

Regular Agenda

Date: Thursday, December 18, 2025

Meeting: Regular Meeting 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 educate and empower all students always.

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

Agenda

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

1. **Call to Order / Roll Call (A)** (Mr. Troy)

Call to order the Regular Meeting at ___:___ p.m. A quorum must be met.

Roll Call: Ayes / Absent / Motion _____

Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy

2. **Closed Session / Roll Call (A)** (Mr. Troy)

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; **(10)** Student Disciplinary; **(11)** The placement of individual students in special education programs and other matters relating to individual students; **(12)** Litigation **(15)** Discussion of minutes of meetings lawfully closed under this Act.

Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy

Roll Call: Ayes / Nays / Absent / Motion _____

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. Troy) *approx. 7:00 p.m.*

Resume the Regular meeting at ___:___ p.m.

Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy

Roll Call: Ayes / Absent / Motion _____

1. **Action as Required / Roll Call** (Mr. Troy)

Will come from the Board.

Roll Call: Ayes / Nays / Absent / Motion _____

Action: Recommendation will come from the Board.

Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy

4. **Pledge of Allegiance** (Mr. Troy)

The following students from the Early Childhood Center will lead us in the pledge:

Josie La Porta, Lincoln Schmidt, Harper Fletcher, Aashvi Gupta, Myles Quintero, Jack Speere, Max Speere, Sebastian Ortiz, Michaela Bernaky, Jianna Rowdy, Finnigan Toben, Dominic Divito and Aliyah Duner

5. **Public Comment** (Mr. Troy)

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.

6. **Suspend Regular Meeting (A)** (Mr. Troy) *(approx. 7:15 p.m.)*

Motion to suspend the regular meeting at ___ p.m. to hold the Levy Hearing.

Roll Call: Ayes / Nays / Motion _

7. **Levy Hearing (A)** (At approximately 7:15 p.m.) 1

8. **Resume Regular Meeting (A)** (Mr. Troy)
Resume the Regular Meeting at ____ p.m.
Roll Call: Ayes / Absent / Motion _____
9. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Troy)
Move to adopt the agenda as presented (or with changes).
Action: Adoption of the Agenda.
Voice Call: Ayes / Nays / Motion _____
10. **Superintendent's Report (R)** (Ms. Lombard) 5
Updates will be provided at this time.
Recommendation: For informational purposes only
1. **Donations (R)** (Ms. Lombard)
Huntley High School Band Boosters - \$1,104 Band
Blessed Little Kitchen - \$525 Best Buddies
Jameson's Charhouse - \$300 Girls Bowling Team
Illinois Cheer Association - \$6,311 Huntley High School Cheer Team
Huntley Festival Foundation - \$1,000 Huntley High School Football
Huntley Grid Iron Club - \$1,500 Football Banquet
Huntley Festival Foundation - \$500 Leo's Club
Huntley High School Athletic Boosters - \$127.50 TV Media Production
Prospects Volleyball Academy - \$400 Volleyball (nets and poles)
ComEd an Exelon Company - \$1,000 HHS Incubator Program
Dominic Roman & Jaimee Buttgen - \$250 Wrestling Class Sponsorship
Joel Barthel - \$250 Wrestling Class Sponsorship
Huntley Festival Foundation - \$100 Wrestling
Trinity Home Builders - \$500 Wrestling Class Sponsorship
Alliance Disaster Kleenup 0 \$250 Girls Wrestling Sponsorship
Polish & Slavic Federal Credit Union - \$300 Multilingual Parent Advisory Committee Programs
11. **Student Board Representatives (R)** (Niko Knanishu and Emma Jorgensen) 9
The student Board Representatives updates will be provided at this time.
Recommendation: For informational purposes only
12. **Assistant Superintendent Learning and Innovation (R)** (Dr. MacCrimdle) 10
Updates will be provided at this time.
Recommendation: For informational purposes only.
13. **Associate Superintendent of Human Resources (R)** (Dr. Zehr) 11
Updates will be provided at this time.
Recommendation: For informational purposes only.
14. **Director of Communications and Public Engagement (R)** (Ms. Barr) 14
Updates will be provided at this time.
Recommendation: For informational purposes only.
1. **FOIA Requests (R)** (Ms. Barr) 17
A monthly report on the FOIA requests is provided in the packet.
15. **President's Report** (Mr. Troy)
1. **Board Discussion (D)** (Mr. Troy)
The Board will discuss new business items.
2. **Minutes (R)** (Mr. Troy) 18
The following minutes are presented for review:
December 4, 2025, Committee of the Whole Meeting Minutes
Recommendation: Seeking to move the minutes forward for approval at the next Board of Education meeting.
16. **Consent Agenda (A)** (Mr. Troy)
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 ²the Consent Agenda as follows:

1. **Payables (A)** (Mr. Altmayer) 23
Mr. Altmayer will seek approval of the Purchase Orders issued at \$304,502.27; and Imprest issued at \$88,859.65, as presented.
Recommendation: Seeking approval by the Board as presented.
2. **Revenue Contracts (A)** (Mr. Altmayer) 24
Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities.
Recommendation: Seeking approval by the Board as presented.
3. **Policy Revision: First Reading (A)** (Ms. Lombard) 33
Upon review by the Board at the December 4, 2025 meeting, the policies were revised as recommended by the Policy Committee.
Recommendation: The Policy Committee recommends the policies be moved forward for a second reading at the next regular Board of Education meeting.
4. **Authorized Agent of the District 158 Board of Education for energy procurement contract (A)** (Mr. Lindquist)
The Board moved forward the Energy Procurement Contract for approval at the December 4, 2025, COW meeting.
Recommendation: Seeking approval as presented.
Roll Call: Ayes / Nays / Motion _____
5. **Minutes (A)** (Mr. Troy) 234
The following minutes were previously moved forward, and are now presented for approval.
October 16, 2025, Board of Education Meeting Minutes
October 16, 2025, Closed Session Meeting Minutes
November 6, 2025, Curriculum Workshop
November 13, 2025, Board of Education Meeting Minutes
Recommendation: Seeking approval of the Board as presented.
6. **Minutes (A)** (Mr. Troy) 250
The attached list of closed session meeting minutes was moved forward for approval at the December 4, 2025, Committee of the Whole meeting.
Recommendation: Seeking approval of the Board as presented.
17. **Action Items / Roll/ Voice Call** (Mr. Troy)
Action items require a motion and a second; discussion if needed; and roll.
 1. **Northern Illinois University Convocation Center License Agreement (A)** (Ms. Lombard) 251
Administration will present the NIU Convocation Center agreement.
Recommendation: Administration recommends the Board of Education approve the three-year contract with Northern Illinois University for the 2027–2029 graduation ceremonies as presented.
Roll Call: Ayes / Nays / Motion ____
 2. **Supplemental Purchase Orders and Accounts Payable (A)** (Mr. Altmayer) 278
Administration recommends approval of the Supplemental Purchase Orders Report at \$3,346,440.10 and Supplemental Accounts Payable at \$18,153.26 as presented.
Recommendation: Seeking approval by the Board as presented.
Roll Call: Ayes / Nays / Motion _____
 3. **Little City Accounts Payable Report (A)** (Mr. Altmayer) 319
Administration recommends approval of the Little City Purchase Orders as presented.
Recommendation: Seeking approval by the Board as presented.
Roll Call: Ayes / Nays / Abstain with Conflict / Motion _____
 4. **Abatement Options and Discussion (A)** (Mr. Altmayer) moved from 17.5 322
Various debt abatement options for the 2025 Levy will be presented.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion ____
 5. **Levy 2025 - Property Tax Extension (A)** (Mr. Altmayer) moved from 17.4 325
The Tax Levy Hearing was held at 7:15 pm on December 18, 2025 at the Administration Building, seeking approval of the 2025 Levy presented at the Levy Hearing.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion _
 6. **Equipment Declared as Surplus (A)** (Mr. Altmayer)³
Mr. Altmayer is requesting the approval of a list to be declared as surplus that are either non-

functional or which have exceeded their useful life for the District.

Recommendation: Seeking approval of the Board as presented.

Roll Call: Ayes / Nays / Motion __

7. **HR Personnel (A)** (Dr. Zehr)

360

Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

Recommendation: Seeking approval by the Board as presented.

Roll Call: Ayes / Nays / Motion _____

8. **Revenue Contracts (A)** (Mr. Altmayer) moved from 16.2

363

Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities.

Recommendation: Seeking approval by the Board as presented.

Roll Call: Ayes / Nays / Motion _____

18. **Public Comment** (Mr. Troy)

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.

19. **Adjournment (A)** (Mr. Troy)

Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy

Motion to adjourn the meeting at ___:___ p.m.

Voice Call: Ayes / Nays / Motion _____



Huntley Community School District 158

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

Date: December 18, 2025
To: Board of Education
From: Ms. Jessica Lombard, Superintendent
Subject: **Superintendent Updates**

This memo aims to provide information or highlight updates on various work or projects within the Superintendent's office or district as a whole.

Huntley 2030 FY26 KPI Updates

Staff Vision and Voice Sessions: Portrait of Working Environment

Dr. Zehr and I embarked on a listening tour and Vision and Voice staff engagement sessions were conducted in all school buildings and will continue this work with the Transportation and Food Services Department to ensure staff perspectives across all roles are included. All sessions were well attended and, based on feedback, appreciated. These Vision and Voice sessions provided an opportunity for staff to share perspectives, ideas, and feedback centered on our school culture and district initiatives. Each collaborative session was structured around key focus questions, including:

- How communication practices among stakeholders could be strengthened to build trust;
- One step school or district leadership could take to create a more welcoming and supportive environment for all staff;
- Changes that could promote a culture of continuous professional growth and improve the daily work environment; and
- How current district initiatives are being perceived and progressing toward their intended goals
- Feedback beyond the focus questions to ensure all voices and perspectives could be shared was allowed.

Themes and key takeaways from the Vision and Voice sessions will be compiled and shared with staff and the Board of Education to ensure transparency and collective understanding. Beginning in January, a Huntley 158 Culture Committee will be formed to review the identified themes and develop actionable steps aimed at improving the working environment, during the second semester of the 2025–26 school year and beyond.

This will be a standing committee that reflects a collaborative, districtwide approach to strengthening our working environment. The committee's work will focus on fostering the elements outlined in Huntley 2030's Portrait of the Working Environment, ensuring that staff voice continues to inform decision-making and continuous improvement across the district.

Mrs. Lindsay Spears and Mrs. Karrie Baughman also participated in some of the sessions and will be working on identifying themes and the committee as part of their Superintendent Certification Internship hours.



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IHSA Bylaw Changes

IHSA member schools approved 12 proposed bylaw amendments on December 15, 2025. More than 90 % of the 802 member high schools participated in the vote. Changes will take effect July 1, 2026. Key changes to highlight are:

- Date change for No-contact period- The IHSA's annual summer no-contact period is moved to the week of July 4 (June 29–July 5), restricting formal practice, competition, open gyms, conditioning, and weight training during that time.
- Board of Directors expansion- The IHSA Board will grow from 11 to 15 elected members, including four new seats reserved for superintendents or equivalent school leaders.
- Playoff field expanded- Football playoffs will increase from 32 to 48 teams per class (eight classifications), growing the total from 256 to 384 qualifiers beginning with the 2026 season.
- Football Season timing revised: The regular season will start one week earlier (first games August 20, 2026), effectively eliminating Week Zero scrimmages.

FOIA Updates

On November 21, 2025, the Governor signed Senate Bill 0243 into law. Key changes to the FOIA laws to take effect on January 1, 2026 are as follows:

- Within 5 business days after its receipt of the request, a public body that has a reasonable belief that a request was not submitted by a person may require the requester to verify orally or in writing that the requester is a person. The deadline for the public body to respond to the request shall be tolled until the requester verifies that he or she is a person. If the requester fails to verify that he or she is a person within 30 days after the public body requests such a verification, then the public body may deny the request. For purposes of this subsection (j), a public body may not require the requester to submit personal information, private information, or identifying information to verify that the requester is a person.

Parent Teacher Advisory Committee Update

On December 9, 2025 the Parent Teacher Advisory Committee (PTAC) met for its 2nd quarterly meeting. The focus of the meeting was around Policy 7:180- Bullying, Harassment and Intimidation. Dr. Zehr, Mrs. Baughman and Dr. Hoyou assisted with presentations and station exploration by the committee. Station exploration consisted of data exploration, Huntley 158 Bullying Website page exploration, resource exploration and definition. Two tangible tools that are being created for parents are a definition, one pager with examples and a tool to assist parents with asking questions at home that will help in conversations with the school in terms of reports, etc. The SmartSOcial tool was also explored and discussions around a campaign to educate parents on this resource also took place.

Raider Roundtable

- December episode was around Huntley 158's music program/department
- January episode will be around Huntley 158's volunteer program



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Community Connections

- December 11, 2025 Huntley 158 hosted LGMC, Leadership Greater McHenry County, in the morning for their Education Day with leaders within our county. I participated in a Superintendent Panel, along with the Superintendent from McHenry Elementary School District and Crystal Lake High School District; Mark Altmayer and Paul Troy also participated in roundtable discussions focusing on district initiatives and education funding.

Staff Connection

Throughout the month of December, members of the district cabinet and I continued our annual tradition of serving holiday lunches to staff across the district. This initiative provides an opportunity to personally connect with staff and express our appreciation for their dedication and commitment to the students of Huntley 158. It remains a well-received and valued tradition within our district.

Chronic Absenteeism/Attendance Campaign

A refresh and reminder after reviewing current data was had with all building administration to ensure we are utilizing the procedures implemented last year in order to see a decline in chronic absenteeism.

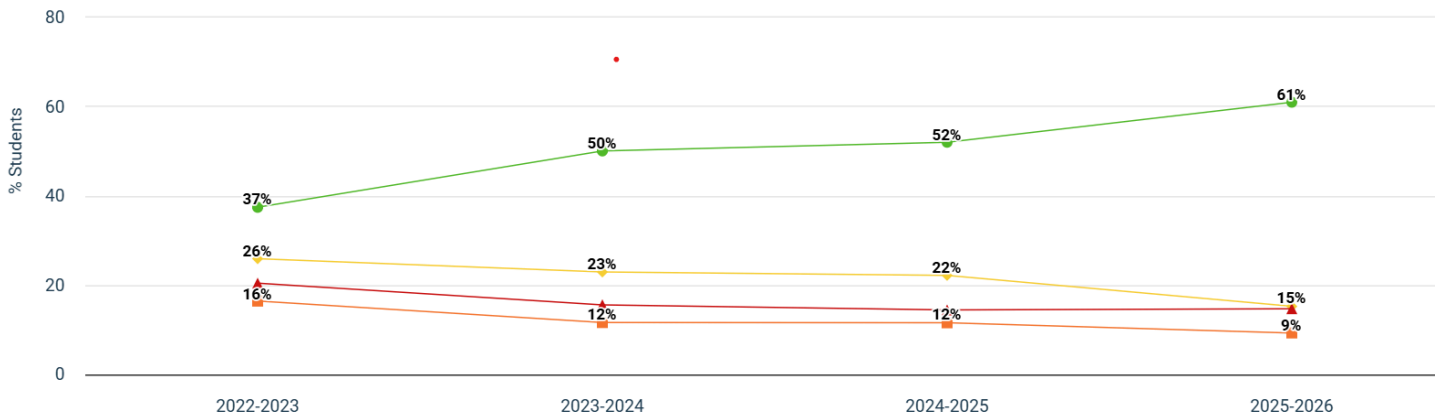
- **Current District Enrollment** as of December 15, 2025: 8318 (last year this time was 8422 so the district is still experiencing a decline)
- **ADA (Average Daily Attendance) for the District** as of 12/15/25 : 92.89% (lower than this time last year)
- **District Chronically Absent:** 14.69% (LIGHT and ECC are not reported on the School Report Card; however are included here.) (Higher than this time last year). Grades with highest percentages of chronically absent are Seniors, Juniors and then Kindergarten. Grades with the lowest percentage chronically absent are 3rd-6th grade. Martin and Heineman are the schools with the lowest percentage chronically absent with Huntley High School and the ECC having the highest percentage chronically absent.



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Annual Comparison:



Recommendation

This report is for information only.



Huntley Community School District 158

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Date: December 18, 2025
To: Board of Education
From: Niko Knanishu & Emma Jorgensen, Student Advisory Representatives
Cc: Ms. Lombard, Superintendent
Subject: **Monthly Updates**

Executive Summary

This memo provides a highlight of the work that we, as the Student Advisory Representatives, have been working on within the last month. Along with showcasing the work and achievements of the students in Huntley 158.

Highlighting Exceptional Learning Experiences Project

We had a meeting with Mr. Fekete and Mr. Troy to explore the possibility of finding ways to highlight exceptional learning experiences that students in Huntley 158 are having. We discussed ways to build this into our report, collection methods, and ways to present the information. The goal is to build the framework for this and begin the first round of submissions in early 2026.

Recommendation

This report is for information only.



Huntley Community School District 158

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

Date: December 18, 2025
To: Board of Education
From: Dr. Amy MacCrindle
Cc: Ms. Jessica Lombard, Superintendent
Subject: Curriculum Updates

Executive Summary

This memo aims to provide information on continued work within the Learning & Innovation Department over the past month.

Winter District & State Assessments

We are currently in the midst of our winter local assessment window across all grade levels. Students in grades K–12 are completing the STAR Literacy and Math screeners, and all students are participating in the Satchel Pulse Social-Emotional Behavior Screener. These assessments provide timely mid-year data to help us monitor progress, adjust instruction, and support students’ academic and social-emotional needs.

In the weeks ahead, we will also administer AimsWeb Early Literacy assessments for students in grades K–5, along with the annual ACCESS assessment for English Learners, which runs from January 14 through March 3. These measures offer important insight into early foundational skills and language development, helping us ensure students receive the targeted supports they need to grow.

Upcoming Professional Learning Days

As we approach the end of the semester, staff will engage in targeted professional learning designed to support student success. On the December 19, 2025 early release day, educators will analyze key student data—including Satchel Pulse results, STAR performance, and end-of-semester grades—and collaborate on plans to reset routines and expectations as students return from winter break.

Looking ahead, the January 5, 2026 Institute Day will provide staff with a full day of differentiated professional development. ECC staff will participate in choice-based sessions at the Early Childhood Center, K–5 staff will begin their day with choice sessions at Conley Elementary School, and 6–12 staff will take part in choice sessions held at Huntley High School. The LIGHT program staff will remain onsite to continue their program development work. This structure ensures that all staff have access to relevant, high-quality learning experiences aligned to their roles and student needs.

Recommendation

This report is for information only.



