554-410-00-79	Fleet Supplies	05/07/2024	116.91	40-2554-410-00-79
				Total	\$116.91
					160
Acutrans					
20243071	10-1200-310-92-79-600-14	IDEA General Purchased Service	05/06/2024	542.50	10-1200-310-92-79-600-14
				Total	\$542.50
ADP LLC					
24050437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	05/01/2024	2,300.00	10-2520-310-00-74-500-14
24050437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	05/01/2024	4,500.00	10-2520-310-00-74-500-14
24050337	10-1100-220-00-79-600-14	Regular Programs Insurance	05/01/2024	2,000.00	10-1100-220-00-79-600-14
24050437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	05/01/2024	4,500.00	10-2520-310-00-74-500-14
24050437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	05/01/2024	3,500.00	10-2520-310-00-74-500-14
24050437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	05/01/2024	2,300.00	10-2520-310-00-74-500-14
24050437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	05/01/2024	4,500.00	10-2520-310-00-74-500-14
				Total	\$23,600.00
Advantage Mechanical Inc					
24050027	20-2542-323-00-79	Repairs & Maint Buildings	05/01/2024	2,500.00	20-2542-323-00-79
24050317	20-2542-390-00-79	Other Purchased Service	05/01/2024	4,695.96	20-2542-390-00-79
				Total	\$7,195.96
AFLAC Group					



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 3 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
24050427	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	05/01/2024	5,000.00	10-2310-220-00-79-600-14
				Total	\$5,000.00
Airgas USA LLC					
24050237	20-2542-410-00-79	Supplies B & G	05/01/2024	500.00	20-2542-410-00-79
				Total	\$500.00
Albom Translation Services					
20243013	10-2213-310-00-79-600-14	Special Svcs Pur Svc	05/01/2024	145.60	10-2213-310-00-79-600-14
20243013	10-2213-310-00-79-600-14	Special Svcs Pur Svc	05/01/2024	60.00	10-2213-310-00-79-600-14
				Total	\$205.60
					161
Alexander Leigh Center for Autism					
24051617	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	40,000.00	10-4220-670-00-79-600-14
				Total	\$40,000.00
Allendale Association					
20243072	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/06/2024	5,175.00	10-4220-670-00-79-600-14
				Total	\$5,175.00
Alpha Baking Company Inc					
24051077	10-2560-415-00-71-100-13	Cafe Food Leggee	05/01/2024	650.00	10-2560-415-00-71-100-13
24051107	10-2560-415-00-72-120-13	Cafe Food Martin	05/01/2024	1,000.00	10-2560-415-00-72-120-13
24051087	10-2560-415-00-71-300-13	Cafe Food HS	05/01/2024	5,000.00	10-2560-415-00-71-300-13
24051097	10-2560-415-00-72-110-13	Cafe Food Chesak	05/01/2024	700.00	10-2560-415-00-72-110-13
24051117	10-2560-415-00-72-220-13	Cafe Food Marlowe	05/01/2024	1,000.00	10-2560-415-00-72-220-13
24051127	10-2560-415-00-74-140-13	Cafe Food Mackeben	05/01/2024	600.00	10-2560-415-00-74-140-13
24051137	10-2560-415-00-74-150-13	Cafe Food Conley	05/01/2024	600.00	10-2560-415-00-74-150-13
24051147	10-2560-415-00-74-210-13	Cafe Food Heineman	05/01/2024	800.00	10-2560-415-00-74-210-13
				Total	\$10,350.00
AmeriGas					



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 4 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
24050567	40-2552-461-00-79	Propane	05/01/2024	25,000.00	40-2552-461-00-79
			Total	\$25,000.00	
Amita GlenOaks School					
24050497	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	18,000.00	10-4220-670-00-79-600-14
			Total	\$18,000.00	
Anderson Lock Co Inc					
24050087	20-2542-410-00-79	Supplies B & G	05/01/2024	1,000.00	20-2542-410-00-79
			Total	\$1,000.00	
Anderson Pest Solutions					
20243041	20-2542-323-00-79	Repairs & Maint Buildings	05/03/2024	2,175.00	20-2542-323-00-79
24050037	20-2542-321-00-79	Sanitation/Exterminating	05/01/2024	582.19	20-2542-321-00-79
			Total	\$2,757.19	
Anderson, Francesca					
20243094	10-2310-318-00-74-500-14	Legal Board	05/07/2024	600.00	10-2310-318-00-74-500-14
			Total	\$600.00	
AnthroMed LLC					
24050667	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/01/2024	12,000.00	10-1101-310-00-79-605-14
			Total	\$12,000.00	
Apple Inc					
20243141	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/09/2024	4,996.00	10-2660-490-00-79-600-14
			Total	\$4,996.00	
Applied Maintenance					
20242980	40-2554-410-00-79	Fleet Supplies	04/26/2024	275.08	40-2554-410-00-79
			Total	\$275.08	

162



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 5 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Associated Electrical Contractors					
24050057	20-2542-323-00-79	Repairs & Maint Buildings	05/01/2024	1,000.00	20-2542-323-00-79
			Total	\$1,000.00	
AT&T 5080					
24050347	20-2540-340-00-79	Telephone - Districtwide	05/01/2024	5,000.00	20-2540-340-00-79
			Total	\$5,000.00	
AT&T					
24050327	20-2540-340-00-79	Telephone - Districtwide	05/01/2024	10,000.00	20-2540-340-00-79
			Total	\$10,000.00	
Auto Tech Centers Inc					
20242981	40-2550-323-00-79	Repairs and Maintenance	04/26/2024	441.85	40-2550-323-00-79
			Total	\$441.85	
Batteries Plus LLC					
24050257	20-2542-410-00-79	Supplies B & G	05/01/2024	250.00	20-2542-410-00-79
			Total	\$250.00	
Benchmark Education Company					
20243122	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	638.40	10-1100-410-89-79-605-14
20243124	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	638.40	10-1100-410-89-79-605-14
20243124	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	(1,000.00)	10-1100-410-89-79-605-14
20243124	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	10,120.00	10-1100-410-89-79-605-14
20243087	10-2213-410-00-79-600-14	Special Svcs Supplies	05/06/2024	7,795.00	10-2213-410-00-79-600-14
20243084	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/06/2024	445.00	10-1100-410-89-79-605-14
20243084	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/06/2024	3,950.00	10-1100-410-89-79-605-14
20243123	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	(1,000.00)	10-1100-410-89-79-605-14
20243123	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	10,120.00	10-1100-410-89-79-605-14
20243085	10-2213-410-00-79-600-14	Special Svcs Supplies	05/06/2024	779.50	10-2213-410-00-79-600-14
20243084	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/06/2024	500.00	10-1100-410-89-79-605-14



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 6 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243122	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	(1,000.00)	10-1100-410-89-79-605-14
20243085	10-2213-410-00-79-600-14	Special Svcs Supplies	05/06/2024	7,795.00	10-2213-410-00-79-600-14
20243123	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	638.40	10-1100-410-89-79-605-14
20243004	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	2,160.00	10-1100-421-00-74-500-14
20243006	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	2,160.00	10-1100-421-00-74-500-14
20243006	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	2,160.00	10-1100-421-00-74-500-14
20243005	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	1,134.00	10-1100-421-00-74-500-14
20243005	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	3,780.00	10-1100-421-00-74-500-14
20243005	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	3,780.00	10-1100-421-00-74-500-14
20243005	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	3,780.00	10-1100-421-00-74-500-14
20243120	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	(1,000.00)	10-1100-410-89-79-605-14
20243004	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	2,160.00	10-1100-421-00-74-500-14
20243007	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	2,160.00	10-1100-421-00-74-500-14
20243004	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	1,620.00	10-1100-421-00-74-500-14
20243004	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	2,160.00	10-1100-421-00-74-500-14
20243119	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	10,120.00	10-1100-410-89-79-605-14
20243119	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	(1,000.00)	10-1100-410-89-79-605-14
20243119	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	638.40	10-1100-410-89-79-605-14
20243120	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	10,120.00	10-1100-410-89-79-605-14
20243004	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	810.00	10-1100-421-00-74-500-14
20243009	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	630.00	10-1100-421-00-74-500-14
20243011	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	270.00	10-1100-421-00-74-500-14
20243011	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	2,700.00	10-1100-421-00-74-500-14
20243010	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	48.00	10-1100-421-00-74-500-14
20243010	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	180.00	10-1100-421-00-74-500-14
20243009	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	336.00	10-1100-421-00-74-500-14
20243009	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	1,680.00	10-1100-421-00-74-500-14
20243006	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	1,620.00	10-1100-421-00-74-500-14
20243009	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	1,680.00	10-1100-421-00-74-500-14
20243006	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	594.00	10-1100-421-00-74-500-14
20243008	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	144.00	10-1100-421-00-74-500-14
20243008	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	480.00	10-1100-421-00-74-500-14
20243008	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	180.00	10-1100-421-00-74-500-14
20243008	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	960.00	10-1100-421-00-74-500-14