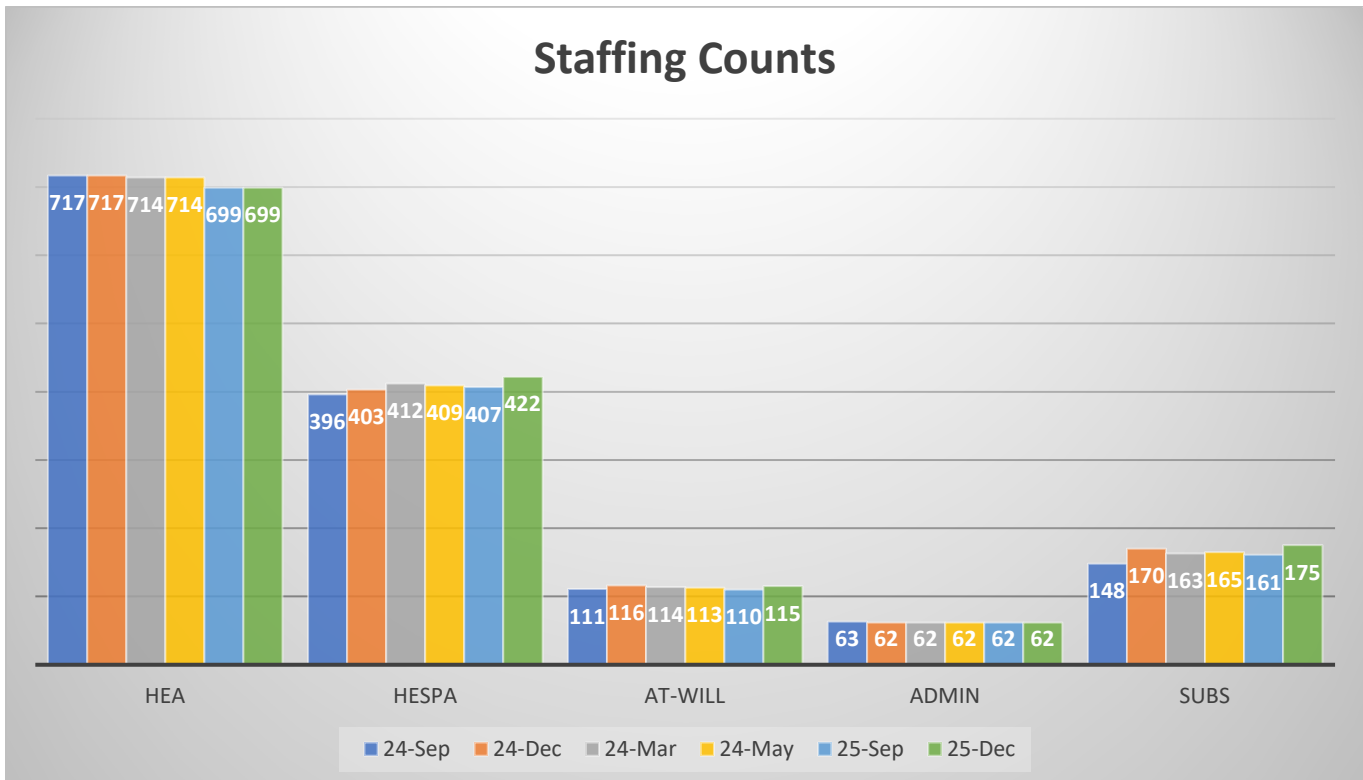
Huntley Community School District 158

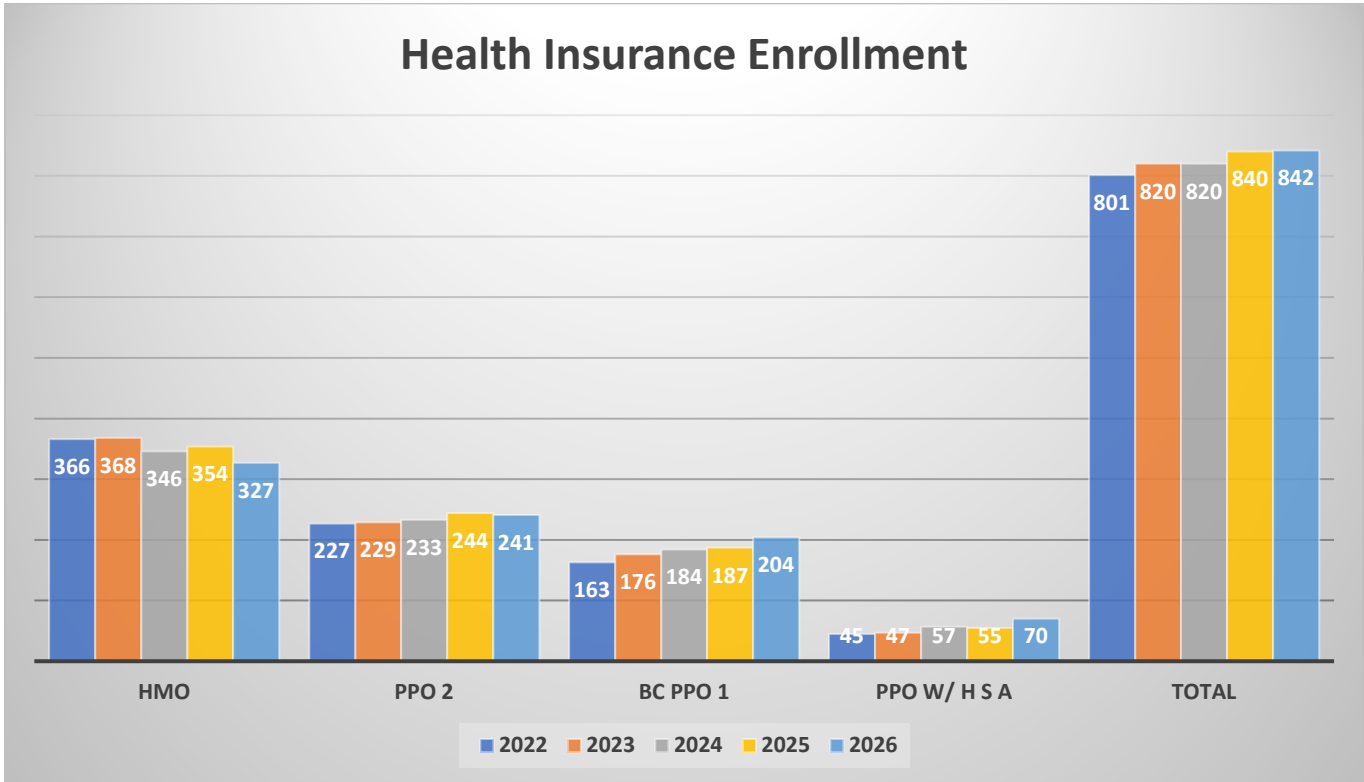
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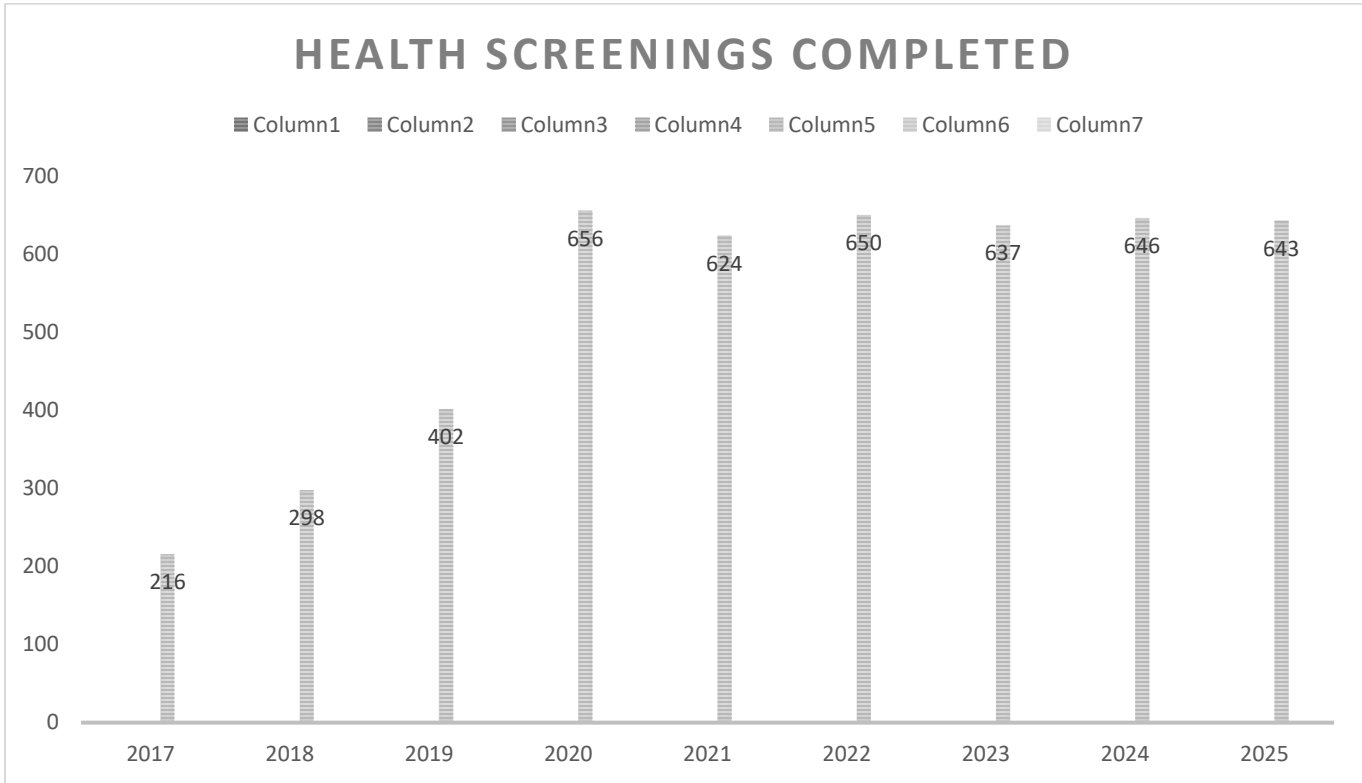
To: Board of Education
From: Adam Zehr, Assistant Superintendent of Human Resources
Date: December 18, 2025
Subject: Monthly Human Resources Updates

During the month of November and December Human Resources primary projects included:

- Processing of new hires and/or resignations
- Completing the Teacher Salary Study (Due February 1st, 2026)
- Completing the Non-Certified Staff Salary Study (Due February 1st, 2026)
- Completed the LUDA Salary Survey
- Started collaboration with administration on projected 2026-2027 staffing needs
- Completed Open Enrollment
- Completed Wellness Screenings
- Started a preliminary projection for elementary sections for 2026-2027







DISTRICT COMMUNICATION DASHBOARD



DECEMBER 2025
(based on 11/1-11/30 data)

Website

Analytics All accounts > Huntley 158 Website
Huntley 158 Website -

November - most viewed web pages

| | Total | 73,949 100% of total | 20,031 100% of total | 3.69 Avg 0% | 1m 00s Avg 0% |
|----|--|-------------------------|-------------------------|----------------|------------------|
| 1 | Home - Huntley Community School District 158 | 9,477 (12.82%) | 4,296 (21.45%) | 2.21 | 23s |
| 2 | Daily Announcements - Huntley High School | 8,378 (11.33%) | 2,787 (13.91%) | 3.01 | 1m 04s |
| 3 | Calendars - Huntley Community School District 158 | 5,537 (7.49%) | 3,120 (15.58%) | 1.77 | 19s |
| 4 | Home - Huntley High School | 3,586 (4.85%) | 2,050 (10.23%) | 1.75 | 30s |
| 5 | Staff Directory - Huntley Community School District 158 | 3,476 (4.7%) | 1,204 (6.01%) | 2.89 | 1m 05s |
| 6 | Login - Huntley Community School District 158 | 2,250 (3.04%) | 712 (3.55%) | 3.16 | < 1s |
| 7 | HHS Calendar - Huntley High School | 1,895 (2.56%) | 868 (4.33%) | 2.18 | 33s |
| 8 | Huntley 158 Staff Portal - Huntley Community School District 158 | 1,794 (2.43%) | 497 (2.48%) | 3.61 | 1m 11s |
| 9 | PowerSchool - Huntley Community School District 158 | 1,793 (2.42%) | 727 (3.63%) | 2.47 | 23s |
| 10 | Home - Marlowe Middle School | 1,251 (1.69%) | 758 (3.78%) | 1.65 | 23s |

Newsletter

November Family Newsletter

Analytics Overview

Total views
6,847
+66 this week

Nov 13, 2025 - Dec 10, 2025

Sources

- Email 51
- Website 151
- Direct 1,186
- Mass Notification 5,459

Interactions

- Buttons 5
- Videos 542
- Attachments 0
- Links 391

Devices

- Mobile 88%
- Desktop 12%

Average time reading 4 mins

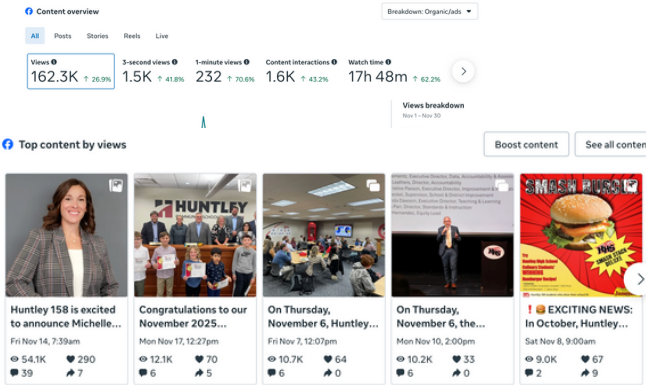
Refresh

DISTRICT COMMUNICATION DASHBOARD

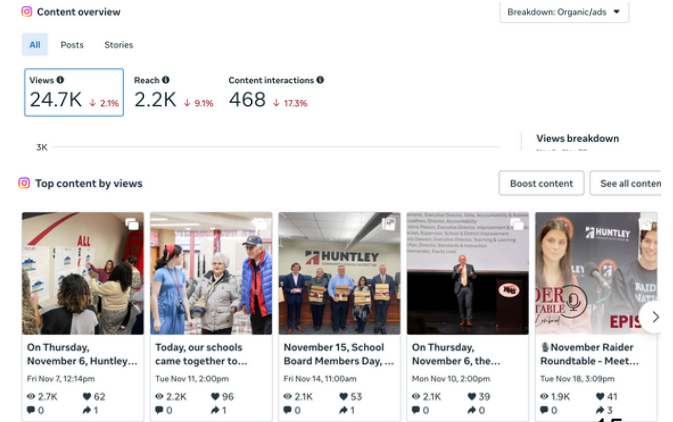


DECEMBER 2025
(based on 11/1-1/30 data)

Facebook



Instagram



15



Subscribers: 2,730



Followers: 1,042

Events / Community Engagement



Silver Passes
699

District / Community Events

- 10/22 Family Learning Series (virtual, quarterly events for all families): 13
- 11/12 Thriving Future Talks (monthly for all families with an IEP learner): 21
- 11/17 MPAC meeting: 20

Other Media

MY SUN DAY NEWS
PROUDLY SERVING THE COMMUNITY OF SUN CITY IN HUNTLEY

Oral history project with Del Webb seniors - 11/20/25

Future Top Chefs
11/6/25

DISTRICT COMMUNICATION DASHBOARD

TERMINOLOGY DEFINED



Website

Clicks = The number of times users actively interact with a clickable element on a website, such as a link, button, or ad. Measures engagement rather than visibility.

Impressions = The total number of times a web page is displayed on a user's screen.

Newsletters

Total views = The number of visitors newsletter received from the date it was published. *Note: Every visitor is counted as a unique view.*

Sources = The channels/platforms through which people have found/accessed the newsletter. *See below.*

- Google/Bing = Search engines
- Smore = Emailed directly from Smore (superintendent only)
- Website = Newsletter link (posted under News & Events on district website)
- Direct = Web browser URL
- Mass notification = Emailed from School Messenger

Interactions = How recipients are interacting with the newsletter by clicking on different links, buttons, etc. *Note: Videos category pertains to monthly views of Raider Roundtable video.*

Social Media

Views = When a post appears on someone's screen, whether their News Feed, a friend's timeline, group, or a page

Reach = The number of people who saw posts at least once.

Engagement = The number of reactions, comments, shares and clicks on posts.

Interactions = Likes, comments, shares, saves

D158 FOIA Report as of 12/11/2025

| | | | | | | | | |
|---------|-------|-------|--|--|-------|-------|---------|-------|
| 2025-38 | 11/4 | Email | C. Ruiz | ALL emails and email chains sent or received by Dr. Marcus Belin, Tom Kempf, Curtis Nunnery, and/or Rita Castans that consist of or discuss TPUSA and/or Club America from 10/11/25 to 11/4/25. | 11/11 | 11/11 | 3 hours | \$180 |
| 2025-39 | 11/4 | Email | C. Ruiz | <ol style="list-style-type: none"> 1. I want a list of ALL current Non-District Sponsored Student Organizations associated with Huntley District 158 or approved by the District. 2. I want a list of ALL current District Sponsored Student Organizations associated with Huntley District 158 or approved by the District. 3. I want a copy of Huntley Community School District 158 Administrative Procedure "7:330-AP1". 4. I want a copy of any other Huntley Community School District 158 Administrative Procedures that include the verbiage "District Sponsored Student Organizations", "Non-District Sponsored Student Organizations", "curricular clubs", and/or "co-curricular clubs". | 11/11 | 11/11 | 2 hours | \$120 |
| 2025-40 | 11/25 | Email | K. Reitz / Mackinac Center for Public Policy | <p>Via your state's public records laws, I request the following information:</p> <p>The number of people (union members) who are having dues withdrawn from their paycheck.</p> <p>The total number of people covered by collective bargaining agreements (union contracts).</p> <p>Please provide this information for the most recent pay period in November of 2025.</p> | 12/5 | 12/3 | 0.5 | \$60 |

Committee of the Whole with Closed Session
Meeting Minutes
Thursday, December 4, 2025 6:00 PM Central

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

Andrew Bittman: Present
Rich Bobby: Present
Sean Cratty: Present
Andy Fekete: Present
Melissa Maiorino: Absent
Laura Murray: Present
Paul Troy: Present
Present: 6, Absent: 1.

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

Call to Order the Committee of the Whole meeting for Thursday, December 4, 2025 at ___:___ p.m.

A quorum must be met.

Roll Call: Ayes 6 / Absent 1 / Motion Carried

Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, ~~Mrs. Maiorino~~, Mrs. Murray, Mr. Troy

Mr. Troy called to order the December 4, 2025, Committee of the Whole meeting at 6:0 p.m. A quorum was met.

2. Pledge of Allegiance (Mr. Troy)

The following Huntley High Five students will lead us in the Pledge of Allegiance:

Everly Kudrna - Kindergarten, Chesak; Sarah Dolder - 4th grade, Conley; Baynx Byers - Kindergarten, Mackeben; Ashlyn Wieczorek - 5th grade, Martin; Owen Geegan - 1st grade, Leggee; Maddox Lovick - 7th grade, Heineman Middle School; Chase Gilliam - 8th grade, Marlowe Middle School; Dominic Chargulaf - 9th grade, Huntley High School; Patrick Gavilan - LIGHT Program

The Huntley High Five winners led us in the pledge. The students introduced themselves and Ms. Lombard read the nominations their teachers submitted for the November 2025 Huntley High Five winners.

3. Public Comment (Mr. Troy)

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.

No public comments were made at this time.

4. Revision and Adoption of the Agenda (A) (Mr. Troy)

Motion to adopt the agenda as presented or with changes.

Recommendation: Seeking approval of the agenda.

Voice Call: Ayes 6 / Nays 0 / Motion Carried

Adopt the agenda as presented. This motion, made by Paul Troy and seconded by Rich Bobby, Passed.

Melissa Maiorino: Absent, Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 6, Nay: 0, Absent: 1

18

5. **Curriculum & Instruction Committee** (Mr. Fekete - Chair, Mr. Bittman, Mr. Bobby)

5.1. **Materials Adoption for High School Science with OpenSciEd (D)** (Dr. MacCrimdle)
Dr. MacCrimdle requests the selected materials for approval after being placed on 30-day review at the January 22, 2026, board of education meeting.

Recommendation: Seeking approval as presented.

Dr. MacCrimdle updated the board on the district's regular review of curriculum. Dr. MacCrimdle then presented information on the OpenSciEd resources. Administration recommended placing the materials on a 30-day review, and then moving them forward for approval at the January regular Board of Education meeting. The board made comments and asked questions, to which Dr. MacCrimdle responded. The Board moved the science materials forward for review and adoption.

6. **Special Education Committee (R)** (Mr. Bobby - Chair, Mrs. Maiorino, Mrs. Murray)

6.1. **Special Education Updates (R)** (Dr. Gill)

Dr. Gill will provide the Special Services updates.

Dr. Gill introduced Ina Hall, the district's Family Engagement Liaison. Ms. Hall presented the initiatives she has been leading, including partnerships and supports she has been strengthening on behalf of the district's families and upcoming activities and events she has planned for the district's staff, students and families. The Board made comments and commended Ms. Hall on her work.

7. **Finance Committee** (Mr. Cratty - Chair, Mr. Bittman, Mr. Troy)

7.1. **Monthly Fiscal Updates (R)** (Mr. Altmayer)

Mr. Altmayer will provide the monthly fiscal updates, the Disbursement Report, and the Activity Fund Balance Report.

Recommendation: For informational purposes only.

Mr. Altmayer presented the monthly fiscal updates, the disbursement report and the activity fund balance report.

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

The Finance Committee is submitting the purchase orders at \$304,502.27; and imprest checks at \$88,859.65.

Recommendation: Seeking approval of the Board of Education at their next regular meeting.

Mr. Altmayer presented the purchase orders, and imprest checks issued for review and recommended they be moved forward for approval at the next Board of Education meeting.

7.3. **Revenue & Expenditures Report (R)** (Mr. Altmayer)

Monthly report for review and comment.

Recommendation: For informational purposes only.

Mr. Altmayer presented the revenue and expenditures report for October 2025 for review. The Board posed a question which Mr. Altmayer answered.

7.4. **Revenue Contract (A)** (Mr. Altmayer)

Mr. Altmayer will seek approval of the fundraising contracts as presented.

Recommendation: Seeking approval of the Board of Education at their next regular meeting.

Mr. Altmayer updated the Board on his department's research into crowdfunding for a company that can manage all crowdfunding for the district. He then presented the Revenue Contracts for review and they were moved forward for approval at the next Board of Education meeting.

7.5. **Abatement Options and Discussion (A)** (Mr. Altmayer)

Various debt abatement options for the 2025 Levy will be presented.

Recommendation: Seeking approval of the Board at their next regular meeting.

Mr. Altmayer presented a presentation on the district's abatement options. The board had a robust discussion on the levy and abatement options.

8. **Human Resources Committee** (Mr. Bittman - Chair, Mr. Fekete, Mr. Cratty)

9. **Building and Grounds Committee** (Mr. Troy - Chair, Mr. Bobby, Mr. Cratty)

9.1. **Operations and Maintenance Updates (R)** (Mr. Lindquist)

Mr. Lindquist will report on Operations and Maintenance project updates.

Recommendation: For informational purposes only.

Mr. Lindquist presented the Operations and Maintenance project updates. Included in the updates were a new service provider for pest control and the facilities' management express work order report.

9.2. **Authorized Agent of the Board of Education for Energy Procurement (A)** (Lindquist)

Mr. Lindquist will review the Energy Procurement Contract for the BOE.

Recommendation: Seeking approval of the Board at their next regular meeting.

Mr. Lindquist and Mr. Troy reviewed the Energy Procurement Contract. Paul Troy was recommended to be the authorized agent of the Board of Education. This gives Mr. Troy permission to approve and sign natural gas and electricity procurement contracts through January 2027.