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 7 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243008	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	360.00	10-1100-421-00-74-500-14
20243007	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	216.00	10-1100-421-00-74-500-14
20243010	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	480.00	10-1100-421-00-74-500-14
20243009	10-1100-421-00-74-500-14	Materials 6-12	05/01/2024	630.00	10-1100-421-00-74-500-14
20243122	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	10,120.00	10-1100-410-89-79-605-14
20243087	10-2213-410-00-79-600-14	Special Svcs Supplies	05/06/2024	779.50	10-2213-410-00-79-600-14
20243086	10-2213-410-00-79-600-14	Special Svcs Supplies	05/06/2024	779.50	10-2213-410-00-79-600-14
20243121	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	638.40	10-1100-410-89-79-605-14
20243121	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	(1,000.00)	10-1100-410-89-79-605-14
20243121	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	10,120.00	10-1100-410-89-79-605-14
20243086	10-2213-410-00-79-600-14	Special Svcs Supplies	05/06/2024	7,795.00	10-2213-410-00-79-600-14
20243120	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/09/2024	638.40	10-1100-410-89-79-605-14
				Total	\$130,220.90
					165
Benefitfocus.com Inc					
24050197	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	05/01/2024	2,000.00	10-2310-220-00-79-600-14
				Total	\$2,000.00
Bilingual Educational Specialists Inc					
20243073	10-2140-310-92-79-600-14	IDEA Psychological Services	05/06/2024	850.00	10-2140-310-92-79-600-14
20243073	10-2140-310-92-79-600-14	IDEA Psychological Services	05/06/2024	850.00	10-2140-310-92-79-600-14
				Total	\$1,700.00
Bjorem Speech Publications					
20243079	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	05/06/2024	50.00	10-2150-410-92-79-605-14
20243079	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	05/06/2024	50.00	10-2150-410-92-79-605-14
				Total	\$100.00
Blazerworks					
24050527	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/01/2024	30,000.00	10-1101-310-00-79-605-14
				Total	\$30,000.00
Blu Petroleum					



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 8 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
24050827	40-2552-464-00-79	Diesel/Gasoline	05/01/2024	40,000.00	40-2552-464-00-79
24051647	40-2552-464-00-79	Diesel/Gasoline	05/01/2024	4,000.00	40-2552-464-00-79
				Total	\$44,000.00
Blue Cross Blue Shield					
24050417	10-1100-220-00-79-600-14	Regular Programs Insurance	05/01/2024	1,400,000.00	10-1100-220-00-79-600-14
				Total	\$1,400,000.00
BMO Mastercard					
20243054	10-158	Activity Funds	04/28/2024	25.88	10-120
20243054	10-158	Activity Funds	04/28/2024	53.95	10-120
20243051	10-2630-410-00-74-500-14	Communications Supplies	04/28/2024	281.97	10-2630-410-00-74-500-14
20243051	10-2630-410-00-74-500-14	Communications Supplies	04/28/2024	120.00	10-2630-410-00-74-500-14
20243051	20-2546-310-00-71-305	Resource Officer	04/28/2024	81.69	20-2546-310-00-71-305
20243051	10-2546-490-00-79-600-14	Security Officer Supplies	04/28/2024	79.95	10-2546-490-00-79-600-14
20243050	10-158	Activity Funds	04/28/2024	599.00	10-120
20243050	10-2520-410-00-74-500-14	Supplies Fiscal	04/28/2024	33.36	10-2520-410-00-74-500-14
20243049	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	04/28/2024	24.51	10-2213-415-00-74-500-14
20243049	10-1130-410-85-79-605-14	Title IV Supplies	04/28/2024	341.33	10-1130-410-85-79-605-14
20243049	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	04/28/2024	28.87	10-2213-415-00-74-500-14
20243049	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	04/28/2024	20.59	10-2213-415-00-74-500-14
20243051	10-2321-410-00-74-500-14	Supplies Supt	04/28/2024	135.00	10-2321-410-00-74-500-14
20243054	10-1110-323-00-72-120-13	Repairs Martin	04/28/2024	30.00	10-1110-323-00-72-120-13
20243049	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/28/2024	49.00	10-2212-310-00-79-505-14
20243054	10-1110-410-00-72-120-13	Inst Supplies Martin	04/28/2024	42.46	10-1110-410-00-72-120-13
20243054	10-1110-410-00-72-120-13	Inst Supplies Martin	04/28/2024	275.80	10-1110-410-00-72-120-13
20243054	10-1110-410-00-72-120-13	Inst Supplies Martin	04/28/2024	325.79	10-1110-410-00-72-120-13
20243054	10-1110-410-00-72-120-13	Inst Supplies Martin	04/28/2024	372.33	10-1110-410-00-72-120-13
20243054	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	04/28/2024	336.69	10-2213-415-00-72-120-13
20243054	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	04/28/2024	374.10	10-2213-415-00-72-120-13
20243056	10-1130-323-00-71-300-13	Repairs HS	04/28/2024	46.42	10-1130-323-00-71-300-13
20243056	10-2410-490-00-71-300-13	HS Staff Recognition	04/28/2024	84.98	10-2410-490-00-71-300-13
20243056	10-1130-410-33-71-305-13	Academies Supplies	04/28/2024	124.95	10-1130-410-33-71-305-13



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 9 of 41

167

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243056	10-1130-410-33-71-305-13	Academies Supplies	04/28/2024	20.94	10-1130-410-33-71-305-13
20243056	10-2410-640-00-71-300-13	Office Dues & Fees HS	04/28/2024	129.00	10-2410-640-00-71-300-13
20243054	10-158	Activity Funds	04/28/2024	336.38	10-120
20243048	10-158	Activity Funds	04/28/2024	49.85	10-120
20243047	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	04/28/2024	27.52	10-2213-415-00-71-300-13
20243047	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	04/28/2024	131.55	10-2213-415-00-71-300-13
20243048	10-158	Activity Funds	04/28/2024	17.97	10-120
20243048	10-158	Activity Funds	04/28/2024	299.54	10-120
20243048	10-158	Activity Funds	04/28/2024	441.40	10-120
20243048	10-158	Activity Funds	04/28/2024	174.87	10-120
20243048	10-158	Activity Funds	04/28/2024	29.77	10-120
20243048	10-158	Activity Funds	04/28/2024	273.51	10-120
20243048	10-158	Activity Funds	04/28/2024	18.18	10-120
20243048	10-158	Activity Funds	04/28/2024	39.99	10-120
20243048	10-158	Activity Funds	04/28/2024	620.93	10-120
20243049	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	04/28/2024	47.77	10-2213-415-00-74-500-14
20243048	10-158	Activity Funds	04/28/2024	(178.06)	10-120
20243049	10-1100-421-00-74-500-14	Materials 6-12	04/28/2024	1,150.00	10-1100-421-00-74-500-14
20243048	10-158	Activity Funds	04/28/2024	39.73	10-120
20243048	10-158	Activity Funds	04/28/2024	94.02	10-120
20243048	10-158	Activity Funds	04/28/2024	199.25	10-120
20243048	10-158	Activity Funds	04/28/2024	226.20	10-120
20243048	10-158	Activity Funds	04/28/2024	271.68	10-120
20243049	10-1130-410-67-71-300-13	PLTW Supplies 6-12	04/28/2024	32.72	10-1130-410-67-71-300-13
20243049	10-1130-410-67-71-300-13	PLTW Supplies 6-12	04/28/2024	34.67	10-1130-410-67-71-300-13
20243049	10-1130-410-67-71-300-13	PLTW Supplies 6-12	04/28/2024	66.57	10-1130-410-67-71-300-13
20243049	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	04/28/2024	14.69	10-2210-490-00-74-500-14
20243049	10-1100-410-68-79-600-14	ARP CP2 Instr Supplies	04/28/2024	195.33	10-1100-410-68-79-600-14
20243049	10-1100-410-68-79-600-14	ARP CP2 Instr Supplies	04/28/2024	119.99	10-1100-410-68-79-600-14
20243056	10-1130-314-06-71-305-13	Alternative School	04/28/2024	40.00	10-1130-314-06-71-305-13
20243048	10-158	Activity Funds	04/28/2024	322.02	10-120
20243060	10-158	Activity Funds	04/28/2024	94.91	10-120
20243065	10-1225-410-95-79-600-14	ECE Instr Supplies	04/28/2024	10.98	10-1225-410-95-79-600-14
20243056	10-1130-410-15-71-300-13	Social Studies Supplies HS	04/28/2024	150.00	10-1130-410-15-71-300-13



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 10 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243065	10-2230-410-95-79-600-14	ECE Test/Assess Supplies	04/28/2024	453.12	10-2230-410-95-79-600-14
20243065	10-2230-410-95-79-600-14	ECE Test/Assess Supplies	04/28/2024	42.99	10-2230-410-95-79-600-14
20243070	10-2630-410-00-74-500-14	Communications Supplies	04/28/2024	19.26	10-2630-410-00-74-500-14
20243070	10-2642-411-00-74-500-14	HR Employee Recognition	04/28/2024	169.10	10-2642-411-00-74-500-14
20243065	10-2230-410-95-79-600-14	ECE Test/Assess Supplies	04/28/2024	34.64	10-2230-410-95-79-600-14
20243058	10-1110-410-00-71-100-13	Inst Supplies Leggee	04/28/2024	60.44	10-1110-410-00-71-100-13
20243058	10-158	Activity Funds	04/28/2024	436.00	10-120
20243059	10-158	Activity Funds	04/28/2024	19.98	10-120
20243060	10-158	Activity Funds	04/28/2024	82.07	10-120
20243060	10-158	Activity Funds	04/28/2024	51.64	10-120
20243056	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	04/28/2024	547.48	10-1130-490-02-71-300-13
20243070	10-2642-411-00-74-500-14	HR Employee Recognition	04/28/2024	269.10	10-2642-411-00-74-500-14
20243065	10-1225-410-95-79-600-14	ECE Instr Supplies	04/28/2024	12.22	10-1225-410-95-79-600-14
20243069	10-158	Activity Funds	04/28/2024	33.44	10-120
20243069	10-158	Activity Funds	04/28/2024	150.00	10-120
20243060	10-158	Activity Funds	04/28/2024	49.98	10-120
20243060	10-158	Activity Funds	04/28/2024	32.49	10-120
20243060	10-158	Activity Funds	04/28/2024	173.00	10-120
20243060	10-158	Activity Funds	04/28/2024	150.00	10-120
20243060	10-158	Activity Funds	04/28/2024	42.93	10-120
20243065	10-2230-410-95-79-600-14	ECE Test/Assess Supplies	04/28/2024	21.84	10-2230-410-95-79-600-14
20243060	10-158	Activity Funds	04/28/2024	795.00	10-120
20243060	10-158	Activity Funds	04/28/2024	634.00	10-120
20243060	10-158	Activity Funds	04/28/2024	126.35	10-120
20243060	10-158	Activity Funds	04/28/2024	374.80	10-120
20243060	10-158	Activity Funds	04/28/2024	104.99	10-120
20243066	10-2560-415-00-74-210-13	Cafe Food Heineman	04/28/2024	45.81	10-2560-415-00-74-210-13
20243068	10-2660-410-00-79-600-14	Supplies Tech	04/28/2024	38.99	10-2660-410-00-79-600-14
20243068	10-2660-410-00-79-600-14	Supplies Tech	04/28/2024	32.02	10-2660-410-00-79-600-14
20243068	10-2660-319-61-79-600-14	Software Maintenance	04/28/2024	29.00	10-2660-319-61-79-600-14
20243069	10-158	Activity Funds	04/28/2024	23.20	10-120
20243069	10-158	Activity Funds	04/28/2024	278.82	10-120
20243068	10-2114-410-00-74-500-14	Supplies Registration	04/28/2024	263.50	10-2114-410-00-74-500-14
20243068	10-2114-410-00-74-500-14	Supplies Registration	04/28/2024	122.89	10-2114-410-00-74-500-14

168



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 11 of 41

169

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243068	10-2660-410-00-79-600-14	Supplies Tech	04/28/2024	63.29	10-2660-410-00-79-600-14
20243067	20-2542-410-00-79	Supplies B & G	04/28/2024	9.99	20-2542-410-00-79
20243056	10-1400-410-09-71-300-13	Home Economics Supplies	04/28/2024	90.22	10-1400-410-09-71-300-13
20243065	10-1125-410-97-79-600-14	All Children Supplies	04/28/2024	282.52	10-1125-410-97-79-600-14
20243057	10-158	Activity Funds	04/28/2024	11.69	10-120
20243065	10-2210-312-97-79-600-14	All Children Prof Dev	04/28/2024	264.73	10-2210-312-97-79-600-14
20243067	20-2542-410-00-79	Supplies B & G	04/28/2024	12.77	20-2542-410-00-79
20243065	10-2230-410-95-79-600-14	ECE Test/Assess Supplies	04/28/2024	198.00	10-2230-410-95-79-600-14
20243068	10-2660-410-00-79-600-14	Supplies Tech	04/28/2024	61.91	10-2660-410-00-79-600-14
20243065	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot	04/28/2024	400.00	10-1125-390-90-79-600-14
20243065	10-2210-312-97-79-600-14	All Children Prof Dev	04/28/2024	174.35	10-2210-312-97-79-600-14
20243065	10-2230-410-95-79-600-14	ECE Test/Assess Supplies	04/28/2024	593.25	10-2230-410-95-79-600-14
20243065	10-2230-410-95-79-600-14	ECE Test/Assess Supplies	04/28/2024	90.00	10-2230-410-95-79-600-14
20243057	10-158	Activity Funds	04/28/2024	42.90	10-120
20243065	10-1125-410-97-79-600-14	All Children Supplies	04/28/2024	261.65	10-1125-410-97-79-600-14
20243058	10-1110-410-00-71-100-13	Inst Supplies Leggee	04/28/2024	9.79	10-1110-410-00-71-100-13
20243058	10-2410-410-00-71-100-13	Office Supplies Leggee	04/28/2024	36.34	10-2410-410-00-71-100-13
20243058	10-1110-410-00-71-100-13	Inst Supplies Leggee	04/28/2024	118.68	10-1110-410-00-71-100-13
20243065	10-2230-410-95-79-600-14	ECE Test/Assess Supplies	04/28/2024	369.91	10-2230-410-95-79-600-14
20243063	10-1110-410-00-74-140-13	Inst Supplies Mackeben	04/28/2024	(1,061.91)	10-1110-410-00-74-140-13
Total				\$17,183.66	

Brucker Company

24050297	20-2542-323-00-79	Repairs & Maint Buildings	05/01/2024	600.00	20-2542-323-00-79
Total				\$600.00	

BryMax Enterprises Inc

24051917	10-2560-415-00-72-220-13	Cafe Food Marlowe	05/01/2024	3,500.00	10-2560-415-00-72-220-13
24051907	10-2560-415-00-71-300-13	Cafe Food HS	05/01/2024	1,000.00	10-2560-415-00-71-300-13
24051927	10-2560-415-00-74-210-13	Cafe Food Heineman	05/01/2024	1,000.00	10-2560-415-00-74-210-13
Total				\$5,500.00	

Camelot Therapeutic Schools LLC



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 12 of 41

170

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
24050517	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	15,000.00	10-4220-670-00-79-600-14
			Total	\$15,000.00	
Canteen Refreshments					
20242977	10-2560-415-00-71-300-13	Cafe Food HS	04/25/2024	267.07	10-2560-415-00-71-300-13
			Total	\$267.07	
Capstone Press					
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
20242988	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	652.65	10-2212-310-00-79-505-14
			Total	\$11,095.05	
CDW Government Inc					
20242989	10-1130-323-00-71-300-13	Repairs HS	04/29/2024	1,309.00	10-1130-323-00-71-300-13
			Total	\$1,309.00	
Center for the Collaborative Classroom					
20243110	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	127.60	10-1100-410-56-79-605-14



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 13 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243110			05/08/2024	0.00	
20243111	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	70.00	10-1100-410-56-79-605-14
20243110	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	105.00	10-1100-410-56-79-605-14
20243110	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	280.00	10-1100-410-56-79-605-14
20243110	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	220.00	10-1100-410-56-79-605-14
20243111	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	567.00	10-1100-410-56-79-605-14
20243110	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	825.00	10-1100-410-56-79-605-14
20243111	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	45.00	10-1100-410-56-79-605-14
20243111	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	62.96	10-1100-410-56-79-605-14
20243111	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	105.00	10-1100-410-56-79-605-14
20243111			05/08/2024	0.00	
20243110	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	165.00	10-1100-410-56-79-605-14
				Total	\$2,572.56
171					
Central States Bus Sales Inc					
24050727	40-2554-410-00-79	Fleet Supplies	05/01/2024	4,000.00	40-2554-410-00-79
				Total	\$4,000.00
Cintas Corporation No 2					
20242978	10-2560-410-00-71-300-13	Cafe Supplies HS	04/25/2024	71.56	10-2560-410-00-71-300-13
20242978	10-2560-410-00-71-100-13	Cafe Supplies Leggee	04/25/2024	37.48	10-2560-410-00-71-100-13
20242978	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	04/25/2024	50.15	10-2560-410-00-74-140-13
20242978	10-2560-410-00-74-150-13	Cafe Supplies Conley	04/25/2024	56.92	10-2560-410-00-74-150-13
20242978	10-2560-410-00-74-210-13	Cafe Supplies Heineman	04/25/2024	28.75	10-2560-410-00-74-210-13
20242978	10-2560-410-00-72-110-13	Cafe Supplies Chesak	04/25/2024	89.96	10-2560-410-00-72-110-13
20242978	10-2560-410-00-72-120-13	Cafe Supplies Martin	04/25/2024	78.34	10-2560-410-00-72-120-13
20242978	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	04/25/2024	67.53	10-2560-410-00-72-220-13
				Total	\$480.69
CINTAS					
24050757	40-2550-325-00-79	Rental Trans	05/01/2024	2,000.00	40-2550-325-00-79
				Total	\$2,000.00

Clare Woods Academy

Specialized Data Systems, Inc.

D:\ts\Huntley158\sds\8\Finance\SwfcAP2S.RPT



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 14 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
24050607	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	6,000.00	10-4220-670-00-79-600-14
			Total	\$6,000.00	
Clarity Assessments LLC					
20243014			05/01/2024	0.00	
20243014	10-2140-310-92-79-600-14	IDEA Psychological Services	05/01/2024	1,800.00	10-2140-310-92-79-600-14
			Total	\$1,800.00	
Comcast Business					
24050367	20-2540-340-00-79	Telephone - Districtwide	05/01/2024	294.85	20-2540-340-00-79
			Total	\$294.85	
Comcast					
24051627	20-2540-340-00-79	Telephone - Districtwide	05/01/2024	24,000.00	20-2540-340-00-79
			Total	\$24,000.00	
Cove School					
24051959	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	6,000.00	10-4220-670-00-79-600-14
			Total	\$6,000.00	
CPI (Crisis Prevention Institute, Inc.)					
20243088	10192	Prepaid Expenses	05/07/2024	580.00	10-192
20243088	10192	Prepaid Expenses	05/07/2024	9,123.00	10-192
20243088			05/07/2024	0.00	
20243088	10192	Prepaid Expenses	05/07/2024	22,245.00	10-192
20243088	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	05/07/2024	6,448.50	10-2210-410-92-79-600-14
			Total	\$38,396.50	
Crescent Electric Supply Co					
24050047	20-2542-410-00-79	Supplies B & G	05/01/2024	1,000.00	20-2542-410-00-79
			Total	\$1,000.00	