10. **Legislation/Policy Committee** (Mrs. Maiorino - Chair, Mrs. Murray, Mr. Troy)

10.1. **Vision 2030 (D)** (Mr. Troy)

The alignment of Vision 2030, an advocacy blueprint for K-12 public education in Illinois, and the Huntley 2030 Strategic Plan will be presented for discussion.

Recommendation: For informational purposes only.

The board discussed Vision 2030 and debated the district's previous choice not to endorse it. After a vigorous debate, Vision 2030 was tabled until the full committee is available for further discussion.

10.2. **Policy Updates (A)** (Ms. Lombard)

PRESS Updates October 2025, Issue 120. Recommended changes to Board policy.

Recommendation: Seeking approval to move the policies forward for a first reading at the next Regular BOE meeting.

Ms. Lombard presented the recommended changes to board policy from PRESS Updates - October 2025, Issue 120. Dr. MacCrimble presented the curriculum policy updates. Dr. Zehr updated the board on the training requirement. The board commented and asked questions, to which the administration responded before recommending the policies be moved forward for a first reading at the next Board of Education meeting. The policy changes were moved forward for approval.

10.3. **Policy Updates (A)** (Dr. Zehr)

Requested Update to Policy 5:330 *Educational Support Personnel*

Recommendation: Seeking approval to move the policy forward for a first reading at the next Regular BOE meeting.

Mr. Zehr presented a change to Board Policy 5:330, Educational Support Personnel. This change follows the ratification of the 2025-2028 Huntley Education Support Personnel Association agreement with updates to vacation benefits, and to maintain legally accurate and clear language in Board policy. Administration²⁰ requested that policy 5:330 Educational

Support Personnel be moved forward for a first reading at the next regular Board of Education meeting.

11. Community Relations and Student Outreach Committee (Mrs. Murray - Chair, Mr. Fekete, Mrs. Maiorino)

Recommendation: For informational purposes only.

11.1. Communications and Public Engagement (R) (Ms. Barr)

Ms. Barr will provide the Communication and Public Engagement updates.

Recommendation: For informational purposes only.

Ms. Barr presented the Communications and Public Engagement updates. Updates included the recent Communication and Engagement Survey results. Ms. Barr also updated the Board on the district's flourishing partnership with the Sun City / Del Webb community. The Board discussed and asked questions, to which administration responded. Ms. Lombard recognized Ms. Barr who was awarded 2025 School Communicator of the year by the Illinois National School Public Relations Association (INSPRA).

12. Board of Education (Mr. Troy)

12.1. Joint Annual Conference 2025 (D) (Mr. Troy)

The Board of Education, Superintendent and Cabinet will share key learning from this year's Joint Annual Conference.

The Superintendent and five Board members shared some of the noteworthy learning that took place at the Joint Annual Conference in November. Members shared the highlights of the conference and which speakers messages they enjoyed most.

12.2. Graduation Survey Feedback (D) (Ms. Lombard)

Administration will share feedback themes from the graduation survey,

Recommendation: For informational purposes only.

Administration shared the results of the High School Graduation Experience Survey, and discussed the pros and cons of the different venue options that were explored. After the discussion, administration recommended approving the three-year contract with the Northern Illinois University Convocation Center. The board moved the graduation contract forward for approval at the next Board of Education meeting.

12.3. Minutes (D) (Mr. Troy)

The following meeting minutes have been prepared for review:

November 6, 2025, Curriculum Workshop

November 13, 2025, Board of Education Meeting

Recommendation: Seeking to move these minutes forward for approval of the Board at their next regular meeting.

Mr. Troy presented the two sets of meeting minutes for review. The minutes were moved forward for approval at the next Board of Education meeting.

13. Public Comment (Mr. Troy)

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.

Julia Stelzer commented on the importance of respect and on the levy.

14. Closed Session / Roll Call (A) (Mr. Troy)

Move to enter into Closed Session at 9:44 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; (11) The placement of individual students in

special education programs and other matters relating to individual students. (12) Litigation; (15) Discussion of minutes of meetings lawfully closed under this Act.

Roll Call: Ayes 6 / Nays 0 / Absent 1 / Motion Carried

Motion to move into closed session at 9:44 p.m.. This motion, made by Paul Troy and seconded by Sean Cratty, Passed.

Melissa Maiorino: Absent, Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 6, Nay: 0, Absent: 1

14.1. Exit Closed Session / Voice Call (A) (Mr. Troy)

Mr. Troy moved and Mr. Fekete seconded to adjourn closed session at 11:35 p.m.

Voice Call: Motion passed 6 - 0

15. Resume in Public Session / Roll Call (A) (Mr. Troy)

Resume the Committee of the Whole meeting at 11:39 p.m.

Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy

Roll Call: Ayes 6 / Absent 1 / Motion Carried

Mr. Troy resumed the public session at 11:39 p.m.

16. Action as Required / Roll Call (A) (Mr. Troy)

Will come from the Board.

Action: Recommendation will come from the Board.

Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, ~~Mrs. Maiorino~~, Mrs. Murray, Mr. Troy

Motion to approve the Illinois State Board of Education Mediation Agreement as presented, with modified language pertaining to reimbursement. This motion, made by Paul Troy and seconded by Rich Bobby, Passed.

Melissa Maiorino: Absent, Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 6, Nay: 0, Absent: 1

17. Adjournment (A) (Mr. Troy)

Motion to adjourn the meeting at 11:40 p.m.

Voice Call: Ayes 6 / Nays 0 / Motion Carried

Motion to adjoin the December 4, 2025 Committee of the Whole meeting at 11:40 p.m. This motion, made by Paul Troy and seconded by Andy Fekete, Passed.

Melissa Maiorino: Absent, Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 6, Nay: 0, Absent: 1

Submitted by,
Sharon Piemonte, Board Operations
Melissa Maiorino, Board Secretary

President

Date

22 _____
Secretary

Date



Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 18, 2025

Subject: **Payables Reports**
Board of Education Meeting, December 18, 2025
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 December 4, 2025 Committee of the Whole Meeting.

Purchase Orders - Purchase orders issued from November 7, 2025 to November 21, 2025 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 \$304,502.27.

Imprest Checks Issued - Payments made through November 21, 2025 for which the Board had not previously approved purchase orders. Imprest checks total \$88,859.65.

RECOMMENDATION

The Finance Committee, which met on December 4, 2025, recommends the Board of Education approve the above-referenced Payables at the December 18, 2025 Regular Board meeting.



Huntley Community School District 158

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

To: Board of Education and Administration
From: Mark Altmayer, Chief Financial Officer
Date: December 18, 2025
Subject: **Revenue Contract Approval**
Board of Education Meeting – December 18, 2025
Finance Committee

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

| <u>Organization Benefited</u> | <u>Vendor</u> | <u>Net Revenue</u> |
|-------------------------------|---------------------|--------------------|
| HHS Girl's Track & Field | Effinger Consulting | \$15,000 |
| HHS Boy's Track & Field | Effinger Consulting | \$15,000 |

RECOMMENDATION

The Finance Committee recommends the Board of Education approve the Fundraising/Crowdfunding Authorization forms at the December 18, 2025 Regular Board Meeting.

Fundraising Authorization Form Fiscal Services

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

Today's Date: 10/28/2025 School: Huntley High School

Name of School Organization: Girl's Track & Field

Sponsor / Coach's Name: Jason Monson Phone: 2246290540

Starting Date of Event: March 30, 2026 Ending Date of Event: April 3, 2026

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 15,000.00 ✓

Type of Sale / Event: Digital Donation Fundraiser ✓

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

Name of Vendor (if applicable): Effinger Consulting- Fundraising University

Type of Product or Service Provided by Vendor: Fundraising Consulting

Purpose of Fundraiser: Build track account for future large purchases (Mats, Ohm Machine, throwing implements, etc) ✓

Name of Activity Account: Girl's Track Activity Account #: 543

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

Jason Monson
Sponsor Signature

10/30/25
Date

[Signature]
Athletic / Activities Director Signature

11/6/25
Date

Monson
Principal/Signature – *certify that it is a minimum of 45 days prior to the desired starting date of the event*

11-6-25
Date

[Signature]
Chief Financial Officer Signature

11-11-25
Date

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

Superintendent's Copy Fiscal Services Copy **25** Date of Board Approval: _____



FUNDRAISING UNIVERSITY
CELEBRATING 15 YEARS IN SCHOOLS

FUNDRAISING UNIVERSITY - FUNDRAISER AGREEMENT

Effinger Consulting, LLC DBA FUNDRAISING UNIVERSITY ["PROVIDER"] AND ORGANIZATION IDENTIFIED BELOW ENTER INTO THE FOLLOWING FUNDRAISER AGREEMENT ["AGREEMENT"] FOR THE PURPOSE OF PROVIDING A FUNDRAISING PROGRAM ["PROGRAM"] DESIGNED TO FACILITATE ORGANIZATION'S FUNDRAISING EFFORTS:

FUNDRAISING PERIOD

START DATE: 3/30/2026 **END DATE:** 4/3/2026

| ITEM | SELLING PRICE | PROFIT BREAKDOWN | |
|----------|---------------|------------------|--------------------------|
| | | UNITS SOLD | GROUP EARNING PERCENTAGE |
| FundUNOW | \$35.00 | 0+ | 70% |

TERMS & CONDITIONS

75 % net

1. PROGRAM TERMS.

PROVIDER AND ORGANIZATION AGREE TO THE INDICATED FUNDRAISING PERIOD, PRODUCT, QUANTITY AND PRICE.

2. PROVIDER OBLIGATIONS.

PROVIDER AGREES TO USE ITS BEST EFFORTS TO ASSIST ORGANIZATION WITH ITS FUNDRAISING EFFORTS.

PROVIDER AGREES, AT ITS DISCRETION, TO PROVIDE TRAINING AND INCENTIVES TO INDIVIDUALS INVOLVED IN FUNDRAISING PROCESS ALONG WITH THE PROGRAM MATERIALS APPROPRIATE TO FACILITATE ORGANIZATION'S EFFORTS.

PROVIDER AGREES TO SUPPLY NECESSARY MERCHANT DISCOUNTS FOR THE DISCOUNT PRODUCT.

PROVIDER AGREES TO PAY FOR PRINTING AND PRODUCTION COSTS ASSOCIATED WITH THE SALE OF DISCOUNT AND NON-DISCOUNT PRODUCTS.

3. ORGANIZATION OBLIGATIONS.

ORGANIZATION AGREES TO USE ITS BEST EFFORTS TO SELL FUNDRAISING PRODUCTS AT THE SPECIFIED PRICE. ORGANIZATION CONFIRMS THAT IT IS NOT UNDER A CONTRACTUAL OBLIGATION TO PARTICIPATE IN A COMPETING NON-PROVIDER FUNDRAISING PROGRAM. ORGANIZATION AGREES TO PERMIT PROVIDER TO OPERATE THE PROGRAM WITHIN A MUTUALLY AGREEABLE TIME FRAME AND TO ALLOW PROVIDER REASONABLE ACCESS TO ORGANIZATION'S FACILITIES IN ORDER TO CONDUCT THE PROGRAM.

FOR THE DISCOUNT PRODUCT OR FROZEN PRODUCT ORGANIZATION PURCHASES FROM PROVIDER, ORGANIZATION AGREES TO PAY PROVIDER ALL AMOUNTS COLLECTED FROM THE SALE OF DISCOUNT OR FROZEN PRODUCT MINUS THE ORGANIZATION'S PROFIT PERCENTAGE. ORGANIZATION SHALL PAY PROVIDER FOR THE DISCOUNT OR FROZEN PRODUCT AT THE CONCLUSION OF THE PROGRAM. ORGANIZATION SHALL BE SOLELY RESPONSIBLE TO COLLECT AND REMIT TO THE APPROPRIATE TAXING AUTHORITIES ANY SALES TAXES, IF REQUIRED BY STATE LAW. ORGANIZATION RETAINS ANY SALES TAX AMOUNTS COLLECTED FROM THE SALE OF THE DISCOUNT OR FROZEN PRODUCT. ORGANIZATION AGREES TO RETURN TO PROVIDER ALL UNSOLD OR UNUSED DISCOUNT OR FROZEN PRODUCT AT THE CONCLUSION OF THE PROGRAM.

ORGANIZATION ACKNOWLEDGES THAT PROVIDER DEVOTES SIGNIFICANT TIME, EFFORT AND EXPENSE IN FORMING AND MAINTAINING RELATIONSHIPS WITH MERCHANTS USED ON ITS DISCOUNT PRODUCT, AND MAY CONTINUE THOSE RELATIONSHIPS WITH OTHER PROVIDER FUNDRAISING PROGRAMS AFTER TERMINATION OF THIS AGREEMENT. ACCORDINGLY, ORGANIZATION AGREES TO PROTECT PROVIDER'S MERCHANT RELATIONSHIPS FOR A PERIOD OF TWELVE (12) MONTHS FOLLOWING TERMINATION OF THIS AGREEMENT.

ORGANIZATIONS SHALL NOT PRODUCE OR PARTICIPATE WITH ANY DISCOUNT PRODUCT USING ANY OF THE MERCHANTS FROM PROVIDER'S DISCOUNT PRODUCT PREPARED FOR OR SOLD BY ORGANIZATION. ORGANIZATION AGREES TO PAY PROVIDER \$1,500 (ONE

THOUSAND FIVE HUNDRED DOLLARS) AS COMPENSATION SHOULD IT CHOOSE TO USE ANY OF THE SAME MERCHANTS UTILIZED IN THE MOST RECENT PROVIDER DISCOUNT PRODUCT ON A NON-PROVIDER DISCOUNT PRODUCT DURING THE TWELVE (12) MONTHS FOLLOWING AGREEMENT TERMINATION.

ORGANIZATION ACKNOWLEDGES THAT FROZEN PRODUCTS ARE SOLD IN CASES OF EIGHT (8) BOXES PER FLAVOR, MUST BE PURCHASED IN FULL CASES WITH A MINIMUM ORDER OF TWENTY (20) CASES REQUIRED.

4. DURATION, TERMS AND TERMINATION.

DURATION. PROVIDER AND ORGANIZATION AGREE THAT PROVIDER SHALL BE THE EXCLUSIVE PROVIDER FOR THIS FUNDRAISER FOR ORGANIZATION FOR 1 YEAR TERM. TERMINATION. IN THE EVENT THAT ORGANIZATION DOES NOT RUN THE PROGRAM AGREED TO HEREIN, ORGANIZATION SHALL REIMBURSE PROVIDER FOR EACH UNFULFILLED YEAR OF THE AGREEMENT IN AN AMOUNT CALCULATED AS FOLLOWS: 25% X QTY ORDERED X PRICE. ORGANIZATION AGREES THAT THIS REFLECTS COSTS ASSOCIATED WITH THE PROGRAM AND IS A REASONABLE APPROXIMATION OF ACTUAL DAMAGES TO PROVIDER.

IN THE EVENT OF A CANCELLATION OF A CONSUMABLE PRODUCT THAT DOES NOT PROVIDE SIXTY (60) DAYS WRITTEN NOTICE, THE SCHOOL/GROUP IS SUBJECT TO A \$250 (TWO HUNDRED FIFTY DOLLAR) FEE, WHICH IS A GOOD FAITH ESTIMATE OF COGS FOR SHIPPING AND STORAGE OF THE PRODUCT.

IN THE EVENT THAT A SCHOOL OR GROUP SIGNS A FUNDRAISER AGREEMENT FOR A DISCOUNT PRODUCT AND, FOR WHATEVER REASON, BACKS OUT, THE SCHOOL/GROUP WILL INCUR AN EXPENSE OF \$50 (FIFTY DOLLARS) PER MERCHANT SIGNED AS A GOOD FAITH ESTIMATE OF COGS TO SECURE MERCHANTS. SCHOOL/GROUP MUST ALSO PROVIDE A WRITTEN LETTER THAT CAN BE SHARED WITH THE MERCHANTS TO ENSURE GOOD STANDING FOR BOTH PARTIES.

IF THE PROGRAM IS CANCELLED, ANY ARTWORK OR SHIPPING COMPLETED WILL ALSO BE THE RESPONSIBILITY OF THE SCHOOL/GROUP FOR COGS. THESE COGS WOULD BE PROVIDED IN AN INVOICE FORM FROM THE SUPPLIERS PARTNERED WITH **Effinger Consulting, LLC** DBA Fundraising University.

5. INTELLECTUAL PROPERTY OWNERSHIP AND PRODUCT DISTRIBUTION.

PROVIDER RETAINS ALL INTELLECTUAL PROPERTY RIGHTS ASSOCIATED WITH THE PRODUCTS BUT AGREES TO LICENSE THESE RIGHTS FOR THE LIMITED PURPOSE OF PRODUCT DISTRIBUTION PURSUANT TO THE PROGRAM. ORGANIZATION AGREES NOT TO USE OR DISCLOSE ANY PRODUCT, FORMS, MATERIALS, TECHNICAL INFORMATION OR METHODS EMPLOYED BY PROVIDER OR INTELLECTUAL PROPERTY RIGHTS OWNED BY PROVIDER FOR ANY PURPOSE EXCEPT IN ASSOCIATION WITH THE PROGRAM ABSENT PROVIDER'S EXPRESS WRITTEN CONSENT.

PROVIDER RETAINS THE RIGHT TO DISTRIBUTE FUNDRAISING PRODUCTS AS IT SEES FIT FOLLOWING THE CONCLUSION OF THE PROGRAM OR IN THE EVENT THAT THE PROGRAM IS NOT RUN.

6. AUTHORIZATION AND IMPLEMENTATION.

ORGANIZATION HEREBY ASSERTS THAT THE REPRESENTATIVE SIGNING BELOW UNDERSTANDS THE TERMS AND CONDITIONS OF THE AGREEMENT, AGREES TO BE BOUND BY THEM AND HAS THE AUTHORITY TO BIND ORGANIZATION.

ORGANIZATION HOLDS PROVIDER HARMLESS OF ANY LIABILITY REGARDING THE ACTIONS AND/OR INJURIES TO PROGRAM PARTICIPANTS.

7. MARKETING OPT-IN.

PROVIDER GRANTS ORGANIZATION PERMISSION TO SEND PERIODIC EMAILS AND NEWSLETTERS FEATURING THE COACHING MATTERS FOUNDATION, NEW PRODUCTS AND

OTHER ORGANIZATION ANNOUNCEMENTS. PROVIDER CAN UNSUBSCRIBE AT ANY TIME AND PROVIDER INFORMATION IS NEVER SHARED EXTERNALLY.

AUTHORIZED ORGANIZATION REPRESENTATION [SIGNATURE]


NAME / TITLE

DATE

Signed by:
Jason Monson
1E73614893E84B7...

Jason
Jason Monson

10/29/2025

| SCHOOL / ORGANIZATION | GROUP | # OF STUDENTS SELLING | |
|---|-------------------|-----------------------|-------------------------|
| Huntley High School | Track | 100 | |
| ADDRESS / DELIVERY LOCATIONS | CITY | STATE | ZIP CODE |
| 13719 Harmony Rd | Huntley | Illinois | 60142 |
| CONTACT NAME | BEST TIME TO CALL | CONTACT CELL # | CONTACT EMAIL ADDRESS |
| Jason Jason Monson | | 2246290540 | jmonson@district158.org |
|  | | | |

DocuSigned by:
Michael Effinger
0503486FB397470..

10/29/2025

Fundraising Authorization Form Fiscal Services

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

Today's Date: 10/28/2025 School: Huntley High School

Name of School Organization: Boy's Track & Field

Sponsor / Coach's Name: Chris Maxedon Phone: 224-402-3965

Starting Date of Event: March 30, 2026 Ending Date of Event: April 3, 2026

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 15,000.00 ✓

Type of Sale / Event: Digital Donation Fundraiser

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

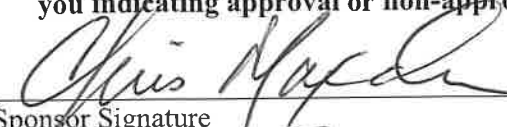
Name of Vendor (if applicable): Effinger Consulting- Fundraising University ✓

Type of Product or Service Provided by Vendor: Fundraising Consulting


Purpose of Fundraiser: Build track account for future large purchases (mats, throwing implements, travel, etc) ✓

Name of Activity Account: Boy's Track Activity Account #: 515

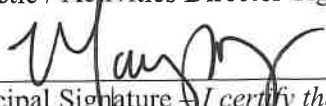
Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).


Sponsor Signature


10/28/25
Date


Athletic / Activities Director Signature

11/6/25
Date


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

11-6-25
Date


Chief Financial Officer Signature

11-11-25
Date

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

Superintendent's Copy Fiscal Services Copy 29 Date of Board Approval: _____



FUNDRAISING UNIVERSITY - FUNDRAISER AGREEMENT

Effinger Consulting, LLC DBA FUNDRAISING UNIVERSITY ["PROVIDER"] AND ORGANIZATION IDENTIFIED BELOW ENTER INTO THE FOLLOWING FUNDRAISER AGREEMENT ["AGREEMENT"] FOR THE PURPOSE OF PROVIDING A FUNDRAISING PROGRAM ["PROGRAM"] DESIGNED TO FACILITATE ORGANIZATION'S FUNDRAISING EFFORTS:

FUNDRAISING PERIOD

START DATE: 3/30/2026 **END DATE:** 4/3/2026

| ITEM | SELLING PRICE | PROFIT BREAKDOWN | |
|----------|---------------|------------------|--------------------------|
| | | UNITS SOLD | GROUP EARNING PERCENTAGE |
| FundUNOW | \$35.00 | 0+ | 70% |

TERMS & CONDITIONS

75% *M*

1. PROGRAM TERMS.

PROVIDER AND ORGANIZATION AGREE TO THE INDICATED FUNDRAISING PERIOD, PRODUCT, QUANTITY AND PRICE.