172



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 15 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Crystal Lake School District 47					
20243015			05/01/2024	0.00	
20243015	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	05/01/2024	393.75	10-4120-310-92-79-600-14
			Total	\$393.75	
CT Veach Inc					
24050157	20-2543-320-00-79-600-14	Grounds Contract	05/01/2024	20,341.27	20-2543-320-00-79-600-14
			Total	\$20,341.27	
Easterseals					
24050597	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	05/01/2024	11,000.00	10-2210-314-92-79-605-14
24051557	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	47,000.00	10-4220-670-00-79-600-14
			Total	\$58,000.00	173
Eds Testing Station and Automotive					
24050707	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	1,000.00	40-2550-310-00-79
			Total	\$1,000.00	
Encore Music Academy					
24051767	10-1200-310-66-71-300-13	STEP Purchased Services	05/01/2024	1,000.00	10-1200-310-66-71-300-13
			Total	\$1,000.00	
Follett Content Solutions LLC					
20242998	10-1100-410-75-79-600-14	ESSER III Instruc Supplies	04/30/2024	8,859.33	10-1100-410-75-79-600-14
20242997	10-1100-421-00-74-500-14	Materials 6-12	04/30/2024	6,890.59	10-1100-421-00-74-500-14
20243000	10-1100-421-00-74-500-14	Materials 6-12	04/30/2024	8,859.33	10-1100-421-00-74-500-14
20242999	10-1100-421-00-74-500-14	Materials 6-12	04/30/2024	1,968.74	10-1100-421-00-74-500-14
			Total	\$26,577.99	
Fox Valley Fire Safety					
24050817	20-2542-390-00-79	Other Purchased Service	05/01/2024	801.00	20-2542-390-00-79
24050097	20-2542-323-00-79	Repairs & Maint Buildings	05/01/2024	1,000.00	20-2542-323-00-79



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 16 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
				Total	\$1,801.00
General Parts LLC					
24051657	10-2560-323-00-71-100-13	Cafe Repairs Leggee	05/01/2024	5,000.00	10-2560-323-00-71-100-13
24051707	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	05/01/2024	5,000.00	10-2560-323-00-74-140-13
24051727	10-2560-323-00-74-210-13	Cafe Repairs Heineman	05/01/2024	5,000.00	10-2560-323-00-74-210-13
24051717	10-2560-323-00-74-150-13	Cafe Repairs Conley	05/01/2024	5,000.00	10-2560-323-00-74-150-13
24051667	10-2560-323-00-71-300-13	Cafe Repairs HS	05/01/2024	5,000.00	10-2560-323-00-71-300-13
24051677	10-2560-323-00-72-110-13	Cafe Repairs Chesak	05/01/2024	5,000.00	10-2560-323-00-72-110-13
24051687	10-2560-323-00-72-120-13	Cafe Repairs Martin	05/01/2024	5,000.00	10-2560-323-00-72-120-13
24051697	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	05/01/2024	5,000.00	10-2560-323-00-72-220-13
				Total	\$40,000.00
GFC Leasing WI					
24050617	10-2900-325-00-79-600-14	Copier Leases	05/01/2024	6,421.44	10-2900-325-00-79-600-14
20243074	10-1130-323-00-71-300-13	Repairs HS	05/06/2024	522.17	10-1130-323-00-71-300-13
				Total	\$6,943.61
Gordon Food Service					
20243103	10-1225-410-95-79-600-14	ECE Instr Supplies	05/08/2024	24.98	10-1225-410-95-79-600-14
20243103	10-1225-410-95-79-600-14	ECE Instr Supplies	05/08/2024	37.47	10-1225-410-95-79-600-14
20243103	10-1225-410-95-79-600-14	ECE Instr Supplies	05/08/2024	12.49	10-1225-410-95-79-600-14
20243103	10-1225-410-95-79-600-14	ECE Instr Supplies	05/08/2024	78.93	10-1225-410-95-79-600-14
20243103	10-1225-410-95-79-600-14	ECE Instr Supplies	05/08/2024	74.36	10-1225-410-95-79-600-14
20243103	10-1225-410-95-79-600-14	ECE Instr Supplies	05/08/2024	48.56	10-1225-410-95-79-600-14
20243103	10-1225-410-95-79-600-14	ECE Instr Supplies	05/08/2024	6.05	10-1225-410-95-79-600-14
20243103	10-1225-410-95-79-600-14	ECE Instr Supplies	05/08/2024	60.56	10-1225-410-95-79-600-14
20243103	10-1225-410-95-79-600-14	ECE Instr Supplies	05/08/2024	89.92	10-1225-410-95-79-600-14
24051197	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	05/01/2024	2,200.00	10-2560-410-00-72-220-13
20243131	10-1400-410-09-71-300-13	Home Economics Supplies	05/09/2024	147.89	10-1400-410-09-71-300-13
20243104	10-2560-415-00-72-120-13	Cafe Food Martin	05/08/2024	2,104.49	10-2560-415-00-72-120-13
20243104	10-2560-415-00-72-120-13	Cafe Food Martin	05/08/2024	368.72	10-2560-415-00-72-120-13
24051157	10-2560-410-00-71-100-13	Cafe Supplies Leggee	05/01/2024	1,200.00	10-2560-410-00-71-100-13



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 17 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
24051167	10-2560-410-00-71-300-13	Cafe Supplies HS	05/01/2024	6,000.00	10-2560-410-00-71-300-13
24051177	10-2560-410-00-72-110-13	Cafe Supplies Chesak	05/01/2024	900.00	10-2560-410-00-72-110-13
24051277	10-2560-415-00-72-220-13	Cafe Food Marlowe	05/01/2024	20,000.00	10-2560-415-00-72-220-13
24051187	10-2560-410-00-72-120-13	Cafe Supplies Martin	05/01/2024	1,200.00	10-2560-410-00-72-120-13
24051307	10-2560-415-00-74-210-13	Cafe Food Heineman	05/01/2024	17,000.00	10-2560-415-00-74-210-13
24051207	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	05/01/2024	800.00	10-2560-410-00-74-140-13
24051217	10-2560-410-00-74-150-13	Cafe Supplies Conley	05/01/2024	900.00	10-2560-410-00-74-150-13
24051227	10-2560-410-00-74-210-13	Cafe Supplies Heineman	05/01/2024	1,600.00	10-2560-410-00-74-210-13
24051237	10-2560-415-00-71-100-13	Cafe Food Leggee	05/01/2024	12,000.00	10-2560-415-00-71-100-13
24051267	10-2560-415-00-72-120-13	Cafe Food Martin	05/01/2024	13,000.00	10-2560-415-00-72-120-13
24051297	10-2560-415-00-74-150-13	Cafe Food Conley	05/01/2024	7,000.00	10-2560-415-00-74-150-13
24051287	10-2560-415-00-74-140-13	Cafe Food Mackeben	05/01/2024	7,000.00	10-2560-415-00-74-140-13
24051247	10-2560-415-00-71-300-13	Cafe Food HS	05/01/2024	50,000.00	10-2560-415-00-71-300-13
24051257	10-2560-415-00-72-110-13	Cafe Food Chesak	05/01/2024	10,000.00	10-2560-415-00-72-110-13
				Total	\$153,854.42

175

GSF USA Inc

24050187	40-2550-321-00-79	Bus Sanitation	05/01/2024	3,507.79	40-2550-321-00-79
24050217	20-2542-320-00-79-605-14	Contractual Overtime	05/01/2024	2,200.00	20-2542-320-00-79-605-14
24050227	20-2542-319-00-79-605-14	Contractual Cust. Replacement	05/01/2024	1,250.00	20-2542-319-00-79-605-14
24050207	20-2542-310-00-79	Custodial Contract Service	05/01/2024	188,274.31	20-2542-310-00-79
				Total	\$195,232.10

Hand2mind

20243113	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	689.77	10-1600-410-89-79-605-14
20243112	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	279.99	10-1600-410-89-79-605-14
20243113	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	137.77	10-1600-410-89-79-605-14
20243112	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	259.99	10-1600-410-89-79-605-14
20243112	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	279.99	10-1600-410-89-79-605-14
20243113	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	597.77	10-1600-410-89-79-605-14
20243113	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	689.77	10-1600-410-89-79-605-14
20243113	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	459.77	10-1600-410-89-79-605-14
20243113	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	643.77	10-1600-410-89-79-605-14



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 18 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243113	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	620.77	10-1600-410-89-79-605-14
20243113	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	574.77	10-1600-410-89-79-605-14
20243113	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	850.77	10-1600-410-89-79-605-14
20243112	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	539.94	10-1600-410-89-79-605-14
20243113	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	(1,082.89)	10-1600-410-89-79-605-14
20243113	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	229.77	10-1600-410-89-79-605-14
20243113	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	459.77	10-1600-410-89-79-605-14
20243112	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	(243.00)	10-1600-410-89-79-605-14
20243112	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	259.99	10-1600-410-89-79-605-14
20243113	10-1600-410-89-79-605-14	Title I Supplies	05/08/2024	1,264.77	10-1600-410-89-79-605-14
Total				\$7,513.25	
Hargrave Builders Inc					176
20243016	20-2542-323-00-79	Repairs & Maint Buildings	05/01/2024	6,829.00	20-2542-323-00-79
20243016	20-2542-520-00-79	Building projects	05/01/2024	872.00	20-2542-520-00-79
20243016	20-2542-520-00-79	Building projects	05/01/2024	4,091.00	20-2542-520-00-79
20243016	20-2542-520-00-79	Building projects	05/01/2024	891.00	20-2542-520-00-79
20243016	20-2542-520-00-79	Building projects	05/01/2024	3,270.04	20-2542-520-00-79
Total				\$15,953.04	
Hershey Creamery Company					
24051817	10-2560-415-00-74-210-13	Cafe Food Heineman	05/01/2024	2,000.00	10-2560-415-00-74-210-13
24051807	10-2560-415-00-72-220-13	Cafe Food Marlowe	05/01/2024	2,000.00	10-2560-415-00-72-220-13
24051797	10-2560-415-00-71-300-13	Cafe Food HS	05/01/2024	2,000.00	10-2560-415-00-71-300-13
Total				\$6,000.00	
Hi-Line Utility Supply Company LLC					
20243042	20-2542-410-00-79	Supplies B & G	05/03/2024	782.69	20-2542-410-00-79
Total				\$782.69	
Hinckley Springs					
20243017	10-1200-410-00-79-600-14	Supplies Sp Ed	05/01/2024	42.75	10-1200-410-00-79-600-14
Total				\$42.75	



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 19 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Home Depot Credit Services					
24050067	20-2542-410-00-79	Supplies B & G	05/01/2024	1,500.00	20-2542-410-00-79
			Total	\$1,500.00	
Home Juice Corp					
24051787	10-2560-415-00-74-210-13	Cafe Food Heineman	05/01/2024	500.00	10-2560-415-00-74-210-13
			Total	\$500.00	
IHSA					
20243132	10-1130-335-00-71-300-13	Curriculum/FVC Competitions	05/09/2024	290.00	10-1130-335-00-71-300-13
			Total	\$290.00	
Illinois Office of the State Fire Marshal					
20243043	20-2542-390-00-79	Other Purchased Service	05/03/2024	140.00	20-2542-390-00-79
20243081	20-2542-390-00-79	Other Purchased Service	05/06/2024	2,240.00	20-2542-390-00-79
			Total	\$2,380.00	
Illinois School For The Deaf					
20243095	40-2552-331-00-79	Contracted Transportation	05/07/2024	516.00	40-2552-331-00-79
			Total	\$516.00	
Incrediblebats Inc					
20243142	10-1125-390-97-79-600-14	All Children Purchased Service	05/09/2024	800.00	10-1125-390-97-79-600-14
			Total	\$800.00	
Industrial Door Company					
20243082	20-2542-323-00-79	Repairs & Maint Buildings	05/06/2024	4,036.01	20-2542-323-00-79
			Total	\$4,036.01	
Interstate Battery Center					
24050077	20-2542-410-00-79	Supplies B & G	05/01/2024	200.00	20-2542-410-00-79

177



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 20 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
				Total	\$200.00
IXL Learning Inc					
20243125			05/09/2024	0.00	
20243125			05/09/2024	0.00	
20243125	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	05/09/2024	(133.00)	10-2212-310-00-79-505-14
20243125	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	05/09/2024	(211.50)	10-2212-310-00-79-505-14
20243125	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	05/09/2024	5,850.00	10-2212-310-00-79-505-14
20243125	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	05/09/2024	312.50	10-2212-310-00-79-505-14
20243125	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	05/09/2024	1,800.00	10-2212-310-00-79-505-14
20243125	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	05/09/2024	(325.00)	10-2212-310-00-79-505-14
				Total	\$7,293.00
JJ Keller & Associates Inc					
20243096	40-2552-331-00-79	Contracted Transportation	05/07/2024	612.00	40-2552-331-00-79
				Total	\$612.00
Johnson Floor Co					
20242982	20-2549-323-00-74-600	Insurance Claim Repair	04/26/2024	1,530.00	20-2549-323-00-74-600
				Total	\$1,530.00
Jones School Supply					
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	1.98	10-2410-410-00-74-210-14
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	3.78	10-2410-410-00-74-210-14
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	10.00	10-2410-410-00-74-210-14
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	1.98	10-2410-410-00-74-210-14
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	1.98	10-2410-410-00-74-210-14
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	1.98	10-2410-410-00-74-210-14
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	0.99	10-2410-410-00-74-210-14
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	1.98	10-2410-410-00-74-210-14
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	3.78	10-2410-410-00-74-210-14
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	3.78	10-2410-410-00-74-210-14
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	1.89	10-2410-410-00-74-210-14



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 21 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	2.90	10-2410-410-00-74-210-14
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	1.98	10-2410-410-00-74-210-14
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	3.78	10-2410-410-00-74-210-14
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	6.37	10-2410-410-00-74-210-14
20243028	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/01/2024	3.78	10-2410-410-00-74-210-14
				Total	\$52.93
Kasprzak, Camille					
20243018	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/01/2024	2,050.00	10-1101-310-00-79-605-14
20243019	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/01/2024	2,100.00	10-1101-310-00-79-605-14
20243018			05/01/2024	0.00	
20243018	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/01/2024	5,250.00	10-1101-310-00-79-605-14
				Total	\$9,400.00
Leach Enterprises Inc					
24050787	40-2554-410-00-79	Fleet Supplies	05/01/2024	20,000.00	40-2554-410-00-79
				Total	\$20,000.00
LearnWell					
24051587	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	05/01/2024	6,000.00	10-4210-670-00-79-600-14
				Total	\$6,000.00
LGMC					
20243075	10-2120-410-00-71-300-13	Supplies Counseling HS	05/06/2024	50.00	10-2120-410-00-71-300-13
				Total	\$50.00
Lincoln National Life					
24050447	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	05/01/2024	30,000.00	10-2310-220-00-79-600-14
				Total	\$30,000.00
Little City Foundation					
24050587	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	13,000.00	10-4220-670-00-79-600-14

179



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 22 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
				Total	\$13,000.00
Lowes Pro Supply					
20243083	20-2542-410-00-79	Supplies B & G	05/06/2024	8.40	20-2542-410-00-79
20243083	20-2542-410-00-79	Supplies B & G	05/06/2024	24.64	20-2542-410-00-79
20242946	20-2542-410-00-79	Supplies B & G	04/24/2024	67.24	20-2542-410-00-79
20242946	20-2542-410-00-79	Supplies B & G	04/24/2024	(4.98)	20-2542-410-00-79
20242946	20-2542-410-00-79	Supplies B & G	04/24/2024	(15.18)	20-2542-410-00-79
				Total	\$80.12
Mainstage Theatrical Supply					
20243033	10-2223-490-00-79-600-14	PAC Invent Supplies	05/03/2024	23,360.00	10-2223-490-00-79-600-14
20243033	10-2223-490-00-79-600-14	PAC Invent Supplies	05/03/2024	452.00	10-2223-490-00-79-600-14
				Total	\$23,812.00
Marklund Children`s Home					
24050507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	0.00	10-4220-670-00-79-600-14
24050507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	9,160.83	10-4220-670-00-79-600-14
24050507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	9,160.83	10-4220-670-00-79-600-14
24050507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	0.00	10-4220-670-00-79-600-14
24050507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	0.00	10-4220-670-00-79-600-14
				Total	\$18,321.66
Matco Tools Corp					
20242990	10-1100-421-00-74-500-14	Materials 6-12	04/29/2024	1,891.00	10-1100-421-00-74-500-14
20242990	10-1100-421-00-74-500-14	Materials 6-12	04/29/2024	1,102.50	10-1100-421-00-74-500-14
				Total	\$2,993.50
Math Learning Center					
20243115	10-1100-410-56-79-605-14	RTI Materials 6-12	05/08/2024	70.00	10-1100-410-56-79-605-14
20243116			05/08/2024	0.00	
20243114			05/08/2024	0.00	
20243116	10-1100-410-56-79-605-14	RTI Materials 6-12	05/08/2024	75.00	10-1100-410-56-79-605-14

180



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 23 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243115	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	11.60	10-1100-410-56-79-605-14
20243115	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	75.00	10-1100-410-56-79-605-14
20243114	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	10.00	10-1100-410-56-79-605-14
20243114	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	75.00	10-1100-410-56-79-605-14
20243115			05/08/2024	0.00	
20243116	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/08/2024	10.00	10-1100-410-56-79-605-14
				Total	\$326.60
McHenry Specialties					
20243044	10-1130-410-33-71-305-13	Academies Supplies	05/03/2024	89.00	10-1130-410-33-71-305-13
20242987	10-1130-410-33-71-305-13	Academies Supplies	04/26/2024	346.50	10-1130-410-33-71-305-13
20243076	10-2190-410-00-71-300-12	Graduation Supplies HHS	05/06/2024	68.25	10-2190-410-00-71-300-12
20242987	10-1130-410-33-71-305-13	Academies Supplies	04/26/2024	37.00	10-1130-410-33-71-305-13
				Total	\$540.75
McMaster Carr Supply Co					
24050287	20-2542-410-00-79	Supplies B & G	05/01/2024	700.00	20-2542-410-00-79
				Total	\$700.00
MDC Environmental Serv					
24050117	20-2542-321-00-79	Sanitation/Exterminating	05/01/2024	3,354.86	20-2542-321-00-79
20243097	20-2542-321-00-79	Sanitation/Exterminating	05/07/2024	314.40	20-2542-321-00-79
				Total	\$3,669.26
Media Leaders LLC					
20243020	10-1100-310-68-79-600-14	ARP CP2 Instruc Pur Svc	05/01/2024	15,000.00	10-1100-310-68-79-600-14
				Total	\$15,000.00
Menards Inc					
24050127	20-2542-410-00-79	Supplies B & G	05/01/2024	1,000.00	20-2542-410-00-79
				Total	\$1,000.00
Mesirow Insurance Services Inc					