2. PROVIDER OBLIGATIONS.

PROVIDER AGREES TO USE ITS BEST EFFORTS TO ASSIST ORGANIZATION WITH ITS FUNDRAISING EFFORTS.

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PROVIDER AGREES TO PAY FOR PRINTING AND PRODUCTION COSTS ASSOCIATED WITH THE SALE OF DISCOUNT AND NON-DISCOUNT PRODUCTS.

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ORGANIZATION AGREES TO USE ITS BEST EFFORTS TO SELL FUNDRAISING PRODUCTS AT THE SPECIFIED PRICE. ORGANIZATION CONFIRMS THAT IT IS NOT UNDER A CONTRACTUAL OBLIGATION TO PARTICIPATE IN A COMPETING NON-PROVIDER FUNDRAISING PROGRAM.

ORGANIZATION AGREES TO PERMIT PROVIDER TO OPERATE THE PROGRAM WITHIN A MUTUALLY AGREEABLE TIME FRAME AND TO ALLOW PROVIDER REASONABLE ACCESS TO ORGANIZATION'S FACILITIES IN ORDER TO CONDUCT THE PROGRAM.

FOR THE DISCOUNT PRODUCT OR FROZEN PRODUCT ORGANIZATION PURCHASES FROM PROVIDER, ORGANIZATION AGREES TO PAY PROVIDER ALL AMOUNTS COLLECTED FROM THE SALE OF DISCOUNT OR FROZEN PRODUCT MINUS THE ORGANIZATION'S PROFIT PERCENTAGE. ORGANIZATION SHALL PAY PROVIDER FOR THE DISCOUNT OR FROZEN PRODUCT AT THE CONCLUSION OF THE PROGRAM. ORGANIZATION SHALL BE SOLELY RESPONSIBLE TO COLLECT AND REMIT TO THE APPROPRIATE TAXING AUTHORITIES ANY SALES TAXES, IF REQUIRED BY STATE LAW. ORGANIZATION RETAINS ANY SALES TAX AMOUNTS COLLECTED FROM THE SALE OF THE DISCOUNT OR FROZEN PRODUCT.

ORGANIZATION AGREES TO RETURN TO PROVIDER ALL UNSOLD OR UNUSED DISCOUNT OR FROZEN PRODUCT AT THE CONCLUSION OF THE PROGRAM. ORGANIZATION ACKNOWLEDGES THAT PROVIDER DEVOTES SIGNIFICANT TIME, EFFORT AND EXPENSE IN FORMING AND MAINTAINING RELATIONSHIPS WITH MERCHANTS USED ON ITS DISCOUNT PRODUCT, AND MAY CONTINUE THOSE RELATIONSHIPS WITH OTHER PROVIDER FUNDRAISING PROGRAMS AFTER TERMINATION OF THIS AGREEMENT. ACCORDINGLY, ORGANIZATION AGREES TO PROTECT PROVIDER'S MERCHANT RELATIONSHIPS FOR A PERIOD OF TWELVE (12) MONTHS FOLLOWING TERMINATION OF THIS AGREEMENT. ORGANIZATIONS SHALL NOT PRODUCE OR PARTICIPATE WITH ANY DISCOUNT PRODUCT USING ANY OF THE MERCHANTS FROM PROVIDER'S DISCOUNT PRODUCT PREPARED FOR OR SOLD BY ORGANIZATION. ORGANIZATION AGREES TO PAY PROVIDER \$1,500 (ONE

THOUSAND FIVE HUNDRED DOLLARS) AS COMPENSATION SHOULD IT CHOOSE TO USE ANY OF THE SAME MERCHANTS UTILIZED IN THE MOST RECENT PROVIDER DISCOUNT PRODUCT ON A NON-PROVIDER DISCOUNT PRODUCT DURING THE TWELVE (12) MONTHS FOLLOWING AGREEMENT TERMINATION.

ORGANIZATION ACKNOWLEDGES THAT FROZEN PRODUCTS ARE SOLD IN CASES OF EIGHT (8) BOXES PER FLAVOR, MUST BE PURCHASED IN FULL CASES WITH A MINIMUM ORDER OF TWENTY (20) CASES REQUIRED.

4. DURATION, TERMS AND TERMINATION.

DURATION. PROVIDER AND ORGANIZATION AGREE THAT PROVIDER SHALL BE THE EXCLUSIVE PROVIDER FOR THIS FUNDRAISER FOR ORGANIZATION FOR 1 YEAR TERM. TERMINATION. IN THE EVENT THAT ORGANIZATION DOES NOT RUN THE PROGRAM AGREED TO HEREIN, ORGANIZATION SHALL REIMBURSE PROVIDER FOR EACH UNFULFILLED YEAR OF THE AGREEMENT IN AN AMOUNT CALCULATED AS FOLLOWS: 25% X QTY ORDERED X PRICE. ORGANIZATION AGREES THAT THIS REFLECTS COSTS ASSOCIATED WITH THE PROGRAM AND IS A REASONABLE APPROXIMATION OF ACTUAL DAMAGES TO PROVIDER.

IN THE EVENT OF A CANCELLATION OF A CONSUMABLE PRODUCT THAT DOES NOT PROVIDE SIXTY (60) DAYS WRITTEN NOTICE, THE SCHOOL/GROUP IS SUBJECT TO A \$250 (TWO HUNDRED FIFTY DOLLAR) FEE, WHICH IS A GOOD FAITH ESTIMATE OF COGS FOR SHIPPING AND STORAGE OF THE PRODUCT.

IN THE EVENT THAT A SCHOOL OR GROUP SIGNS A FUNDRAISER AGREEMENT FOR A DISCOUNT PRODUCT AND, FOR WHATEVER REASON, BACKS OUT, THE SCHOOL/GROUP WILL INCUR AN EXPENSE OF \$50 (FIFTY DOLLARS) PER MERCHANT SIGNED AS A GOOD FAITH ESTIMATE OF COGS TO SECURE MERCHANTS. SCHOOL/GROUP MUST ALSO PROVIDE A WRITTEN LETTER THAT CAN BE SHARED WITH THE MERCHANTS TO ENSURE GOOD STANDING FOR BOTH PARTIES.

IF THE PROGRAM IS CANCELLED, ANY ARTWORK OR SHIPPING COMPLETED WILL ALSO BE THE RESPONSIBILITY OF THE SCHOOL/GROUP FOR COGS. THESE COGS WOULD BE PROVIDED IN AN INVOICE FORM FROM THE SUPPLIERS PARTNERED WITH **Effinger Consulting, LLC** DBA Fundraising University.

5. INTELLECTUAL PROPERTY OWNERSHIP AND PRODUCT DISTRIBUTION.

PROVIDER RETAINS ALL INTELLECTUAL PROPERTY RIGHTS ASSOCIATED WITH THE PRODUCTS BUT AGREES TO LICENSE THESE RIGHTS FOR THE LIMITED PURPOSE OF PRODUCT DISTRIBUTION PURSUANT TO THE PROGRAM. ORGANIZATION AGREES NOT TO USE OR DISCLOSE ANY PRODUCT, FORMS, MATERIALS, TECHNICAL INFORMATION OR METHODS EMPLOYED BY PROVIDER OR INTELLECTUAL PROPERTY RIGHTS OWNED BY PROVIDER FOR ANY PURPOSE EXCEPT IN ASSOCIATION WITH THE PROGRAM ABSENT PROVIDER'S EXPRESS WRITTEN CONSENT.

PROVIDER RETAINS THE RIGHT TO DISTRIBUTE FUNDRAISING PRODUCTS AS IT SEES FIT FOLLOWING THE CONCLUSION OF THE PROGRAM OR IN THE EVENT THAT THE PROGRAM IS NOT RUN.

6. AUTHORIZATION AND IMPLEMENTATION.

ORGANIZATION HEREBY ASSERTS THAT THE REPRESENTATIVE SIGNING BELOW UNDERSTANDS THE TERMS AND CONDITIONS OF THE AGREEMENT, AGREES TO BE BOUND BY THEM AND HAS THE AUTHORITY TO BIND ORGANIZATION.

ORGANIZATION HOLDS PROVIDER HARMLESS OF ANY LIABILITY REGARDING THE ACTIONS AND/OR INJURIES TO PROGRAM PARTICIPANTS.

7. MARKETING OPT-IN.

PROVIDER GRANTS ORGANIZATION PERMISSION TO SEND PERIODIC EMAILS AND NEWSLETTERS FEATURING THE COACHING MATTERS FOUNDATION, NEW PRODUCTS AND

OTHER ORGANIZATION ANNOUNCEMENTS. PROVIDER CAN UNSUBSCRIBE AT ANY TIME AND PROVIDER INFORMATION IS NEVER SHARED EXTERNALLY.

AUTHORIZED ORGANIZATION REPRESENTATION [SIGNATURE]

NAME / TITLE


DATE

Signed by:
Chris Maxedon
98595AF522FC4A3...

Chris

10/29/2025

Chris Maxedon

| SCHOOL / ORGANIZATION | GROUP | # OF STUDENTS SELLING | |
|---|-------------------|-----------------------|---------------------------|
| Huntley High School | Track | 100 | |
| ADDRESS / DELIVERY LOCATIONS | CITY | STATE | ZIP CODE |
| 13719 Harmony Rd | Huntley | Illinois | 60142 |
| CONTACT NAME | BEST TIME TO CALL | CONTACT CELL # | CONTACT EMAIL ADDRESS |
| Chris | PM | 2244023965 | Chmaxedon@district158.org |
| Chris Maxedon | | | |
|  | | | |

DocuSigned by:

Michael Effinger
0503486FB397470...

10/29/2025

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: December 18, 2025
RE: Policy Revision – First Reading

Upon review of the Board at the December 4, 2025 meeting, the following policies were revised as recommended by the Policy Committee.

This is the first reading of the following policies:

- **2:120 Board Member Development**
Policy updated for continuous improvement.
- **2:150 Committees**
Policy updated, requiring the PTAC’s guidelines for reciprocal reporting to address both civil and criminal offenses committed by students.
- **2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited**
The Policy is updated for improvement. Legal References updated, finalizing the citation to the *Racism Free Schools Law*.
- **4:10 Fiscal and Business Management**
Policy updated, requiring a district to post its statement of affairs by December 1 of each year on its website, and making changes to the contents of the statement of affairs.
- **4:30 Revenue and Investments**
Policy updated, addressing deposit requirements for financial institutions subject to the IL Community Reinvestment Act.
- **4:80 Accounting and Audits**
Policy updated requiring school districts to submit copies of their Annual Financial Report (AFR) and audits to the regional superintendent of schools by Oct. 15 each year, effective 1-1-26, and for continuous improvement. Legal References updated.
- **4:140 Waiver of Student Fees**
Legal References are updated.
- **4:190 Targeted School Violence Prevention Program**
Legal References and Cross References are updated.
- **5:10 Equal Employment Opportunity and Minority Recruitment**
Policy and Legal References updated in response to the Victims’ Economic Security and Safety Act, 820 ILCS 180/33, added by P.A. 104-171, effective 1-1-26.
- **5:90 Abused and Neglected Child Reporting**
The Policy and Cross References are updated, changing the term *child pornography* to *child sexual abuse material*, and to clarify the definition of *electronic and information technology equipment*, effective 1-1-26.

- **5:100 Staff Development Program**
Non-substantive changes to Policy.
- **5:190 Teacher Qualifications**
Updates to Legal References.
- **5:200 Terms and Conditions of Employment and Dismissal**
Policy is updated, requiring that an employee be compensated during a break to express breast milk, effective 1-1-26.
- **5:220 Substitute Teachers**
Updates to Legal References.
- **5:280 Duties and Qualifications**
Policy is updated for continuous improvement.
- **5:300 Schedules and Employment Year**
The Policy is updated, requiring that an employee be compensated during a break to express breast milk, effective 1-1-26.
- **5:330 Educational Support Personnel**
Vacation benefits updated to reflect changes to HESPA Agreement.
- **6:20 School Year Calendar and Day**
Non-substantive updates to Legal References.
- **6:40 Curriculum Development**
The Policy, Legal References, and Cross References are updated for continuous improvement.
- **6:60 Curriculum Content**
Policy and Legal References updated due to renumbering, reorganizing, and repealing citations, and for continuous improvement.
- **6:130 Program for the Gifted**
Policy and Legal References updated, removing references to State funding for gifted programs and related requirements, effective 1-1-26.
- **6:160 English Learners**
Policy updated for continuous improvement.
- **6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct**
Policy, Legal References, and Cross References are updated for continuous improvement.
- **6:260 Complaints About Curriculum, Instructional Materials, and Programs**
Updates to Legal References.
- **6:300 Graduation Requirements**
Policy and Legal References updated due to renumbering citations, and for continuous improvement.
- **6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students**
Policy and Legal References updated, deleting the provision that requires ISBE to encourage programs of academic credit for Tech Prep work-based learning for high school students, eff. 1-1-26.
- **6:320 High School Credit for Proficiency**
Updates to Legal References.

- **7:10 Equal Educational Opportunities**
Legal References and Cross References updated.
- **7:70 Attendance and Truancy**
Policy and Legal References updated, requiring an approval process for students to attend allowable activities by the beginning of the 2026-2027 school year, effective 1-1-26.
- **7:130 Student Rights and Responsibilities**
Cross References updated.
- **7:140 Search and Seizure**
Non-substantive change to Policy; Legal References and Cross References updated.
- **7:150 Agency and Law Enforcement Requests ~~Police Interviews~~**
Policy renamed and rewritten, requiring districts to establish a policy by 7-1-26 regarding agency and law enforcement requests at school, and for continuous improvement.
- **7:180 Prevention of and Response to Bullying, Intimidation, and Harassment**
Policy and Legal References updated, expanding the *bullying* definition to prohibit posting or distributing sexually explicit images and, beginning in the 2026-2027 school year, expanding the *cyberbullying* definition to prohibit posting or distributing an *unauthorized digital replica*, effective 7-1-26.
- **7:190 Student Behavior**
Policy updated, requiring parent/guardian notification when a student allegedly threatens firearm violence. Cross References updated.
- **7:290 Suicide and Depression Awareness and Prevention**
The Policy and Legal References are updated, requiring education for students on mental health and illness; adding student protocols for administering youth suicide awareness and prevention education; requiring districts to add contact information and helplines on employee ID cards for employees serving grades 6-12.
- **7:310 Restrictions on Publications; Elementary Schools**
Updates to Legal References.
- **7:315 Restrictions on Publications; High Schools**
Non-substantive changes to Policy. Legal References updated.
- **7:340 Student Records**
Non-substantive changes to Policy.
- **8:30 Visitors and Conduct on School Property**
Non-substantive changes to Policy. Legal References updated.
- **8:100 Relations with Other Organizations and Agencies**
Updates to Cross References.

Recommendation

The Policy Committee recommends that the 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.

Board of Education

Board Member Development

The Board desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development and leadership training in: (1) education and labor law; (2) financial oversight and accountability; (3) fiduciary responsibilities; (4) and trauma-informed practices for students and staff; and (5) improving student outcomes, within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act (OMA) no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on OMA is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. ~~This dismissal process is available after the District's PERA implementation date.~~

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

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, shall make reasonable efforts to provide ongoing professional development to Board members about the requirements of 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14, adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., *Senate Bill 100 training topics*.

Board Self-Evaluation

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

New Board Member Orientation

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

1. The Superintendent or their designees shall give each new School Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past

- year, and other helpful information including material describing the District and explaining the Board’s roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
 3. The Board President may request a veteran Board member to mentor a new member.
 4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

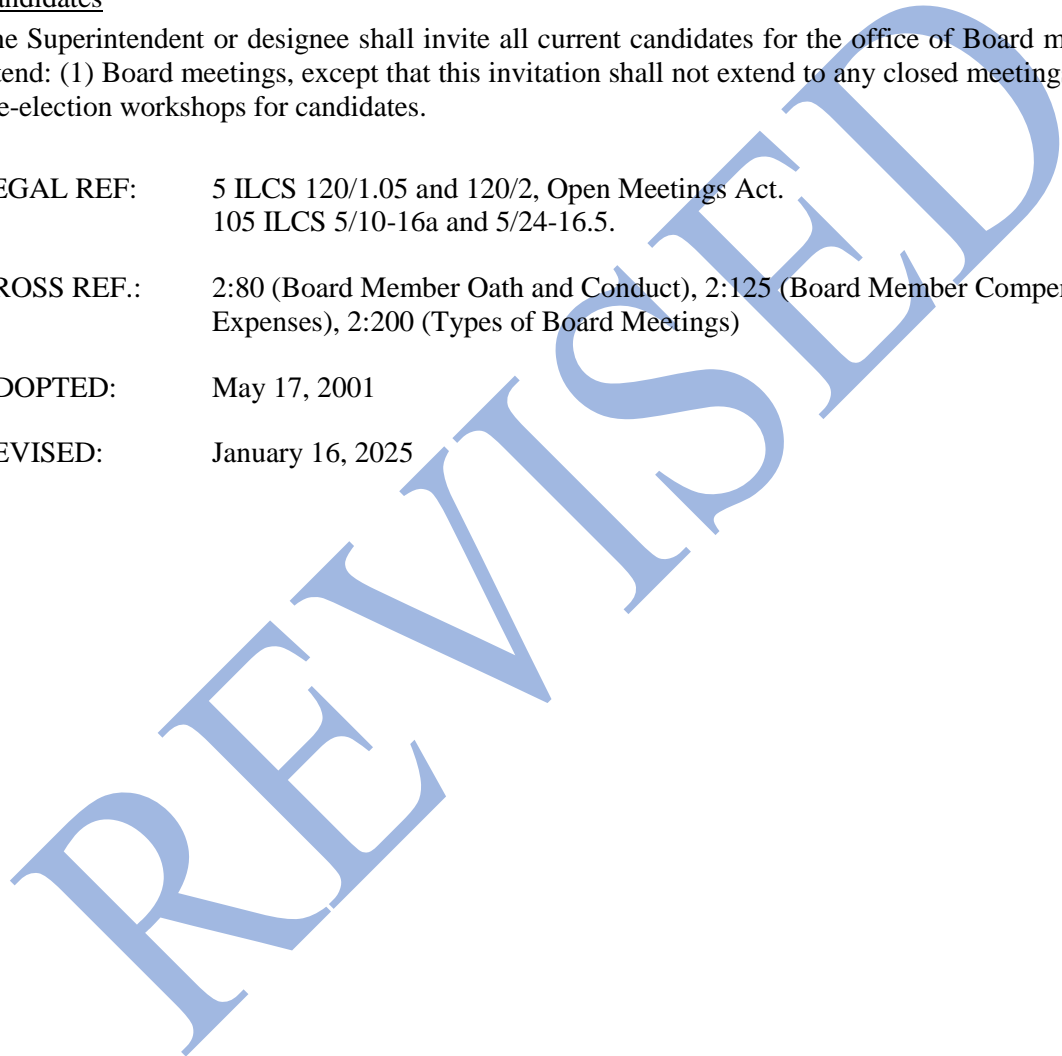
The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF: 5 ILCS 120/1.05 and 120/2, Open Meetings Act.
105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of Board Meetings)

ADOPTED: May 17, 2001

REVISED: January 16, 2025



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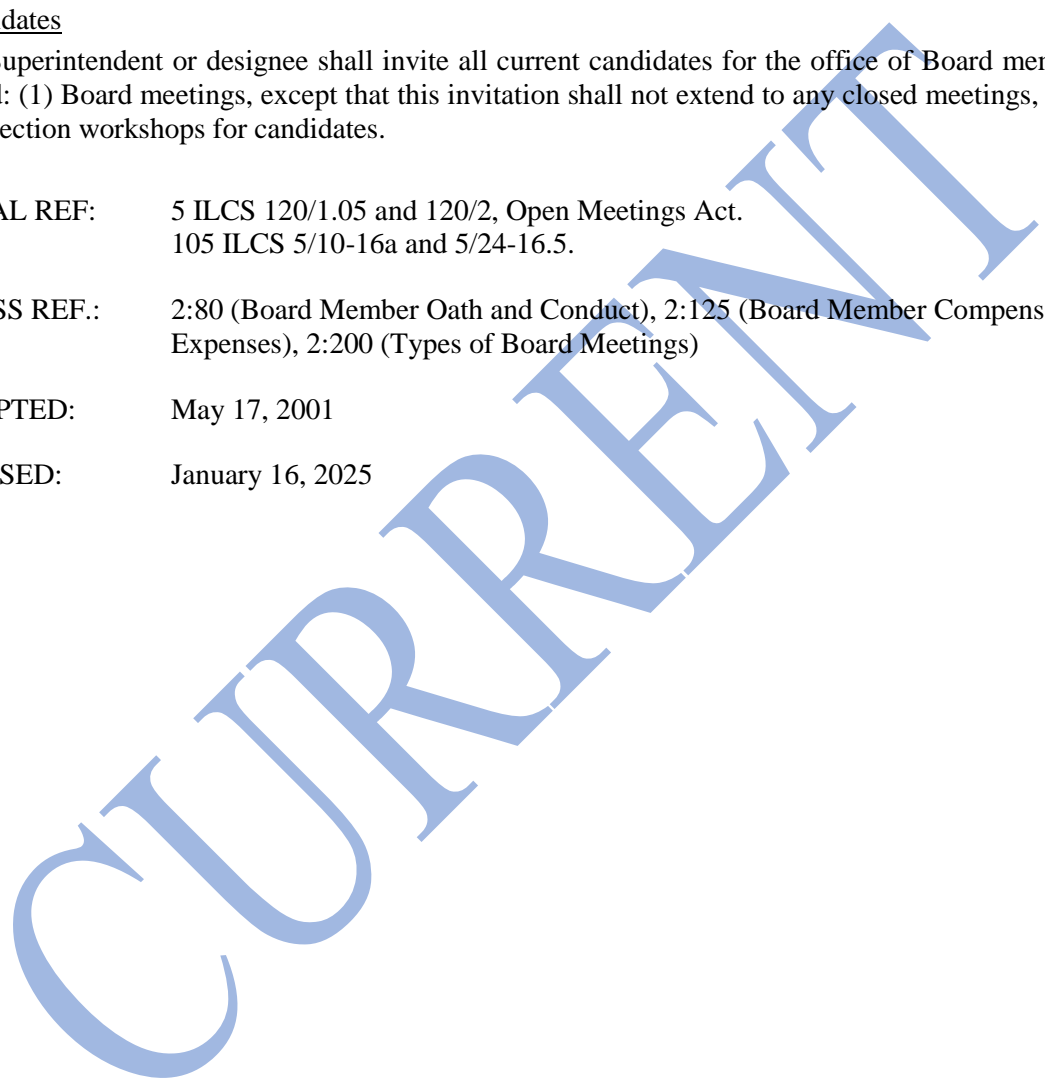
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ADOPTED: May 17, 2001

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Board of Education

Committees

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

Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion. The President shall appoint such committees and be an ex officio member of all special committees.