181



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 24 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
24050467	10-1100-220-00-79-600-14	Regular Programs Insurance	05/01/2024	17,500.00	10-1100-220-00-79-600-14
				Total	\$17,500.00
Metlife					
24051597	10-1100-220-00-79-600-14	Regular Programs Insurance	05/01/2024	75,000.00	10-1100-220-00-79-600-14
				Total	\$75,000.00
Metro Prep					
24051958	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	12,000.00	10-4220-670-00-79-600-14
				Total	\$12,000.00
MHS Inc					
20243029	10-2140-410-92-79-605-14	IDEA Psychological Supplies	05/02/2024	285.00	10-2140-410-92-79-605-14
				Total	\$285.00
Midwest Transit Equip Kankakee					
24050697	40-2550-323-00-79	Repairs and Maintenance	05/01/2024	5,000.00	40-2550-323-00-79
				Total	\$5,000.00
Miller Hall & Triggs LLC					
24051527	10-2310-318-00-74-500-14	Legal Board	05/01/2024	5,000.00	10-2310-318-00-74-500-14
				Total	\$5,000.00
MPS					
20243012	10-1100-423-00-74-500-14	New Adoption 6-12	05/01/2024	0.00	10-1100-423-00-74-500-14
20243012	10-1100-423-00-74-500-14	New Adoption 6-12	05/01/2024	307.96	10-1100-423-00-74-500-14
20243012	10-1100-423-00-74-500-14	New Adoption 6-12	05/01/2024	1,560.00	10-1100-423-00-74-500-14
20243012	10-1100-423-00-74-500-14	New Adoption 6-12	05/01/2024	6,159.20	10-1100-423-00-74-500-14
20243012	10-1100-423-00-74-500-14	New Adoption 6-12	05/01/2024	0.00	10-1100-423-00-74-500-14
				Total	\$8,027.16

182

NASN



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 25 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20242944	10-2130-332-00-79-600-14	Health Travel	04/24/2024	146.00	10-2130-332-00-79-600-14
			Total	\$146.00	
Neuco					
24050147	20-2542-410-00-79	Supplies B & G	05/01/2024	1,000.00	20-2542-410-00-79
			Total	\$1,000.00	
New Connections Academy					
24050397	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	12,000.00	10-4220-670-00-79-600-14
			Total	\$12,000.00	
New England Center for Children					
24051057	10-1200-310-92-79-600-14	IDEA General Purchased Service	05/01/2024	733.95	10-1200-310-92-79-600-14
			Total	\$733.95	183
North American Corporation					
24050017	20-2542-410-00-79	Supplies B & G	05/01/2024	12,000.00	20-2542-410-00-79
			Total	\$12,000.00	
Northwestern Illinois Association					
20243021	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	30,864.00	10-4220-670-00-79-600-14
			Total	\$30,864.00	
Northwestern Medicine Occupational Health					
20243098	40-2550-310-00-79	Prof & Tech Service Trans	05/07/2024	760.00	40-2550-310-00-79
20243099	40-2550-310-00-79	Prof & Tech Service Trans	05/07/2024	510.00	40-2550-310-00-79
			Total	\$1,270.00	
Northwestern Medicine					
24051547	10-2130-220-00-79-600-14	Health Services Insurance	05/01/2024	2,000.00	10-2130-220-00-79-600-14
24051547	10-2642-390-00-74-500-14	Purchased Service Human Res	05/01/2024	250.00	10-2642-390-00-74-500-14
			Total	\$2,250.00	



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 26 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Omni Commercial Lighting Service					
24050177	20-2542-323-00-79	Repairs & Maint Buildings	05/01/2024	1,000.00	20-2542-323-00-79
			Total	\$1,000.00	
Ottosen DiNolfo Hasenbalg & Castaldo Ltd					
24050797	10-2310-318-00-74-500-14	Legal Board	05/01/2024	3,000.00	10-2310-318-00-74-500-14
			Total	\$3,000.00	
Paddock Publications Inc					
20243077	10-1200-310-92-79-600-14	IDEA General Purchased Service	05/06/2024	49.45	10-1200-310-92-79-600-14
			Total	\$49.45	
Pakkos Enterprises					
20242973	10-2410-491-00-71-300-13	Rebate Supplies High School	04/25/2024	4,895.12	10-2410-491-00-71-300-13
20242973	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	04/25/2024	614.88	10-2213-415-00-71-300-13
			Total	\$5,510.00	
Panera Bread					
20242972	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	04/25/2024	439.93	10-2213-415-00-72-120-13
			Total	\$439.93	
Parkland Preparatory Academy Inc					
24051960	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	15,000.00	10-4220-670-00-79-600-14
			Total	\$15,000.00	
Partnering for Prevention LLC					
24051777	10-2210-310-68-79-600-14	ARP CP2 Imp Inst Pur Svc	05/01/2024	8,000.00	10-2210-310-68-79-600-14
			Total	\$8,000.00	
Pepsi-Cola Gen Bot Inc					
24051487	10-2560-415-00-71-300-13	Cafe Food HS	05/01/2024	7,500.00	10-2560-415-00-71-300-13

184



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 27 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
				Total	\$7,500.00
Perfection Learning Corp					
20243001	10-1100-410-75-79-600-14	ESSER III Instruc Supplies	04/30/2024	292.14	10-1100-410-75-79-600-14
20243001	10-1100-410-75-79-600-14	ESSER III Instruc Supplies	04/30/2024	35.06	10-1100-410-75-79-600-14
20243001	10-1100-410-75-79-600-14	ESSER III Instruc Supplies	04/30/2024	7.99	10-1100-410-75-79-600-14
				Total	\$335.19
Perspectives Ltd					
24050277	10-2510-220-00-79-600-14	Direction of Business Serv Ins	05/01/2024	1,326.00	10-2510-220-00-79-600-14
				Total	\$1,326.00
Pomps Tire Service Inc					
185					
24050837	40-2554-410-00-79	Fleet Supplies	05/01/2024	5,000.00	40-2554-410-00-79
				Total	\$5,000.00
Pro Com Systems Inc					
24050557	10-2660-390-00-79-600-14	Purchased Service Technology	05/01/2024	2,000.00	10-2660-390-00-79-600-14
				Total	\$2,000.00
Project Lead the Way					
20242975	10-1130-390-67-71-300-13	PLTW Pur Svc 6-12	04/25/2024	2,400.00	10-1130-390-67-71-300-13
				Total	\$2,400.00
R & G Consultants Inc					
20243138			05/09/2024	0.00	
20243138	10-2520-310-00-74-500-14	Prof & Tech Fiscal	05/09/2024	12,730.49	10-2520-310-00-74-500-14
20243138			05/09/2024	0.00	
				Total	\$12,730.49
Raby, Stephanie					
20243139	10-2310-318-00-74-500-14	Legal Board	05/09/2024	800.00	10-2310-318-00-74-500-14



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 28 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
				Total	\$800.00
Really Great Reading					
20243127			05/09/2024	0.00	
20243126			05/09/2024	0.00	
20243127	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	05/09/2024	1,520.00	10-2212-310-00-79-505-14
20243126	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	05/09/2024	2,280.00	10-2212-310-00-79-505-14
				Total	\$3,800.00
Renaissance					
20243128			05/09/2024	0.00	
20243034	10-2230-312-00-79-600-14	Testing/Assessment 6-12	05/03/2024	5,438.41	10-2230-312-00-79-600-14
20243034	10-2230-312-00-79-600-14	Testing/Assessment 6-12	05/03/2024	4,078.80	10-2230-312-00-79-600-14
20243034	10-2230-312-00-79-600-14	Testing/Assessment 6-12	05/03/2024	11,882.09	10-2230-312-00-79-600-14
20243034	10-2230-312-00-79-600-14	Testing/Assessment 6-12	05/03/2024	14,187.23	10-2230-312-00-79-600-14
20243034	10-2230-312-00-79-600-14	Testing/Assessment 6-12	05/03/2024	10,878.10	10-2230-312-00-79-600-14
20243129			05/09/2024	0.00	
20243129			05/09/2024	0.00	
20243129	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	05/09/2024	491.20	10-2212-310-00-79-505-14
20243128			05/09/2024	0.00	
20243128	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	05/09/2024	736.80	10-2212-310-00-79-505-14
				Total	\$47,692.63
Revtrak, Inc.					
24050487	10-2523-319-00-79-600-14	Banking Fees	05/01/2024	10,000.00	10-2523-319-00-79-600-14
				Total	\$10,000.00
Rex Radiator & Welding Co					
20243100	40-2554-410-00-79	Fleet Supplies	05/07/2024	595.00	40-2554-410-00-79
				Total	\$595.00
Robles, Noel					
20243022	10-1100-410-68-79-600-14	ARP CP2 Instr Supplies	05/01/2024	(150.00)	10-1100-410-68-79-600-14