Standing Board Committees

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

1. **Board Policy Committee**

This committee will consider all policy suggestions and provide information and recommendations to the Board.

2. **Parent-Teacher Advisory Committee**

This committee assists in the development of student discipline policy and procedure, and provides information and recommendations to the Board. The committee is comprised of parents/guardians and teachers, and may also include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal and civil offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.

3. **Behavioral Interventions Committee**

This committee develops and monitors procedures for using behavioral interventions in accordance with Board Policy 7:230, *Misconduct by Students with Disabilities*, and provides information and recommendations to the Board. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.

Superintendent Committees

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

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.
105 ILCS 5/10-20.14 and 5/14-8.05

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

REVISED

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ADOPTED: May 17, 2001

REVISED: March 17, 2022

CURRENT

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~~ incidents 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: June 20, 2024

REVISED:

REVISED

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: June 20, 2024

CURRENT

Operational Services

Fiscal and Business Management

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

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management through the use of computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each staff member is responsible for understanding the content of the District's electronic network shall complete an *Authorization for Electronic Network Access*.

Budget Planning

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

Preliminary Adoption Procedures

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

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

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

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

Final Adoption Procedures

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

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

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians and other taxpayers in the district that it is posted and provide the website's address.

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

Any amendments to the budget or certificate of tax levy shall be made as provided in *The School Code* and Truth In Taxation Act.

Budget Amendments

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

Implementation

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

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

LEGAL REF.: 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-1.10. 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.
35 ILCS 200/18-55 et seq., Truth in Taxation Law.
23 Ill. Admin. Code Part 100.

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

ADMIN. PROC.: 6:235-AP1, E1 (Student Authorization for Access to the District’s Electronic Networks), 6:235-AP1, E2 (Staff Authorization for Access to the District’s Electronic Networks)

ADOPTED: May 17, 2001

REVISED: January 18, 2024

Operational Services

Fiscal and Business Management

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

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LEGAL REF.: 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-1.10. 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.
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ADOPTED: May 17, 2001

REVISED: January 18, 2024

Operational Services

Revenue and Investments

Revenue

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

Investments

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

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

Investment Objectives

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

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

Authorized Investments

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

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

The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (ciii) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.

4. Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than 270 days from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short-term obligations of corporations under this paragraph.
5. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature more than 270 days but less than 10 years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in obligations of corporations under this paragraph.
6. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
7. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
8. Short-term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
9. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
10. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
11. The Illinois School District Liquid Asset Fund Plus.
12. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

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

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

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

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of

financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

Selection of Depositories, Investment Managers, Dealers, and Brokers

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

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

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

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

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

The District may not deposit public funds in a financial institution subject to the CRA unless the institution has a current rating of satisfactory or outstanding under CRA. The District may not deposit public funds in a financial institution subject to the ICRA unless either: (1) the institution has a current rating of satisfactory under the ICRA at the time of deposit; or (2) the Ill. Dept. of Financial and Professional Regulation has not yet completed its initial examination of the institution under the ICRA. The District may not withdraw public funds from a financial institution prior to the date of maturity solely on the basis of a less than satisfactory rating under the ICRA. When investing or depositing public funds, the District may give preference to financial institutions that have a current rating of outstanding under the CRA and the ICRA.

Collateral Requirements

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

Safekeeping and Custody Arrangements

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

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action. A semi-annual report shall be made to the Board of Education to ensure that appropriate protocols are being followed.

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

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

Ethics and Conflicts of Interest

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

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

LEGAL REF.: 30 ILCS 235/, Public Funds Investment Act.
30 ILCS 238/, Ill. Sustainable Investing Act.
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

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

ADOPTED: December 16, 1999

REVISED: January 16, 2025

Operational Services

Revenue and Investments

Revenue

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

Investments

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

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

Investment Objectives

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

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

Authorized Investments

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

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

The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (ciii) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.

4. Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than 270 days from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short-term obligations of corporations under this paragraph.
5. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature more than 270 days but less than 10 years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in obligations of corporations under this paragraph.
6. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
7. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
8. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
9. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
10. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
11. The Illinois School District Liquid Asset Fund Plus.
12. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

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

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

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

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of

financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

Selection of Depositories, Investment Managers, Dealers, and Brokers

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

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

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

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

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

The District may not deposit public funds in a financial institution subject to the CRA unless the institution has a current rating of satisfactory or outstanding under CRA. When investing or depositing public funds, the District may give preference to financial institutions that have a current rating of outstanding under the CRA.

Collateral Requirements

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

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District’s name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting

Standards Board (GASB) Statement No. 3. Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action. A semi-annual report shall be made to the Board of Education to ensure that appropriate protocols are being followed.

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

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

Ethics and Conflicts of Interest

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

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

LEGAL REF.: 30 ILCS 235/, Public Funds Investment Act.
 30 ILCS 238/, Ill. Sustainable Investing Act.
 105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

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

ADOPTED: December 16, 1999

REVISED: January 16, 2025

Operational Services

Accounting and Audits

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

Annual Audit

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

Annual Financial Report

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

Inventories

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

Capitalization Threshold

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

Disposition of District Property

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

award, the retention of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

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

Controls for Revolving Funds and Petty Cash

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

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District’s or a District school’s name or with the District’s Federal Employer Identification Number. All checks issued by the District must be signed by either the Treasurer or Superintendent, except for checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

Internal Controls

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

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

LEGAL REF.: 2 C.F.R. §200 et seq.
30 ILCS 708/, Grant Accountability and Transparency Act, ~~implemented by~~ 44 Ill. Admin. Code 7000 et seq.
105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8 and 5/17-1 et seq.
23 Ill. Admin. Code Part 100.

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

ADOPTED: May 17, 2001

REVISED: August 21, 2025

REVISED

Operational Services

Accounting and Audits

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

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30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill. Admin. Code 7000 et seq.
105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8 and 5/17-1 et seq.
23 Ill. Admin. Code Part 100.

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

ADOPTED: May 17, 2001

REVISED: August 21, 2025

Operational Services

Waiver of Student Fees

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

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

Fees are not waived for student participation in extracurricular activities* and clubs, students choosing to attend summer school courses whereby no recommendation to attend summer school has been made by the District, or other optional fees including, but not limited to: student photos, class rings, parking permits, yearbooks, travel for recreational activities, and admission to social events such as school sponsored dances, performances, IHSA athletic tournaments, etc.

* Extracurricular activities are those officially approved and organized student activities held outside normal school hours that carry no academic credit.

Notification

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

Eligibility Criteria

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

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

A student shall be eligible for a 50% fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal reduced meals program.

Parents/guardians may apply for a waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income to include:

- current payroll stubs;
- award letters from welfare departments;
- evidence of receipt of food stamps or Temporary Assistance for Needy Families (TANF);
- Social Security retirement benefit letter; or
- support payment decrees from court

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

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

Verification

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

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

Questions regarding the fee waiver request process should be addressed to the office of the Chief Financial Officer.

Determination and Appeal

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

LEGAL REF.: 42 U.S.C. §11434a, McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-20.13, 5/10-22.25, [and 5/27-815 5/27-24.2 and 5/28-19.2.](#)
23 Ill. Admin. Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:140 (Education of Homeless Children), 6:220 (Bring Your Own Technology (BYOT) Program: Responsible Use and Conduct)

ADOPTED: May 17, 2001

REVISED: March 16, 2023

Operational Services

Waiver of Student Fees

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

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

Fees are not waived for student participation in extracurricular activities* and clubs, students choosing to attend summer school courses whereby no recommendation to attend summer school has been made by the District, or other optional fees including, but not limited to: student photos, class rings, parking permits, yearbooks, travel for recreational activities, and admission to social events such as school sponsored dances, performances, IHSA athletic tournaments, etc.

* Extracurricular activities are those officially approved and organized student activities held outside normal school hours that carry no academic credit.

Notification

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

Eligibility Criteria

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

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

A student shall be eligible for a 50% fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal reduced meals program.

Parents/guardians may apply for a waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income to include:

- current payroll stubs;
- award letters from welfare departments;
- evidence of receipt of food stamps or Temporary Assistance for Needy Families (TANF);
- Social Security retirement benefit letter; or
- support payment decrees from court

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

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

Verification

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

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

Questions regarding the fee waiver request process should be addressed to the office of the Chief Financial Officer.

Determination and Appeal

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

LEGAL REF.: 42 U.S.C. §11434a, McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2 and 5/28-19.2.
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CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:140 (Education of Homeless Children), 6:220 (Bring Your Own Technology (BYOT) Program: Responsible Use and Conduct)

ADOPTED: May 17, 2001

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.

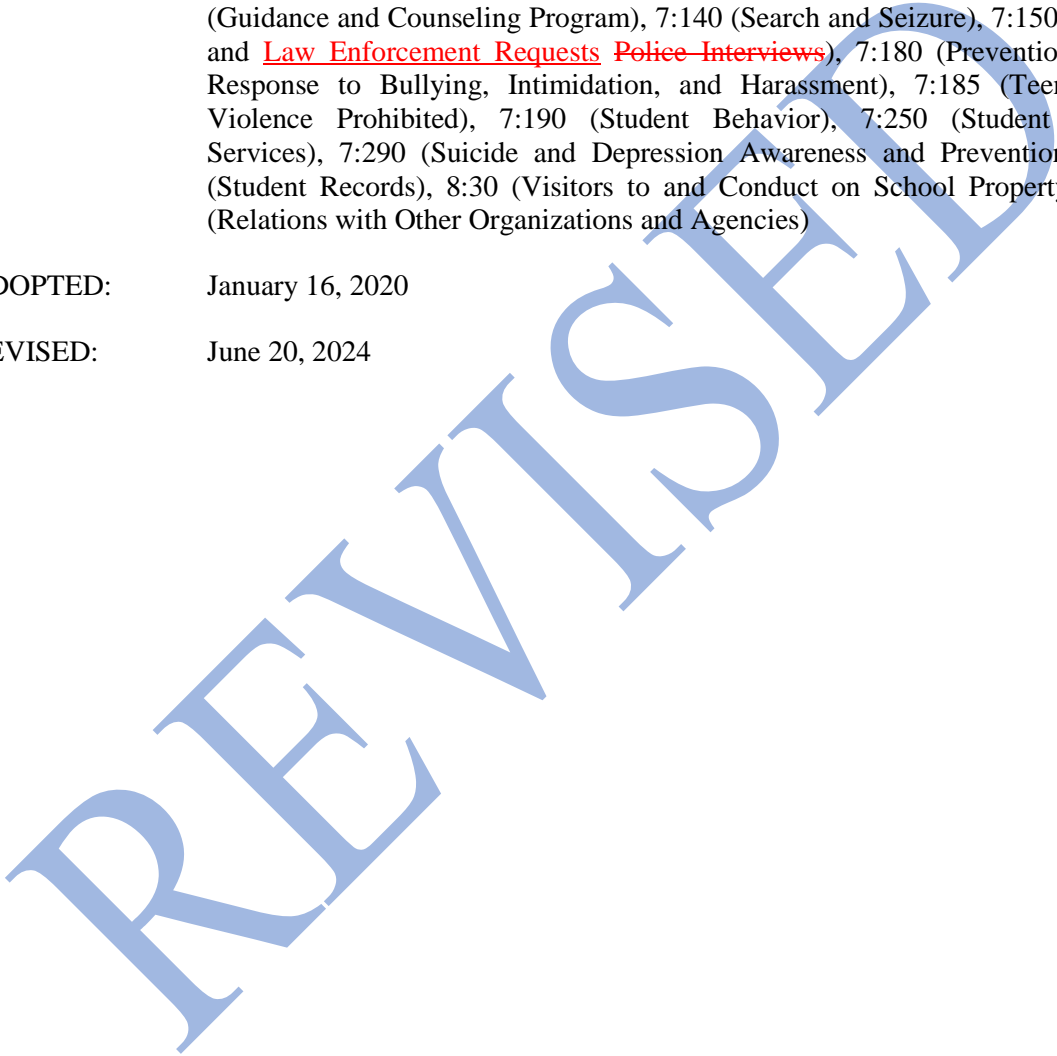
The Local Governmental and Governmental Employees Tort Immunity Act protects the District from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments 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 ~~5/22-110~~
~~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 ~~Law Enforcement Requests~~ ~~Police Interviews~~), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: January 16, 2020

REVISED: June 20, 2024



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.

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5. Comply with State and federal law and align with Board policies.

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ADOPTED: January 16, 2020

REVISED: June 20, 2024

CURRENT

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 or use of District-issued equipment to record such types 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; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*. The 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, Title IX 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
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amaccrindle@district158.org

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Dr. Deanna Gill
Assistant Superintendent Special Services
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(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.

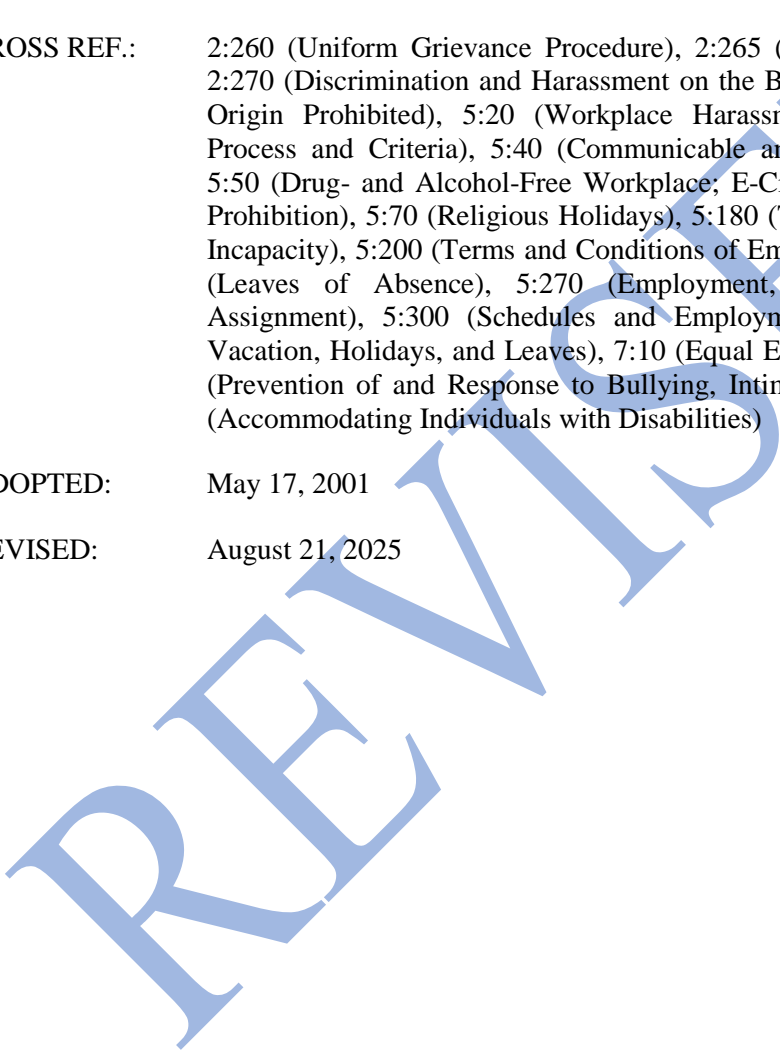
- LEGAL REF.:
- 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
 - 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972;
34 C.F.R. Part 106.
 - 29 U.S.C. §206(d), Equal Pay Act.
 - 29 U.S.C. §218d, Fair Labor Standards Act.
 - 29 U.S.C. §621 et seq., Age Discrimination in 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. §2000gg et seq., Pregnant Workers Fairness Act; 29 C.F.R. Part 1636.
 - 42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
 - 42 U.S.C. §12111 et seq., Americans With Disabilities Act, Title I.
 - Ill. Constitution, Art. I, §§17, 18, and 19.
 - 105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
 - 410 ILCS 130/40, Compassionate Use of Medical Cannabis 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 [and 180-33](#), Victims' Economic Security and Safety Act.
 820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, 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: August 21, 2025



General Personnel

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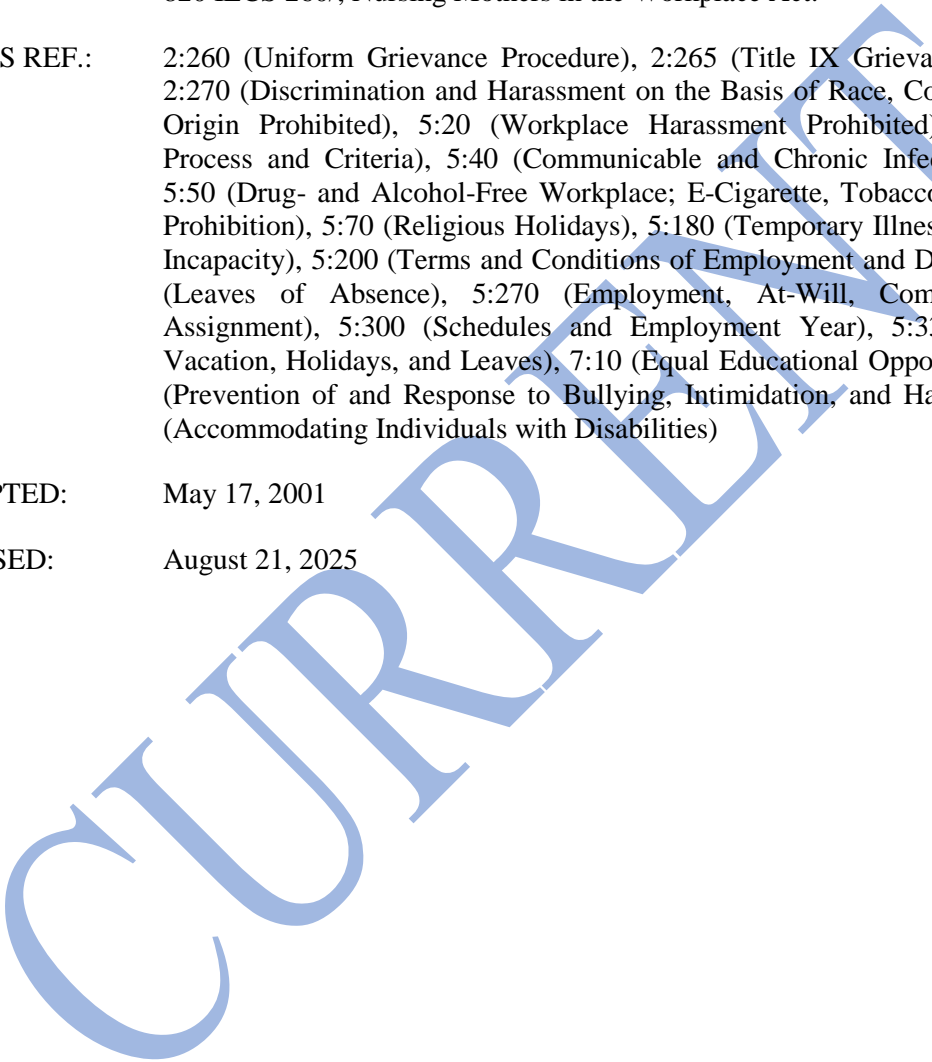
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 - 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
 - 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
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 - 105 ILCS 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.
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ADOPTED: May 17, 2001

REVISED: August 21, 2025



General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline, 1-800-25-ABUSE (1-800-252-2873) (within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY). Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on *electronic and information technology equipment as defined in 325 ILCS 5/4.5(a)*, shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's Cyber Tipline, 1-800-THE-LOST (1-800-843-5678), or online at <https://www.report.cybertip.org> or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

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

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by (DCFS). The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations as required by law and policy 5:100, *Staff Development Program*.

Alleged Incidents of Sexual Abuse; Investigations

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

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with Board policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under *Faith's Law*, and (2) that act resulted in the license holder's dismissal or resignation from the District, the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

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

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

Special Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of a felony, it must promptly report it to the State agencies listed in Board policy 2:20, *Powers and Duties of the Board; Indemnification*.

- LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
 105 ILCS 5/10-21.9, 5/10-23.13, 5/21B-85, 5/22-85.5, and 5/22-85.10.
 20 ILCS 1305/1-1 et seq., Department of Human Services Act.
 325 ILCS 5/, Abused and Neglected Child Reporting Act.
 720 ILCS 5/12C-50.1, Criminal Code of 2012.
- CROSS REF.: 2:20 (Powers and Duties of the Board; Indemnification), 3:40 (Superintendent),
 3:50 (Administrative Personnel Other Than the Superintendent), 3:60
 (Administrative Responsibility of the Building Principal), 4:60 (Purchases and
 Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and
 Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring
 Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee
 Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200
 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment
 Terminations and Suspensions), 6:120 (Education of Children with Disabilities),
 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of
 Students Prohibited), 7:150 (Agency and Law Enforcement Requests-Police
 Interviews)
- ADOPTED: May 17, 2001
- REVISED: January 16, 2025

REVISED

General Personnel

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Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline, 1-800-25-ABUSE (1-800-252-2873) (within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY). Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's Cyber Tipline, 1-800-THE-LOST (1-800-843-5678), or online at <https://www.report.cybertip.org> or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

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

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by (DCFS). The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations as required by law and policy 5:100, *Staff Development Program*.

Alleged Incidents of Sexual Abuse; Investigations

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

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with Board policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under *Faith's Law*, and (2) that act resulted in the license holder's dismissal or resignation from the District, the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

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

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

Special Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of a felony, it must promptly report it to the State agencies listed in Board policy 2:20, *Powers and Duties of the Board; Indemnification*.

- LEGAL REF.:** 20 U.S.C. §7926, Elementary and Secondary Education Act.
 105 ILCS 5/10-21.9, 5/10-23.13, 5/21B-85, 5/22-85.5, and 5/22-85.10.
 20 ILCS 1305/1-1 et seq., Department of Human Services Act.
 325 ILCS 5/, Abused and Neglected Child Reporting Act.
 720 ILCS 5/12C-50.1, Criminal Code of 2012.
- CROSS REF.:** 2:20 (Powers and Duties of the Board; Indemnification), 3:40 (Superintendent),
 3:50 (Administrative Personnel Other Than the Superintendent), 3:60
 (Administrative Responsibility of the Building Principal), 4:60 (Purchases and
 Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and
 Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring
 Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee
 Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200
 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment
 Terminations and Suspensions), 6:120 (Education of Children with Disabilities),
 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of
 Students Prohibited), 7:150 (Agency and Police Interviews)
- ADOPTED:** May 17, 2001
- REVISED:** January 16, 2025

CURRENT

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~~ 5/27-240 (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 5/27-115 ~~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 all school personnel and school resource officers on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments as defined in 105 ILCS 5/3-11(b), the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall

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

3. 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 in accordance with 34 C.F.R. Part 106 (see Board policy 2:265, *Title IX Grievance Procedure*):
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.
12. Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*).

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

- LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.
 105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, 5/22-115, 5/24-5, and 5/26A.
 105 ILCS 25/1.15, Interscholastic Athletic Organization Act.
 105 ILCS 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), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

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), 7:255-AP1 (Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:255-AP2 (Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 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: August 21, 2025

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.

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 - c. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
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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 in accordance with 34 C.F.R. Part 106 (see Board policy 2:265, *Title IX Grievance Procedure*):
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.
12. Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*).

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

- LEGAL REF.:
- 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
 - 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.
 - 105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, 5/24-5, and 5/26A.
 - 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), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

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ADOPTED: May 17, 2001

REVISED: August 21, 2025

Professional Personnel

Teacher Qualifications

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

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

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teacher; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students’ classroom teachers’ professional qualifications.

LEGAL REF: 20 U.S.C. §6312(e)(1)(A).
105 ILCS 5/10-20.15, 5/21B-15, 5/21B-20, 5/21B-25, 5/21B-120, and 5/24-23.
23 Ill. Admin. Code §1.610 et seq., §1.705 et seq., and Part 25.

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

ADOPTED: May 17, 2001

REVISED: January 18, 2024

Professional Personnel

Teacher Qualifications

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

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

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teacher; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students’ classroom teachers’ professional qualifications.

LEGAL REF: 20 U.S.C. §6312(e)(1)(A).
105 ILCS 5/10-20.15, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.
23 Ill. Admin. Code §1.610 et seq., §1.705 et seq., and Part 25.

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

ADOPTED: May 17, 2001

REVISED: January 18, 2024

Professional Personnel

Terms and Conditions of Employment and Dismissal

The Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days. Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans Day).

School Day

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

The District accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breast milk according to provisions in State and federal law.

Salary

Teachers shall be paid according to the salaries fixed by the Board, and in accordance with District policy 5:250, *Leaves of Absence*, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

Assignments and Transfers

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, except as otherwise provided by law, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

The District will follow State law when dismissing a teacher.

Evaluation

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law.

On an annual basis, the Superintendent will provide the Board with a written report which outlines the results of the District's teacher evaluation system.

LEGAL REF.: 29 U.S.C. §218(d), Pub. L. 117-328, Pump for Nursing Mothers Act.
42 U.S.C. §2000gg et seq, Pub. L. 117-328, Pregnant Workers Fairness Act.
105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22-96, 5/22.4, 5/24-16.5,
5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.
820 ILCS 260/, Nursing Mothers in the Workplace Act.
23 Ill. Admin. Code Parts 50 (Evaluation of Educator Licensed Employees) and 51
(Dismissal of Tenured Teachers).
Cleveland Bd. Of Educ. v. Loudermill, 470 U.S. 532 (1985).

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

ADOPTED: May 17, 2001

REVISED: September 19, 2024

REVISED

Professional Personnel

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42 U.S.C. §2000gg et seq, Pub. L. 117-328, Pregnant Workers Fairness Act.
105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22-96, 5/22.4, 5/24-16.5,
5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.
820 ILCS 260/, Nursing Mothers in the Workplace Act.
23 Ill. Admin. Code Parts 50 (Evaluation of Educator Licensed Employees) and 51
(Dismissal of Tenured Teachers).
Cleveland Bd. Of Educ. v. Loudermill, 470 U.S. 532 (1985).

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

ADOPTED: May 17, 2001

REVISED: September 19, 2024

CURRENT

Professional Personnel

Substitute Teachers

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

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

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

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year through June 30, 2026, but not more than 100 paid days in the same classroom. Beginning July 1, 2026, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

Short-Term Substitute Teachers

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

Emergency Situations

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

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20.(4).
[105 ILCS 128/22, School Safety Drill Act.](#)
40 ILCS 5/16-118, Ill. Pension Code.
23 Ill. Admin. Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

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

ADOPTED: May 17, 2001

REVISED: January 18, 2024

REVISED

Professional Personnel

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

ADOPTED: May 17, 2001

REVISED: January 18, 2024

CURRENT

Educational Support Personnel

Duties and Qualifications

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

Paraprofessionals

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

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

Nonlicensed Personnel Working with Students and Performing Non-Instructional Duties

Nonlicensed personnel performing non-instructional duties may be used:

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

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

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder who is a service member has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.: 34 C.F.R. §200.58.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1, Ill. Vehicle Code.
23 Ill. Admin. Code §§1.280, 1.630 and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: May 17, 2001

REVISED: March 16, 2023

REVISED

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ADOPTED: May 17, 2001

REVISED: March 16, 2023

CURRENT

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 and compensates them for reasonable time needed to express breast milk according to State and federal law.

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

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

ADOPTED: May 17, 2001

REVISED: June 20, 2024

Educational Support Personnel

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 740 ILCS 137/, Right to Breastfeed Act.
 820 ILCS 105/, Minimum Wage Law.
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CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:35
 Compliance with the Fair Labor Standards Act)

ADOPTED: May 17, 2001

REVISED: June 20, 2024

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Huntley Community School District 158 Board of Education.”

Probationary employees and employees hired on or after March 1, 2009 who work at least 600 hours per year, shall be entitled to ten (10) days of sick leave per year for the first four (4) years of their employment. After completion of an employee’s fourth year, he or she shall be entitled to fourteen (14) days of sick leave per term without loss of pay.

10 Month, probationary employees accrue sick time at 1 day per month over 10 months.

12 Month, probationary employees accrue sick time at .833 days per month over 12 months.

10 Month, non-probationary employees accrue sick time at 1.4 days per month over 10 months.

12 Month, non-probationary employees accrue sick time at 1.17 days per month over 12 months.

Part-time employees will receive sick day pay equivalent to their regular work day. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days

unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Vacation

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”

Full-time employees whose regular work year is 260 days shall be entitled to paid vacation according to the following schedule:

1. After six (6) months consecutive service, five (5) days to be taken before the close of the first fiscal year.
2. Beginning at the start of the second fiscal year, and continuing for the duration of the first ~~ten~~ **five (5)** consecutive years, ten (10) days.
3. After ~~ten (10)~~ **five (5)** years of consecutive service, fifteen (15) days.
4. After ~~twenty (20)~~ **ten (10)** years of consecutive service, twenty (20) days.
5. For employees who have one or more years of service, the Board shall transfer up to five (5) unused vacation days to their cumulative sick leave at the end of each fiscal year.

Employees will be allowed to carry 1/3 of their issued vacation to the next fiscal year. However, this amount must be used by the next December 31st following the close of the fiscal year in which the vacation time was earned. Any of the unused vacation time shall be transferred to sick time to be used for extended time off per FMLA or for retirement reporting purposes. Vacation time is not cumulative.

The Superintendent, or his designee, shall attempt to arrange vacation days so that the school operation continues to operate in an effective and efficient manner. Accordingly, vacation days granted will be determined in accordance with the needs of the school.

Holidays

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”

For employees not covered by this agreement, the following days will be observed:

Unless the District has a waiver or modification of The School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

- | | |
|-----------------------------------|------------------------|
| New Year's Day | Columbus Day |
| Martin Luther King Jr.'s Birthday | Veteran's Day |
| Abraham Lincoln's Birthday | 2024 Election Day |
| Casimir Pulaski's Birthday | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Juneteenth National Freedom Day | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | New Year's Eve |

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

If a holiday is waived or falls on a Saturday or Sunday, it will be observed on a workday designated by the Superintendent.

Personal Leave

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”

Employees not covered by this agreement with 6 months of consecutive service to the District shall receive leave of absence with pay on the same terms and conditions as employees covered by this agreement.

Personal leave shall not be allowed for participation in a work stoppage, recreation or to accompany another person on a pleasure trip.

Except in the case of an emergency, as approved by the Superintendent or designee, or for observations of a recognized religious holiday of the employee’s faith, the following days shall not be utilized for personal business leave:

1. the first and last week of school for students,
2. a weekday immediately preceding a weekday legal holiday,
3. a weekday immediately preceding or the day of a weekday of student non-attendance day/half day,
4. a Friday before a Monday student non-attendance day/half day.

The employee shall suffer no loss of pay for such leave unless the aforementioned conditions have been violated.

Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with State law.

Bereavement Leave

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”

For employees not covered by this Agreement:

Educational support personnel may receive the same bereavement leave that is granted professional staff.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in policy 5:250, *Leaves of Absence*:

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Child Extended Bereavement Leave.
7. Leave to serve as an election judge.

8. COVID-19 Paid Administrative Leave.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Family Bereavement Leave Act.
820 ILCS 156/, Child Extended Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill. App. 3d 375 (1st Dist. 1987); Elder v. Sch. Dist.
No. 127 1/2, 60 Ill. App. 2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical
Leave), 5:250 (Professional Personnel – Leaves of Absence)

ADOPTED: May 17, 2001

REVISED: January 18, 2024

REVISED

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Huntley Community School District 158 Board of Education.”

Probationary employees and employees hired on or after March 1, 2009 who work at least 600 hours per year, shall be entitled to ten (10) days of sick leave per year for the first four (4) years of their employment. After completion of an employee’s fourth year, he or she shall be entitled to fourteen (14) days of sick leave per term without loss of pay.

10 Month, probationary employees accrue sick time at 1 day per month over 10 months.

12 Month, probationary employees accrue sick time at .833 days per month over 12 months.

10 Month, non-probationary employees accrue sick time at 1.4 days per month over 10 months.

12 Month, non-probationary employees accrue sick time at 1.17 days per month over 12 months.

Part-time employees will receive sick day pay equivalent to their regular work day. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days

unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Vacation

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”

Full-time employees whose regular work year is 260 days shall be entitled to paid vacation according to the following schedule:

1. After six (6) months consecutive service, five (5) days to be taken before the close of the first fiscal year.
2. Beginning at the start of the second fiscal year, and continuing for the duration of the first ten (10) consecutive years, ten (10) days.
3. After ten (10) years of consecutive service, fifteen (15) days.
4. After twenty (20) years of consecutive service, twenty (20) days.
5. For employees who have one or more years of service, the Board shall transfer up to five (5) unused vacation days to their cumulative sick leave at the end of each fiscal year.

Employees will be allowed to carry 1/3 of their issued vacation to the next fiscal year. However, this amount must be used by the next December 31st following the close of the fiscal year in which the vacation time was earned. Any of the unused vacation time shall be transferred to sick time to be used for extended time off per FMLA or for retirement reporting purposes. Vacation time is not cumulative.

The Superintendent, or his designee, shall attempt to arrange vacation days so that the school operation continues to operate in an effective and efficient manner. Accordingly, vacation days granted will be determined in accordance with the needs of the school.

Holidays

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”

For employees not covered by this agreement, the following days will be observed:

Unless the District has a waiver or modification of The School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

- | | |
|-----------------------------------|------------------------|
| New Year's Day | Columbus Day |
| Martin Luther King Jr.'s Birthday | Veteran's Day |
| Abraham Lincoln's Birthday | 2024 Election Day |
| Casimir Pulaski's Birthday | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Juneteenth National Freedom Day | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | New Year's Eve |

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

If a holiday is waived or falls on a Saturday or Sunday, it will be observed on a workday designated by the Superintendent.

Personal Leave

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”

Employees not covered by this agreement with 6 months of consecutive service to the District shall receive leave of absence with pay on the same terms and conditions as employees covered by this agreement.

Personal leave shall not be allowed for participation in a work stoppage, recreation or to accompany another person on a pleasure trip.

Except in the case of an emergency, as approved by the Superintendent or designee, or for observations of a recognized religious holiday of the employee’s faith, the following days shall not be utilized for personal business leave:

1. the first and last week of school for students,
2. a weekday immediately preceding a weekday legal holiday,
3. a weekday immediately preceding or the day of a weekday of student non-attendance day/half day,
4. a Friday before a Monday student non-attendance day/half day.

The employee shall suffer no loss of pay for such leave unless the aforementioned conditions have been violated.

Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with State law.

Bereavement Leave

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”

For employees not covered by this Agreement:

Educational support personnel may receive the same bereavement leave that is granted professional staff.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in policy 5:250, *Leaves of Absence*:

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Child Extended Bereavement Leave.
7. Leave to serve as an election judge.

8. COVID-19 Paid Administrative Leave.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Family Bereavement Leave Act.
820 ILCS 156/, Child Extended Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill. App. 3d 375 (1st Dist. 1987); Elder v. Sch. Dist.
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CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical
Leave), 5:250 (Professional Personnel – Leaves of Absence)

ADOPTED: May 17, 2001

REVISED: January 18, 2024

CURRENT

Instruction

School Year Calendar and Day

School Calendar

The Board, upon the Superintendent’s recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students ~~shall~~ **may** devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

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

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, ~~5/10-20.46~~, 5/10-20.56, ~~5/10-20.46~~, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, ~~58/27-510, 5/27-3, 5/27-18, 5/27-19, 5/27-20, and 5/27-1025, 5/27-20.1, and 5/27-20.2.~~
10 ILCS 5/11-4.1, Election Day.
5 ILCS 490/, State Commemorative Dates Act.
23 Ill. Admin. Code §1.420(f).
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1997), *aff’d* by 57 F.3d 618 (7th Cir. 1995).

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

ADOPTED: May 17, 2001

REVISED: March 16, 2023

Instruction

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ADOPTED: May 17, 2001

REVISED: March 16, 2023

Instruction

Curriculum Development

Adoption

The Board is responsible for curriculum adoption and must approve all significant changes, including the adoption of new textbooks and new courses, before such changes are made. The Superintendent is responsible for making curriculum recommendations that are aligned with:

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

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

Experimental Educational Programs and Pilot Projects

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

Single-Gender Classes and Activities

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

Design and Content

The curriculum shall be designed to accomplish the learning objectives and goals for excellence contained in the District's School Improvement Plan.

Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved

teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The curriculum review program shall:

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

Curriculum Guides and Course Outlines

The Superintendent is responsible for the development of curriculum guides for the various subject areas and their provision to appropriate staff members.

LEGAL REF.: 20 U.S.C. §1681, Title IX of the Education Amendments of 1972, **implemented by**
34 C.F.R. Part 106.
105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development),
6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues)
6:100 (Using Animals in the Educational Program), 6:110 (Programs for
Students At Risk of Academic Failure and/or Dropping Out of School and
Graduation Incentives Program), 6:120 (Education of Children with Disabilities),
6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140
(Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and
Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 6:180
(Extended Instructional Programs), **6:185 (Remote Educational Program)**, 7:10
(Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

ADOPTED: May 17, 2001

REVISED: October 17, 2019

Instruction

Curriculum Development

Adoption

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

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Curriculum Guides and Course Outlines

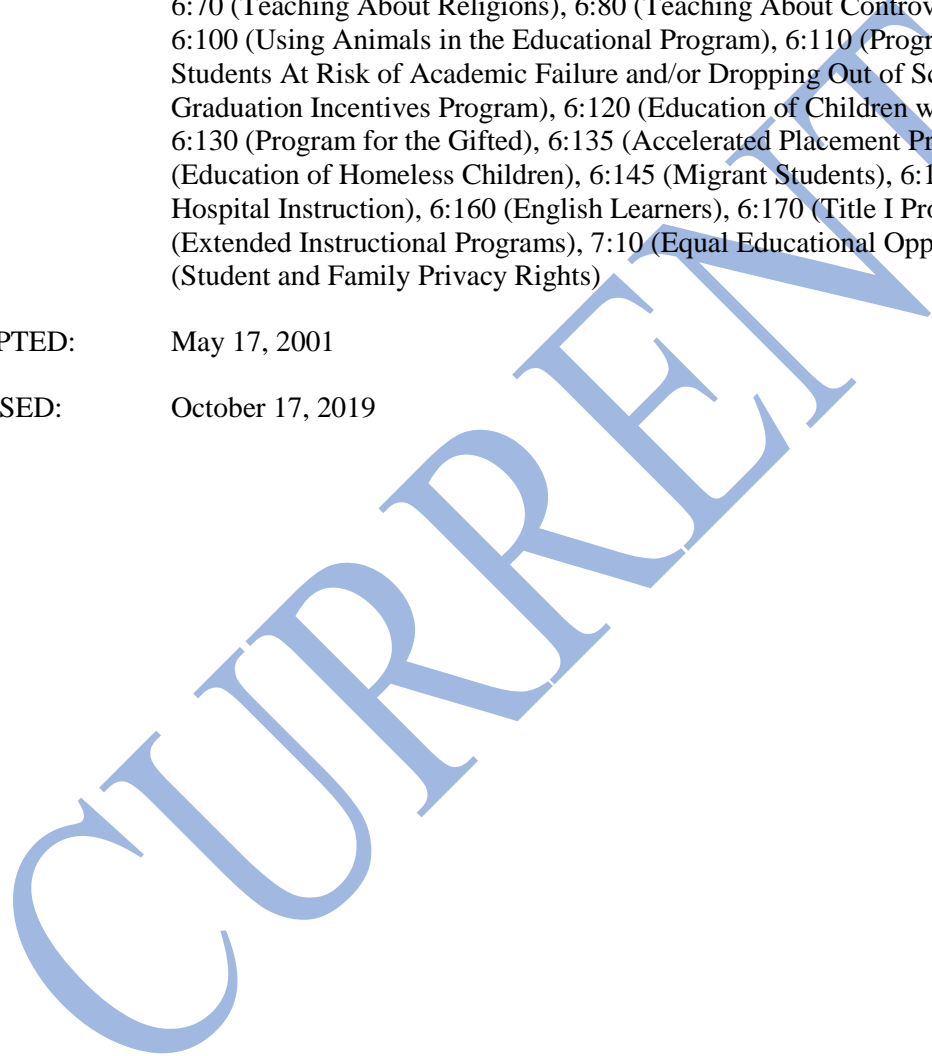
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CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 6:180 (Extended Instructional Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

ADOPTED: May 17, 2001

REVISED: October 17, 2019



Instruction

Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, and (h) music, ~~and (i) drug and substance abuse prevention, including the dangers of opioid abuse.~~ A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) career and technical vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, including worker safety in those zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In all schools, drug and alcohol abuse prevention education, including: (a) in each year in grades K through 4, age-and developmentally appropriate instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and the dangers of opioid and substance abuse, (b) in grades 5 through 12, age- and developmentally appropriate classroom instruction on alcohol and drug use and abuse, (c) in grades 6-12, the dangers of fentanyl, and (d) in grades 7 through 12, as well as in interscholastic athletic programs, anabolic steroid abuse prevention, which must also be taught in interscholastic athletic programs.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence

- and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
5. In grades kindergarten through 12, through the 2026-2027 school year, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate Board policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
 6. Beginning in the fall of 2027, in grades 3-8 each year, age- and developmentally appropriate instruction on online safety.
 7. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
 8. In all grades, ~~character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others and moral courage. Instruction in all grades instruction will include examples of on~~ behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
 9. In all schools, citizenship values must be taught, including (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
 10. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see Board policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
 11. In all schools, health education must be stressed, including (a) human ecology, health growth, development, personal health habits, and nutrition, (b) family life, (c) prevention and control of disease, proper nutrition, (b) physical fitness, (e) personal health habits, (d) dangers and avoidance of abduction, (e) (d) age- and developmentally appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, (e) public health, environmental health, disaster preparedness, and safety education, (f) mental health and illness, (g) dental health, (h) cancer education, and (i) age- and developmentally appropriate consent education. ~~and (f) in grades 6-12, the dangers of fentanyl!~~ The Superintendent shall implement a comprehensive health education program in accordance with State law.
 12. In all schools, abduction education that addresses the danger of and avoidance of abduction.
 13. In grades 9-12, the dangers of allergies must be taught.
 14. In grades 9-12, training on how to properly administer cardiopulmonary resuscitation and how to use an automated external defibrillator.

15. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. In grades 6-12, students engage in career exploration and career development activities to prepare them to make informed plans and decisions about their future education and career goals. In grades 9-12, a College and Career Pathway Endorsement is awarded to students who meet the requirements for a specific endorsement area.
16. In grades 9 through 12, consumer education must be taught, including (a) financial literacy, including consumer debt and installment purchasing, (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
17. In grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.
18. In grades 9 through 12, through the 2026-2027 school year, a unit of intensive instruction on media literacy that includes, but is not limited to the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason. Beginning in the fall of 2027, in grades 9 through 12, a unit of instruction on media literacy and Internet safety that includes, but is not limited to, all of the following topics: (a) accessing and evaluating information; (b) creating media; (c) reflecting on media consumption and social responsibility; (d) legal and social penalties for illicit actions online; and (e) reporting illicit content online.
19. In grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. *Computer science* means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.
20. In all schools, environmental education, including instruction on: (a) the current problems and needs in the conservation of natural resources and (b) beginning in the fall of 2026, instruction on climate change.

21. In all schools, instruction as determined by the Superintendent or designee on United States (U.S.) history must be taught including: (a) the principals of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) ~~beginning in the fall of 2024,~~ the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

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

- ~~22. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.~~
23. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
24. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles and contributions of women.
25. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
26. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
27. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
28. In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions

of Asian American communities to the economic, cultural, social, and political development of the United States.

29. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J. Consolidated Appropriations Act of 2005.
 Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.
 47 C.F.R. §54.520.
 5 ILCS 465/3 and 465/3a.
 20 ILCS 2605/2605-480.
 105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, 5/10-20.84, 5/10-23.13, ~~5/22-110, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.05, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2. 5/27-105, 5/27-110, 5/27-115, 5/27-210, 5/27-215, 5/27-245, 5/27-250, 5/27-255, 5/27-260, 5/27-305, 5/27-310, 5/27-315, 5/27-405, 5/27-410 (scheduled for repeal on 7-1-27), 5/27-415 (scheduled for repeal on 7-1-27), 5/27-505, 5/27-510, 5/27-515, 5/27-520, 5/27-525, 5/27-530, 5/27-535, 5/27-540, 5/27-545, 5/27-605, 5/27-705, 5/27-710, 5/27-715, 5/27-720, 5/27-725, 5/27-810, 5/27-815, and 5/27-1050.~~
105 ILCS 110/3, Comprehensive Health Education Program.
 105 ILCS 435/, Vocational Education Act.
 625 ILCS 5/6-408.5, Ill. Vehicle Code.
 23 Ill. Admin. Code §§1.420, 1.425, 1.430, and 1.440.

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

ADOPTED: May 17, 2001

REVISED: January 16, 2025

Instruction

Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention, including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, including worker safety in those zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
5. In grades kindergarten through 12, age appropriate, Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must

- incorporate Board policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
 7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others and moral courage. Instruction in all grades will include examples of behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
 8. In all schools, citizenship values must be taught, including (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
 9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see Board policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
 10. In all schools, health education must be stressed, including (a) proper nutrition, (b) physical fitness, (c) personal health habits, (d) dangers and avoidance of abduction, (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, and (f) in grades 6-12, the dangers of fentanyl. The Superintendent shall implement a comprehensive health education program in accordance with State law.
 11. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. In grades 6-12, students engage in career exploration and career development activities to prepare them to make informed plans and decisions about their future education and career goals. In grades 9-12, a College and Career Pathway Endorsement is awarded to students who meet the requirements for a specific endorsement area.
 12. In grades 9 through 12, consumer education must be taught, including (a) financial literacy, including consumer debt and installment purchasing, (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles

- of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
13. In grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.
 14. In grades 9 through 12, intensive instruction on media literacy.
 15. In grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. *Computer science* means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.
 16. In all schools, environmental education, including instruction on: (a) the current problems and needs in the conservation of natural resources and (b) beginning in the fall of 2026, instruction on climate change.
 17. In all schools, instruction as determined by the Superintendent or designee on United States (U.S.) history must be taught including: (a) the principals of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

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19. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
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LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J. Consolidated Appropriations Act of 2005.
 Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.
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 105 ILCS 110/3, Comprehensive Health Education Program.
 105 ILCS 435/, Vocational Education Act.
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CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day); 6:40 (Curriculum Development); 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education).

ADOPTED: May 17, 2001

REVISED: January 16, 2025

Instruction

Program for the Gifted

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

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

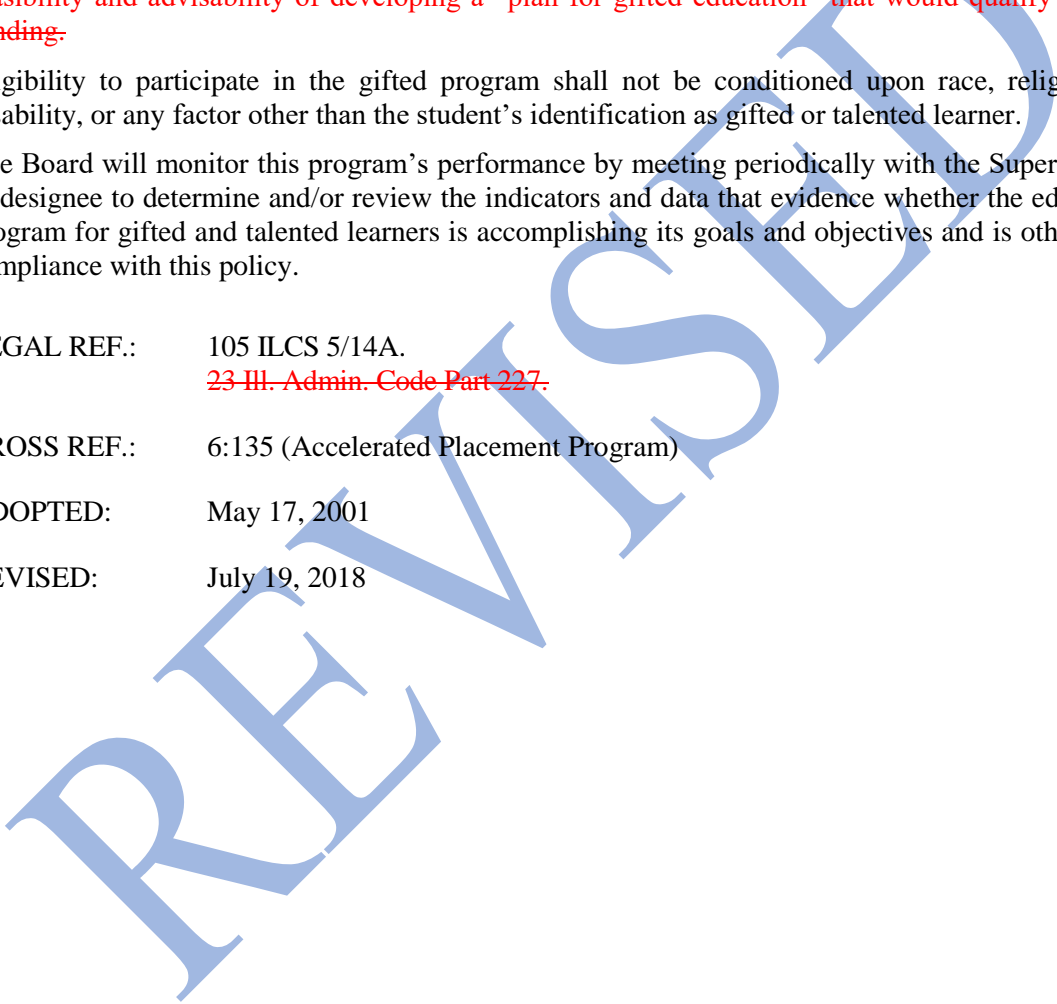
The Board will monitor this program’s performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in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

LEGAL REF.: 105 ILCS 5/14A.
~~23 Ill. Admin. Code Part 227.~~

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

ADOPTED: May 17, 2001

REVISED: July 19, 2018



Instruction

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LEGAL REF.: 105 ILCS 5/14A.
23 Ill. Admin. Code Part 227.

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

ADOPTED: May 17, 2001

REVISED: July 19, 2018

Instruction

English Learners

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

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

Parent/Guardian Involvement

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

LEGAL REF.: 20 U.S.C. §§6312, 6314, 6315, and 6318.
20 U.S.C. §6801 et seq.
34 C.F.R. Part 200.
105 ILCS 5/14C-1 et seq.
23 Ill. Admin. Code Part 228.

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

ADOPTED: May 17, 2001

REVISED: September 16, 2021

REVISED

Instruction

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23 Ill. Admin. Code Part 228.

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

ADOPTED: May 17, 2001

REVISED: September 16, 2021

CURRENT

Instruction

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

The Superintendent or designee shall establish a *Bring Your Own Technology (BYOT) Program*. The program will:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web-literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Intranet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees*; 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*; 5:125, *Personal Technology and Social Media*; *Usage and Conduct*; 5:170, *Copyright*; 6:120, *Education of Children with Disabilities*; 6:235, *Access to Electronic Networks*; 7:140, *Search and Seizure*, 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, 7:190, *Student Behavior*, 7:340, *Student Records*; and 7:345, *Use of Educational Technologies*; Student Data privacy and Security.
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
 - a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
 - b. A copy of or access to this policy and any building-specific rules for the program;
 - c. Additional training, if necessary, about 5:170, *Copyright*; and
 - d. Information concerning appropriate behavior of staff members as required by State law and **Board** policy 5:120, *Ethics and Conduct*; *Code of Professional Conduct*; and *Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under **Board** policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

Responsible Use

The District recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, *Search and Seizure*.

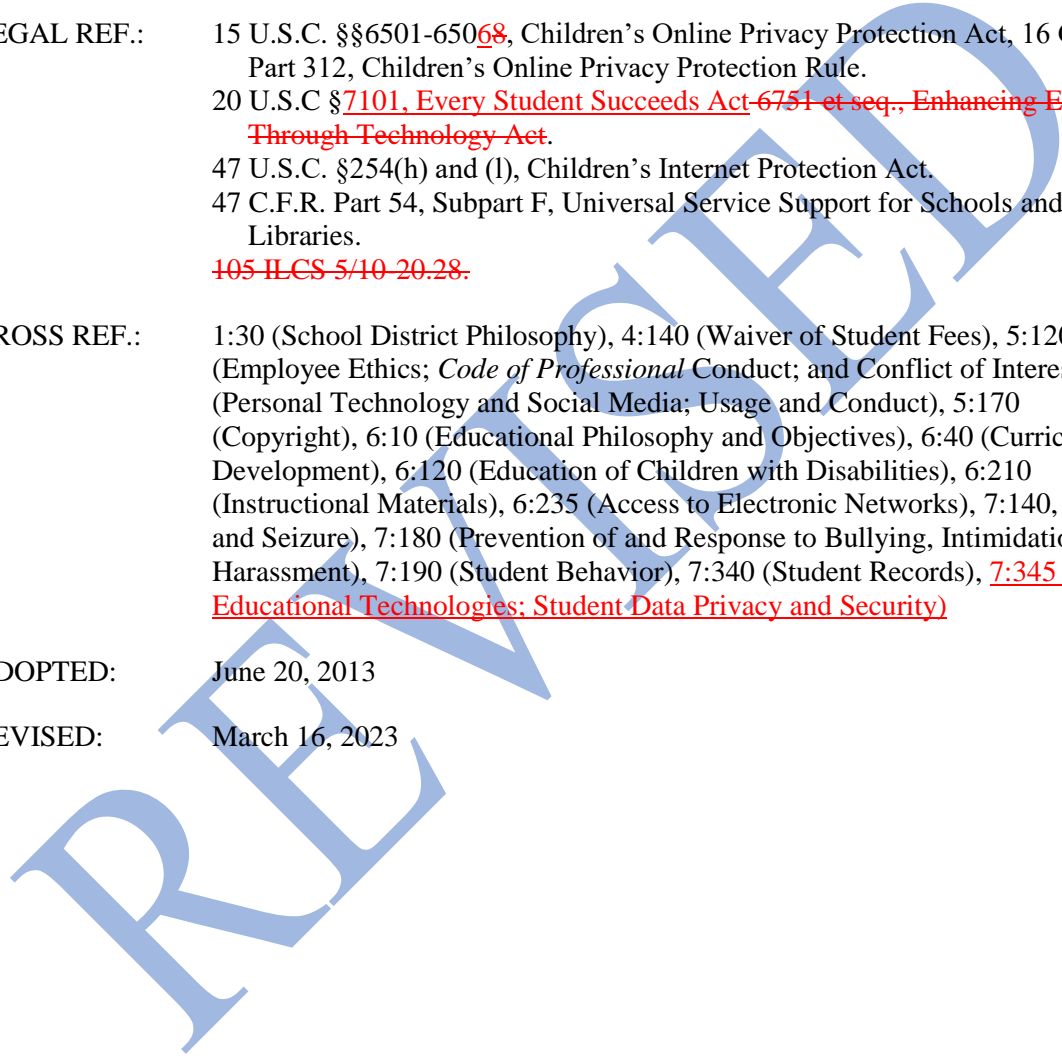
Responsible use in the program incorporates into this policy the individual’s *Acceptable Use of Electronic Networks* agreement pursuant to [Board](#) policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in [Board policies policy 5:125, *Personal Technology and Social Media; Usage and Conduct*](#), for staff, and 7:190, *Student Behavior*, for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District’s electronic network and/or student’s BYOT privileges; (b) disciplinary action pursuant to [Board policies 7:190 *Student Behavior*, 7:200, *Suspension Procedures*](#), or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal actions to appropriate law enforcement agencies.

LEGAL REF.: 15 U.S.C. §§6501-6506~~8~~, Children’s Online Privacy Protection Act, 16 C.F.R. Part 312, Children’s Online Privacy Protection Rule.
 20 U.S.C §~~7101, *Every Student Succeeds Act-6751 et seq., Enhancing Education Through Technology Act.*~~
 47 U.S.C. §254(h) and (l), Children’s Internet Protection Act.
 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
~~105 ILCS 5/10-20.28.~~

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Employee Ethics; *Code of Professional Conduct*; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:120 (Education of Children with Disabilities), 6:210 (Instructional Materials), 6:235 (Access to Electronic Networks), 7:140, (Search and Seizure), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:340 (Student Records), [7:345 \(*Use of Educational Technologies: Student Data Privacy and Security*\)](#)

ADOPTED: June 20, 2013

REVISED: March 16, 2023



Instruction

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

The Superintendent or designee shall establish a *Bring Your Own Technology (BYOT) Program*. The program will:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web-literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Intranet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees*; 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*; 5:125, *Personal Technology and Social Media*; *Usage and Conduct*; 5:170, *Copyright*; 6:120, *Education of Children with Disabilities*; 6:235, *Access to Electronic Networks*; 7:140, *Search and Seizure*, 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, 7:190, *Student Behavior*, 7:340, *Student Records*; and 7:345, *Use of Educational Technologies*; Student Data privacy and Security.
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
 - a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
 - b. A copy of or access to this policy and any building-specific rules for the program;
 - c. Additional training, if necessary, about 5:170, *Copyright*; and
 - d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Ethics and Conduct*; *Code of Professional Conduct*; and *Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

Responsible Use

The District recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, *Search and Seizure*.

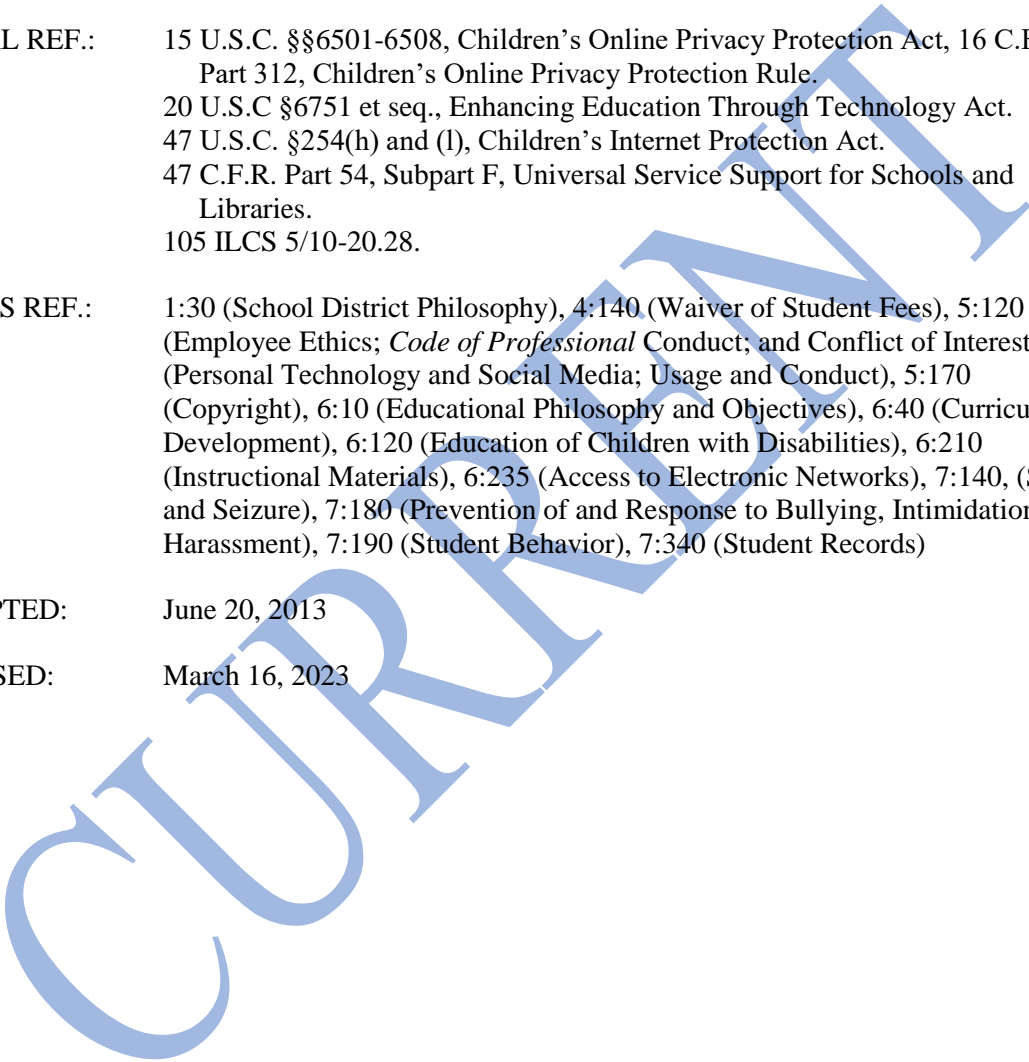
Responsible use in the program incorporates into this policy the individual’s *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in policy 5:125, *Personal Technology and Social Media; Usage and Conduct*, for staff and 7:190, *Student Behavior*, for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District’s electronic network and/or student’s BYOT privileges; (b) disciplinary action pursuant to 7:190 *Student Behavior*, 7:200, *Suspension Procedures*, or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal actions to appropriate law enforcement agencies.

LEGAL REF.: 15 U.S.C. §§6501-6508, Children’s Online Privacy Protection Act, 16 C.F.R. Part 312, Children’s Online Privacy Protection Rule.
 20 U.S.C §6751 et seq., Enhancing Education Through Technology Act.
 47 U.S.C. §254(h) and (l), Children’s Internet Protection Act.
 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
 105 ILCS 5/10-20.28.