186



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 29 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243022	10-1100-410-68-79-600-14	ARP CP2 Instr Supplies	05/01/2024	550.00	10-1100-410-68-79-600-14
20243023	10-1100-410-68-79-600-14	ARP CP2 Instr Supplies	05/01/2024	550.00	10-1100-410-68-79-600-14
20243023	10-1100-410-68-79-600-14	ARP CP2 Instr Supplies	05/01/2024	(350.00)	10-1100-410-68-79-600-14
Total				\$600.00	
Rush Truck Center Huntley					
24050747	40-2554-410-00-79	Fleet Supplies	05/01/2024	20,000.00	40-2554-410-00-79
Total				\$20,000.00	
Safe & Civil Schools					
20243117			05/08/2024	0.00	
20243117	10-1130-410-85-79-605-14	Title IV Supplies	05/08/2024	34.30	10-1130-410-85-79-605-14
20243117	10-1130-410-85-79-605-14	Title IV Supplies	05/08/2024	490.00	10-1130-410-85-79-605-14
Total				\$524.30	
Safe Step LLC					
20243002	20-2543-323-00-79	Repairs-Grounds	04/30/2024	3,256.00	20-2543-323-00-79
20243089	20-2540-310-00-79	Professional & Technical	05/07/2024	1,200.00	20-2540-310-00-79
Total				\$4,456.00	
Safety Kleen Systems Inc					
20242983	40-2550-310-00-79	Prof & Tech Service Trans	04/26/2024	132.28	40-2550-310-00-79
Total				\$132.28	
Savvas Learning Co LLC					
20242991	10-1100-423-00-74-500-14	New Adoption 6-12	04/29/2024	390.00	10-1100-423-00-74-500-14
20242991	10-1100-423-00-74-500-14	New Adoption 6-12	04/29/2024	520.00	10-1100-423-00-74-500-14
Total				\$910.00	
Schocks Towing					
20242984	40-2550-323-00-79	Repairs and Maintenance	04/26/2024	225.00	40-2550-323-00-79
Total				\$225.00	

187



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 30 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
School Health Corporation					
20242945	10-2130-410-00-79-600-14	Supplies Health	04/24/2024	8,360.00	10-2130-410-00-79-600-14
			Total	\$8,360.00	
Schoolbells Ltd					
24050657	40-2552-331-00-79	Contracted Transportation	05/01/2024	40,000.00	40-2552-331-00-79
			Total	\$40,000.00	
Schuring & Schuring Inc					
24051375	10-2560-415-00-72-220-13	Cafe Food Marlowe	05/01/2024	4,000.00	10-2560-415-00-72-220-13
24051387	10-2560-415-00-74-210-13	Cafe Food Heineman	05/01/2024	4,000.00	10-2560-415-00-74-210-13
24051377	10-2560-415-00-74-150-13	Cafe Food Conley	05/01/2024	5,000.00	10-2560-415-00-74-150-13
24051327	10-2560-415-00-71-300-13	Cafe Food HS	05/01/2024	7,000.00	10-2560-415-00-71-300-13
24051397	10-2560-415-97-79-600-14	All Children Snacks	05/01/2024	150.00	10-2560-415-97-79-600-14
24051374	10-2560-415-00-72-120-13	Cafe Food Martin	05/01/2024	8,000.00	10-2560-415-00-72-120-13
24051367	10-2560-415-00-74-140-13	Cafe Food Mackeben	05/01/2024	5,000.00	10-2560-415-00-74-140-13
24051373	10-2560-415-00-72-110-13	Cafe Food Chesak	05/01/2024	8,000.00	10-2560-415-00-72-110-13
24051317	10-2560-415-00-71-100-13	Cafe Food Leggee	05/01/2024	6,000.00	10-2560-415-00-71-100-13
			Total	\$47,150.00	
Secretary of State 12					
24050957	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	\$4.00	
Secretary of State 10					
24050937	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	\$4.00	
Secretary of State 11					
24050947	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	\$4.00	

188



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 31 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Secretary of State 13					
24050967	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	
Secretary of State 1					
24050847	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	
Secretary of State 14					
24050977	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	
Secretary of State 15					
24050987	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	
Secretary of State 16					
24050997	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	
Secretary of State 17					
24051007	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	
Secretary of State 18					
24051017	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	
Secretary of State 19					
24051027	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	

189



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 32 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Secretary of State 20					
24051037	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	
Secretary of State 2					
24050857	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	
Secretary of State 3					
24050867	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	
Secretary of State 4					
24050877	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	
Secretary of State 5					
24050887	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	
Secretary of State 6					
24050897	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	
Secretary of State 7					
24050907	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	
Secretary of State 8					
24050917	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	<u>4.00</u> \$4.00	

190



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 33 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Secretary of State 9					
24050927	40-2550-310-00-79	Prof & Tech Service Trans	05/01/2024	4.00	40-2550-310-00-79
			Total	\$4.00	
SEDOM of McHenry County					
24051537	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	05/01/2024	2,400.00	10-4210-670-00-79-600-14
			Total	\$2,400.00	
Senase, Judith					
20243045	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	05/03/2024	900.00	10-2150-310-92-79-600-14
			Total	\$900.00	
Service Sanitation Inc					
20243140	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	05/09/2024	188.01	10-1500-320-00-71-300-13
20243078	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	05/06/2024	223.93	10-1500-320-00-71-300-13
20243078	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	05/06/2024	335.63	10-1500-320-00-71-300-13
			Total	\$747.57	
SNA Depository					
20242979	10-2561-640-00-79-600-14	Dir Food Service Dues & Fees	04/25/2024	166.00	10-2561-640-00-79-600-14
			Total	\$166.00	
South Campus					
24051961	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	15,000.00	10-4220-670-00-79-600-14
			Total	\$15,000.00	
Speech Corner LLC					
20243030	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	05/02/2024	8.99	10-2150-410-92-79-605-14
20243030	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	05/02/2024	27.99	10-2150-410-92-79-605-14
20243030	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	05/02/2024	27.99	10-2150-410-92-79-605-14
20243030	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	05/02/2024	27.99	10-2150-410-92-79-605-14
			Total	\$92.96	



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 34 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Spotter Staffing LLC					
24050647	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/01/2024	39,000.00	10-1101-310-00-79-605-14
			Total	\$39,000.00	
Stark & Son Trenching Inc					
20242947	20-2543-323-00-79	Repairs-Grounds	04/24/2024	950.00	20-2543-323-00-79
			Total	\$950.00	
Steiner Electric Company					
24051637	20-2542-410-00-79	Supplies B & G	05/01/2024	1,000.00	20-2542-410-00-79
20242976	20-2542-410-00-79	Supplies B & G	04/25/2024	885.65	20-2542-410-00-79
20243133	20-2542-410-00-79	Supplies B & G	05/09/2024	817.15	20-2542-410-00-79
20243133			05/09/2024	0.00	
			Total	\$2,702.80	
Stevens Group					
20243134	10-2630-410-00-74-500-14	Communications Supplies	05/09/2024	990.00	10-2630-410-00-74-500-14
20243134	10-2630-410-00-74-500-14	Communications Supplies	05/09/2024	150.00	10-2630-410-00-74-500-14
20243134	10-2630-410-00-74-500-14	Communications Supplies	05/09/2024	90.28	10-2630-410-00-74-500-14
20243135	10-2630-410-00-74-500-14	Communications Supplies	05/09/2024	585.00	10-2630-410-00-74-500-14
20243135	10-2630-410-00-74-500-14	Communications Supplies	05/09/2024	91.98	10-2630-410-00-74-500-14
			Total	\$1,907.26	
Summit School Inc					
24051962	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	10,000.00	10-4220-670-00-79-600-14
			Total	\$10,000.00	
Sunbelt Staffing LLC					
24050537	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/01/2024	30,000.00	10-1101-310-00-79-605-14
			Total	\$30,000.00	
Super Duper Publications					

192



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 35 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243080	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	05/06/2024	29.95	10-2150-410-92-79-605-14
20243080	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	05/06/2024	34.95	10-2150-410-92-79-605-14
20243080	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	05/06/2024	9.95	10-2150-410-92-79-605-14
Total				\$74.85	
Superior Test & Balance Inc					
20243046	20-2540-310-00-79	Professional & Technical	05/03/2024	1,360.00	20-2540-310-00-79
Total				\$1,360.00	
Swank Motion Pictures Inc					
20243003	10-3100-310-68-79-600-14	ARP CP2 Comm Svc Pur Svc	04/30/2024	1,785.00	10-3100-310-68-79-600-14
Total				\$1,785.00	193
Talerico Martin Corp					
24050377	10-2560-415-00-74-210-13	Cafe Food Heineman	05/01/2024	2,500.00	10-2560-415-00-74-210-13
24050378	10-2560-415-00-71-300-13	Cafe Food HS	05/01/2024	10,000.00	10-2560-415-00-71-300-13
24050387	10-2560-415-00-72-220-13	Cafe Food Marlowe	05/01/2024	1,000.00	10-2560-415-00-72-220-13
Total				\$13,500.00	
Tennant Sales and Service					
20243035			05/03/2024	0.00	
20243035	20-2542-410-00-79	Supplies B & G	05/03/2024	23.30	20-2542-410-00-79
20242992	20-2542-410-00-79	Supplies B & G	04/29/2024	23.30	20-2542-410-00-79
Total				\$46.60	
Therapy Shoppe Inc					
20243031	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	05/02/2024	15.98	10-2130-410-92-79-605-14
20243031	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	05/02/2024	37.98	10-2130-410-92-79-605-14
20243031	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	05/02/2024	9.98	10-2130-410-92-79-605-14
20243031	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	05/02/2024	54.99	10-2130-410-92-79-605-14
20243031	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	05/02/2024	11.58	10-2130-410-92-79-605-14
20243031	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	05/02/2024	14.44	10-2130-410-92-79-605-14



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 36 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243031	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	05/02/2024	7.98	10-2130-410-92-79-605-14
20243031	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	05/02/2024	5.98	10-2130-410-92-79-605-14
				Total	\$158.91
Therapy Staff Aequor Healthcare					
24050547	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/01/2024	20,000.00	10-1101-310-00-79-605-14
				Total	\$20,000.00
Thomson Reuters					
24050307	10-2660-319-61-79-600-14	Software Maintenance	05/01/2024	1,066.12	10-2660-319-61-79-600-14
				Total	\$1,066.12
Tribe Country Farms Inc					
20243101	10-2560-415-00-74-210-13	Cafe Food Heineman	05/07/2024	33.75	10-2560-415-00-74-210-13
20243136	10-2560-415-00-74-210-13	Cafe Food Heineman	05/09/2024	33.75	10-2560-415-00-74-210-13
20242974	10-2560-415-00-74-210-13	Cafe Food Heineman	04/25/2024	47.25	10-2560-415-00-74-210-13
20242974	10-2560-415-00-72-220-13	Cafe Food Marlowe	04/25/2024	47.25	10-2560-415-00-72-220-13
20243101	10-2560-415-00-71-300-13	Cafe Food HS	05/07/2024	108.00	10-2560-415-00-71-300-13
20243137	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	05/09/2024	3,000.00	10-2560-315-00-74-500-14
20243101	10-2560-415-00-74-210-13	Cafe Food Heineman	05/07/2024	47.25	10-2560-415-00-74-210-13
20243137	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	05/09/2024	4,326.57	10-2560-310-00-71-300-13
20243137	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	05/09/2024	1,644.10	10-2560-310-00-71-300-13
20243101	10-2560-415-00-71-300-13	Cafe Food HS	05/07/2024	108.00	10-2560-415-00-71-300-13
20243136	10-2560-415-00-71-300-13	Cafe Food HS	05/09/2024	108.00	10-2560-415-00-71-300-13
20243136	10-2560-415-00-72-220-13	Cafe Food Marlowe	05/09/2024	47.25	10-2560-415-00-72-220-13
				Total	\$9,551.17
Truseal					
20242993	20-2549-323-00-74-600	Insurance Claim Repair	04/29/2024	1,500.00	20-2549-323-00-74-600
20242993			04/29/2024	0.00	
				Total	\$1,500.00
Uline					



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 37 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243024	20-2542-410-00-79	Supplies B & G	05/01/2024	1,473.99	20-2542-410-00-79
20243130	10-1130-410-00-71-300-13	Inst Supplies HS	05/09/2024	22.89	10-1130-410-00-71-300-13
20243130	10-1130-410-00-71-300-13	Inst Supplies HS	05/09/2024	145.00	10-1130-410-00-71-300-13
20243024	20-2542-410-00-79	Supplies B & G	05/01/2024	778.31	20-2542-410-00-79
Total				\$2,420.19	
Unity School Bus Parts, Inc					
20243102	40-2554-410-00-79	Fleet Supplies	05/07/2024	95.14	40-2554-410-00-79
20242986	40-2554-410-00-79	Fleet Supplies	04/26/2024	229.59	40-2554-410-00-79
20242985	40-2554-410-00-79	Fleet Supplies	04/26/2024	259.39	40-2554-410-00-79
Total				\$584.12	
Veregy Central LLC					
20243032			05/02/2024	0.00	
20243032	40-2552-590-00-79	EV Bus Power Station	05/02/2024	8,465.98	40-2552-590-00-79
20243032	60-2530-490-00-74-155	EV Infrastructure	05/02/2024	133,186.00	60-2530-490-00-74-155
Total				\$141,651.98	
Verizon Wireless					
24051607	20-2540-340-00-79	Telephone - Districtwide	05/01/2024	7,000.00	20-2540-340-00-79
Total				\$7,000.00	
VILLAGE OF ALGONQUIN					
24050137	20-2546-310-00-71-305	Resource Officer	05/01/2024	9,807.48	20-2546-310-00-71-305
Total				\$9,807.48	
Village of Huntley					
24051517	20-2546-310-00-71-305	Resource Officer	05/01/2024	6,201.67	20-2546-310-00-71-305
20243026	20-2546-310-00-71-305	Resource Officer	05/01/2024	390.00	20-2546-310-00-71-305
20243025	20-2546-310-00-71-305	Resource Officer	05/01/2024	568.75	20-2546-310-00-71-305
Total				\$7,160.42	
Village of Lake in the Hills					

195



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 38 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243027	20-2546-310-00-71-305	Resource Officer	05/01/2024	119.30	20-2546-310-00-71-305
24050687	20-2546-310-00-71-305	Resource Officer	05/01/2024	6,527.00	20-2546-310-00-71-305
		Total		\$6,646.30	
Virtual Connections Academy					
24051757	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	23,000.00	10-4220-670-00-79-600-14
		Total		\$23,000.00	
Visions LLC					
24051737	10-2130-310-92-79-600-14	IDEA Health Services	05/01/2024	12,000.00	10-2130-310-92-79-600-14
		Total		\$12,000.00	
VSP of Illinois NFP					
24050457	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	05/01/2024	10,000.00	10-2310-220-00-79-600-14
		Total		\$10,000.00	
WEX BANK					
24050767	40-2552-464-00-79	Diesel/Gasoline	05/01/2024	300.00	40-2552-464-00-79
24050777	10-1700-464-21-71-300-13	Driver Education Gasoline	05/01/2024	2,000.00	10-1700-464-21-71-300-13
24050777	10-1500-332-00-71-300-13	Athletic Trips HS	05/01/2024	500.00	10-1500-332-00-71-300-13
		Total		\$2,800.00	
William H Sadlier Inc					
20243038	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	1,444.15	10-1100-421-00-74-500-14
20243038	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	180.00	10-1100-421-00-74-500-14
20243038	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	220.00	10-1100-421-00-74-500-14
20242996	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	50.00	10-2212-310-00-79-505-14
20242996	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	0.00	10-2212-310-00-79-505-14
20242995	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	14.00	10-2212-310-00-79-505-14
20242996	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	424.75	10-2212-310-00-79-505-14
20242995	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	167.58	10-2212-310-00-79-505-14
20242995	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	280.00	10-2212-310-00-79-505-14

196



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 39 of 41

197

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20243038	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	1,868.90	10-1100-421-00-74-500-14
20242995	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	0.00	10-2212-310-00-79-505-14
20243038	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	1,529.10	10-1100-421-00-74-500-14
20243038	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	170.00	10-1100-421-00-74-500-14
20242996	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	1,390.00	10-2212-310-00-79-505-14
20242996	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	0.00	10-2212-310-00-79-505-14
20242996	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	90.74	10-2212-310-00-79-505-14
20242995	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	0.00	10-2212-310-00-79-505-14
20243038	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	242.11	10-1100-421-00-74-500-14
20243039	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	101.94	10-1100-421-00-74-500-14
20243038	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	28.50	10-1100-421-00-74-500-14
20243039	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	2,038.80	10-1100-421-00-74-500-14
20243039	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	240.00	10-1100-421-00-74-500-14
20243040	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	20.00	10-1100-421-00-74-500-14
20243040	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	169.90	10-1100-421-00-74-500-14
20243040	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	400.00	10-1100-421-00-74-500-14
20243040	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	3,398.00	10-1100-421-00-74-500-14
20243039	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	12.00	10-1100-421-00-74-500-14
20243037	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	1,444.15	10-1100-421-00-74-500-14
20242996	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	2.50	10-2212-310-00-79-505-14
20242994	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	2,463.55	10-2212-310-00-79-505-14
20242994	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	1,251.00	10-2212-310-00-79-505-14
20242995	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	973.00	10-2212-310-00-79-505-14
20243118	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/08/2024	119.90	10-1100-410-89-79-605-14
20243118			05/08/2024	0.00	
20243036	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	1,444.15	10-1100-421-00-74-500-14
20243036	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	1,868.90	10-1100-421-00-74-500-14
20243036	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	170.00	10-1100-421-00-74-500-14
20243036	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	220.00	10-1100-421-00-74-500-14
20243036	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	165.65	10-1100-421-00-74-500-14
20243118	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/08/2024	5.95	10-1100-410-89-79-605-14
20243118	10-1100-410-89-79-605-14	Title IA Impr Instr Supplies	05/08/2024	14.39	10-1100-410-89-79-605-14
20242994	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	290.00	10-2212-310-00-79-505-14
20242995	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	2,378.60	10-2212-310-00-79-505-14



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 4/24/2024 to 5/9/2024

Printed: 5/9/2024 2:30 PM

Page 40 of 41

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20242994	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	14.50	10-2212-310-00-79-505-14
20242994	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	185.73	10-2212-310-00-79-505-14
20243037	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	22.00	10-1100-421-00-74-500-14
20243036	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	19.50	10-1100-421-00-74-500-14
20242994	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	0.00	10-2212-310-00-79-505-14
20243037	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	270.00	10-1100-421-00-74-500-14
20243037	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	170.00	10-1100-421-00-74-500-14
20243037	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	2,293.65	10-1100-421-00-74-500-14
20242994	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	04/29/2024	0.00	10-2212-310-00-79-505-14
20243037	10-1100-421-00-74-500-14	Materials 6-12	05/03/2024	186.89	10-1100-421-00-74-500-14
				Total	\$30,454.48
Winston Knolls Education Group					198
24051747	10-4220-670-00-79-600-14	Sp Ed Private Tuition	05/01/2024	6,500.00	10-4220-670-00-79-600-14
				Total	\$6,500.00
Zero Card					
24050477	10-1100-220-00-79-600-14	Regular Programs Insurance	05/01/2024	2,500.00	10-1100-220-00-79-600-14
				Total	\$2,500.00
Zieglers Ace Hardware					
24050267	20-2542-410-00-79	Supplies B & G	05/01/2024	300.00	20-2542-410-00-79
				Total	\$300.00
				Total	\$3,513,038.24