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Employee Ethics; *Code of Professional Conduct*; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:120 (Education of Children with Disabilities), 6:210 (Instructional Materials), 6:235 (Access to Electronic Networks), 7:140, (Search and Seizure), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED: June 20, 2013

REVISED: March 16, 2023



Instruction

Complaints About Curriculum, Instructional Materials, and Programs

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

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

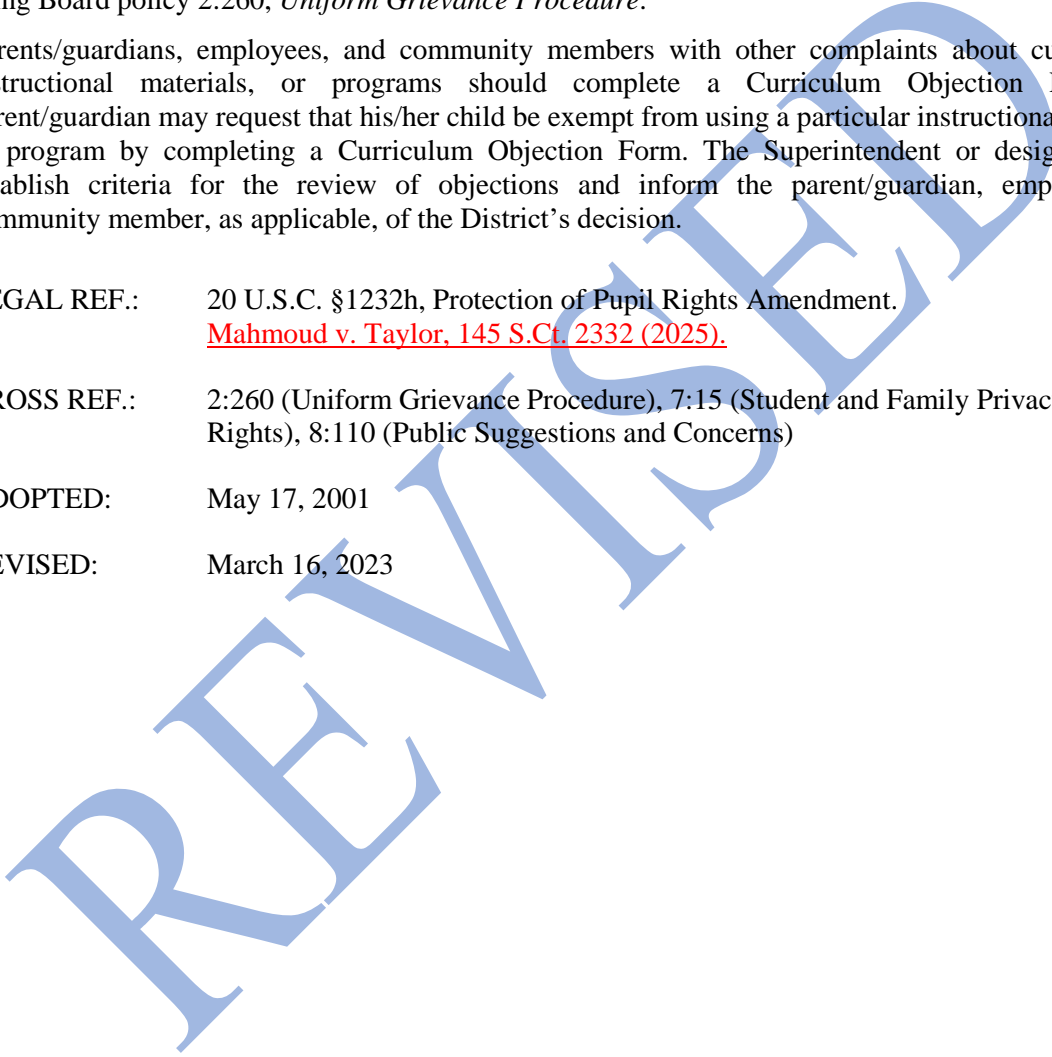
Parents/guardians, employees, and community members with other complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing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

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Amendment.
[Mahmoud v. Taylor, 145 S.Ct. 2332 \(2025\).](#)

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

ADOPTED: May 17, 2001

REVISED: March 16, 2023



Instruction

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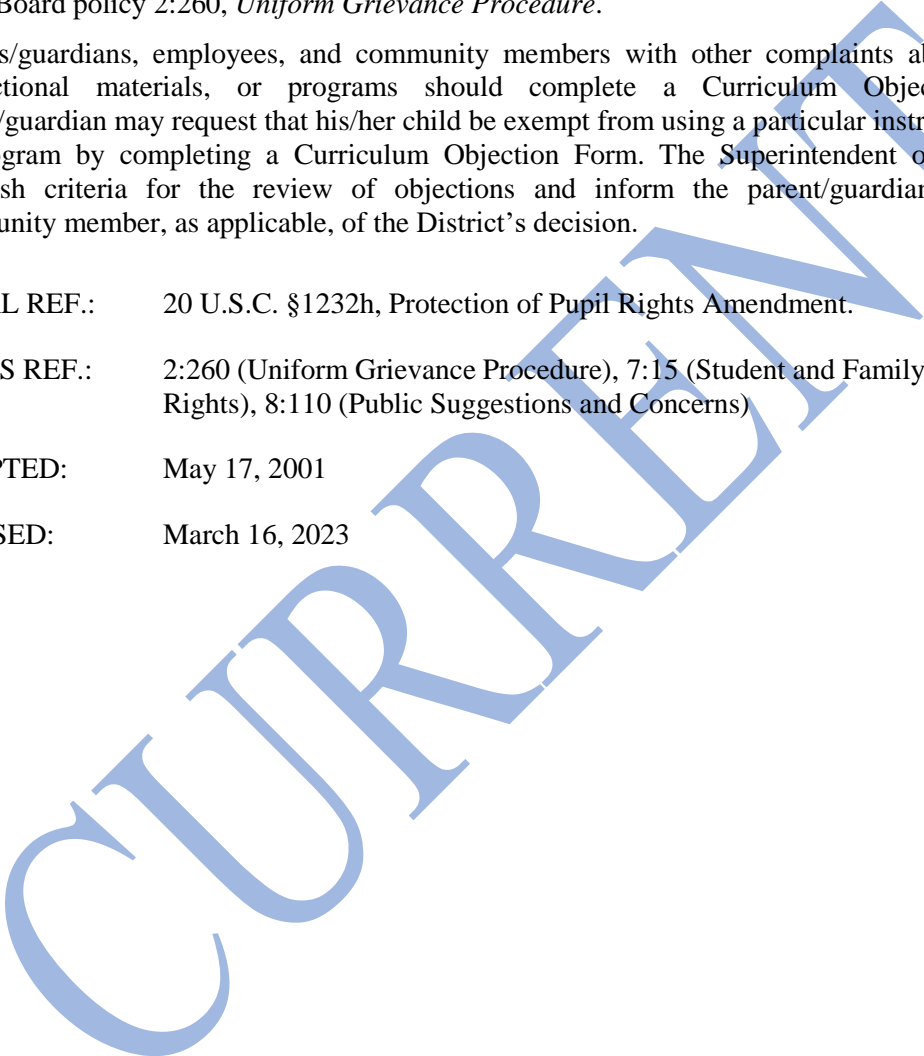
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CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED: May 17, 2001

REVISED: March 16, 2023



Instruction

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the *School Code*, 105 ILCS ~~5/27-22~~ 5/27-605.
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism, ~~and~~ principles or representative government, and proper use and display of the American flag, ~~methods of voting, and the Pledge of Allegiance~~.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for determining when a student accomplishes number 4 above as well as a method for recording that fact in the student's school record.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

| Subject | Hour Requirement |
|--|-------------------------|
| English | 4.0 |
| Mathematics | 3.0 |
| Science | 3.0 |
| U.S. History | 1.0 |
| Government | .5 |
| World History, World Geography, or AP European History | 1.0 |
| Health | .5 |
| P.E. | 1.5 |
| Driver Education | .25 |
| Consumer Education | .5 |
| Electives | 7.75 |
| Total | 23.0 |

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/22-87, ~~5/27-5810, 5/27-605, 5/27-3, 5/27-22,~~ and ~~5/27-615, 5/27-22.10.~~
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill. Admin. Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Instruction

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the *School Code*, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for determining when a student accomplishes number 4 above as well as a method for recording that fact in the student's school record.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

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A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

| Subject | Hour Requirement |
|--|-------------------------|
| English | 4.0 |
| Mathematics | 3.0 |
| Science | 3.0 |
| U.S. History | 1.0 |
| Government | .5 |
| World History, World Geography, or AP European History | 1.0 |
| Health | .5 |
| P.E. | 1.5 |
| Driver Education | .25 |
| Consumer Education | .5 |
| Electives | 7.75 |
| Total | 23.0 |

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/22-87, 5/27-3, 5/27-22, and 5/27-22.10.
105 ILCS 70/, Educational Opportunity for Military Children Act.
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CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Instruction

High School Credit For Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course;
2. Courses in an accredited foreign exchange program;
3. Summer school or community college courses;
4. College or high school courses offering dual credit at both the college and high school level;
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education;
6. Work-related training at manufacturing facilities or agencies in a Tech Prep [Partnership for Careers program; Program;](#)
7. Credit earned in a Vocational Academy.

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. When applicable, the Building Principal or designee shall, prior to the first day of class, inform individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the community college's criteria for dual credit coursework of whether or not they are eligible to earn college credit for the course. This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

Vocational or technical education; registered apprenticeship program. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses or a registered apprenticeship program if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of

the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Enrollment in a marching band program for credit;
2. Ongoing participation in an *interscholastic* or *extracurricular athletic program* (student must be in the 11th or 12th grade);
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses;
2. Non-District experiences described in this policy;
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board;
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors;
5. Military services, provided the individual making the request has a recommendation from the American Council on Education.

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115(b), 5/2-3.142, 5/2-3.175, 5/10-22.43a, 5/10-20.62, ~~5/27-610, 5/27-710, and 5/27-1035.~~ ~~5/27-6,~~ ~~5/27-22.3,~~ and ~~5/27-22.05.~~
110 ILCS 27/, Dual Credit Quality Act.
23 Ill. Admin. Code §§1.425(e), 1.440(f), and 1.470(c).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

ADOPTED: May 17, 2001

REVISED: March 16, 2023

REVISED

Instruction

High School Credit For Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

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2. Courses in an accredited foreign exchange program;
3. Summer school or community college courses;
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5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education;
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program;
7. Credit earned in a Vocational Academy.

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. When applicable, the Building Principal or designee shall, prior to the first day of class, inform individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the community college's criteria for dual credit coursework of whether or not they are eligible to earn college credit for the course. This section does not govern the transfer of credits for students transferring into the District.

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Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses;
2. Non-District experiences described in this policy;
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board;
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors;
5. Military services, provided the individual making the request has a recommendation from the American Council on Education.

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/2-3.175, 5/10-22.43a, 5/10-20.62, 5/27-6, 5/27-22.3, and 5/27-22.05.
110 ILCS 27/, Dual Credit Quality Act.
23 Ill. Admin. Code §§1.425(e), 1.440(f), and 1.470(c).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

ADOPTED: May 17, 2001

REVISED: March 16, 2023

CURRENT

Instruction

High School Credit For Proficiency

Proficiency Credits

Subject to the limitations in this policy and State law, the Superintendent or designee is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit.

Proficiency credit will be offered in the following subject areas:

Foreign language – A student is eligible to receive one year of foreign language credit if the student has graduated from an accredited elementary school and can demonstrate proficiency, according to this District's academic criteria, in a language other than English. A student who demonstrates proficiency in American Sign Language is deemed proficient in a foreign language and will receive one year of foreign language credit. A student who studied a foreign language in an approved ethnic school program is eligible to receive appropriate credit according to the level of proficiency reached; the student may be required to take a proficiency examination.

Other proficiency testing – The program for granting credit for proficiency may allow, as the Superintendent deems appropriate, course credit to be awarded on the basis of a local examination to a student who has achieved the necessary proficiency through independent study or work taken in or through another institution. Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

Course Credit for High School Diploma

The Superintendent or designee may investigate, coordinate, and implement a program and schedules for students in grades 7 and 8 to enroll in a course required for a high school diploma. Students in grades 7 and 8 may enroll in a course required for a high school diploma when: (1) the course is offered by the high school that the elementary student would attend, (2) the student participates in the course at the location of the high school, and (3) the student's enrollment in the course would not prevent a high school student from being able to enroll.

Students in grades 7 and 8 may enroll in a course required for a high school diploma where they attend school when: (1) the course is taught by a high school teacher who teaches in a high school of the district where the student will attend high school, and (2) no high school students are enrolled in the course.

A student in the District, or transferring into the District, who successfully completes a course required for a high school diploma while in grades 7 and 8 shall receive such academic credit from the Board. That academic credit shall satisfy the requirements of Section 27-22 of *The School Code* for purposes of receiving a high school diploma, unless evidence about the course's rigor and content show that the course did not address the relevant Illinois learning standard at the level appropriate for the high school grade during which the course is usually taken. The student's grade in the course shall also be included in the student's grade point average in accordance with Board policy.

The Superintendent or designee may investigate, coordinate and implement a program for students in grades 7 and 8 to enroll in a course required for a high school diploma provided that the program complies with State law.

LEGAL REF.: 105 ILCS 5/10-22.43, 5/10-22.43a, ~~and 5/27-605-5/27-22, and 5/27-24.3.~~
23 Ill. Admin. Code [§1.460](#); Part 680, [State Seal of Biliteracy](#).

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

ADOPTED: May 17, 2001

REVISED: January 21, 2021

REVISED

Instruction

High School Credit For Proficiency

Proficiency Credits

Subject to the limitations in this policy and State law, the Superintendent or designee is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit.

Proficiency credit will be offered in the following subject areas:

Foreign language – A student is eligible to receive one year of foreign language credit if the student has graduated from an accredited elementary school and can demonstrate proficiency, according to this District's academic criteria, in a language other than English. A student who demonstrates proficiency in American Sign Language is deemed proficient in a foreign language and will receive one year of foreign language credit. A student who studied a foreign language in an approved ethnic school program is eligible to receive appropriate credit according to the level of proficiency reached; the student may be required to take a proficiency examination.

Other proficiency testing – The program for granting credit for proficiency may allow, as the Superintendent deems appropriate, course credit to be awarded on the basis of a local examination to a student who has achieved the necessary proficiency through independent study or work taken in or through another institution. Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

Course Credit for High School Diploma

The Superintendent or designee may investigate, coordinate, and implement a program and schedules for students in grades 7 and 8 to enroll in a course required for a high school diploma. Students in grades 7 and 8 may enroll in a course required for a high school diploma when: (1) the course is offered by the high school that the elementary student would attend, (2) the student participates in the course at the location of the high school, and (3) the student's enrollment in the course would not prevent a high school student from being able to enroll.

Students in grades 7 and 8 may enroll in a course required for a high school diploma where they attend school when: (1) the course is taught by a high school teacher who teaches in a high school of the district where the student will attend high school, and (2) no high school students are enrolled in the course.

A student in the District, or transferring into the District, who successfully completes a course required for a high school diploma while in grades 7 and 8 shall receive such academic credit from the Board. That academic credit shall satisfy the requirements of Section 27-22 of *The School Code* for purposes of receiving a high school diploma, unless evidence about the course's rigor and content show that the course did not address the relevant Illinois learning standard at the level appropriate for the high school grade during which the course is usually taken. The student's grade in the course shall also be included in the student's grade point average in accordance with Board policy.

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LEGAL REF.: 105 ILCS 5/10-22.43, 5/10-22.43a, 5/27-22, and 5/27-24.3.
23 Ill. Admin. Code Part 680.

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

ADOPTED: May 17, 2001

REVISED: January 21, 2021

CURRENT

Students

Equal Educational Opportunities

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

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, 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.
[Plyler v. Doe, 457 U.S. 202 \(1982\).](#)
 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, [5/22-105](#), 5/26A, and 5/27-1.
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
 775 ILCS 35/5, Religious Freedom Restoration Act.
 23 Ill. Admin. Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Law Enforcement Requests), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: May 17, 2001

REVISED: August 21, 2025

REVISED

Students

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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, 5/26A, and 5/27-1.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
23 Ill. Admin. Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: May 17, 2001

REVISED: August 21, 2025

CURRENT

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school) or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to **Board** policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.

6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, and information about available community ~~agency~~ services relevant to such students' needs. See Board policy 6:110, *Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to all school personnel, Board members, and school resource officers on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. An approval process for students to attend activities allowed under 105 ILCS 5/10-19.05(k), including provisions for making up missed coursework that do not penalize students.
15. A process for a 17-year-old resident to participate in the District's various programs and resources for truant students. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in Board policy 7:50, School Admissions and Student Transfers To and From Non-District Schools.
16. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

Updating

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

LEGAL REF.: 105 ILCS [5/10-19.05\(k\)](#), 5/22-92, ~~and~~ 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, 5/26-18, and 5/26A.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill. Admin. Code §§1.242 and Part 207.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: August 21, 2025

REVISED

Students

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ADOPTED: May 17, 2001

REVISED: August 21, 2025

CURRENT

Students

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

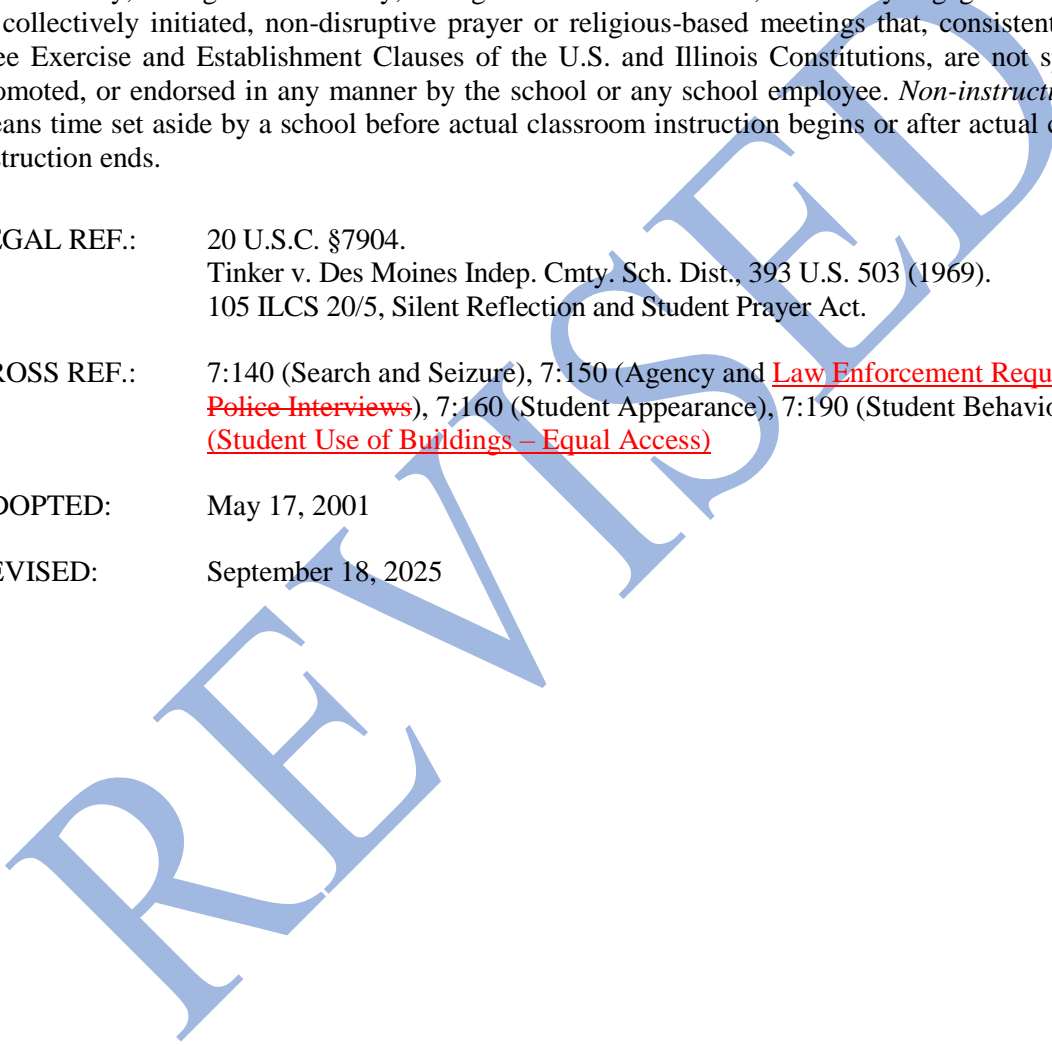
Students may, during the school day, during non-instructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Non-instructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.: 20 U.S.C. §7904.
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
105 ILCS 20/5, Silent Reflection and Student Prayer Act.

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and [Law Enforcement Requests](#)
[Police Interviews](#)), 7:160 (Student Appearance), 7:190 (Student Behavior), [7:330](#)
[\(Student Use of Buildings – Equal Access\)](#)

ADOPTED: May 17, 2001

REVISED: September 18, 2025



Students

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- LEGAL REF.: 20 U.S.C. §7904.
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
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- CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior)
- ADOPTED: May 17, 2001
- REVISED: September 18, 2025

Students

Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left on School Property by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a licensed employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent or designee.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

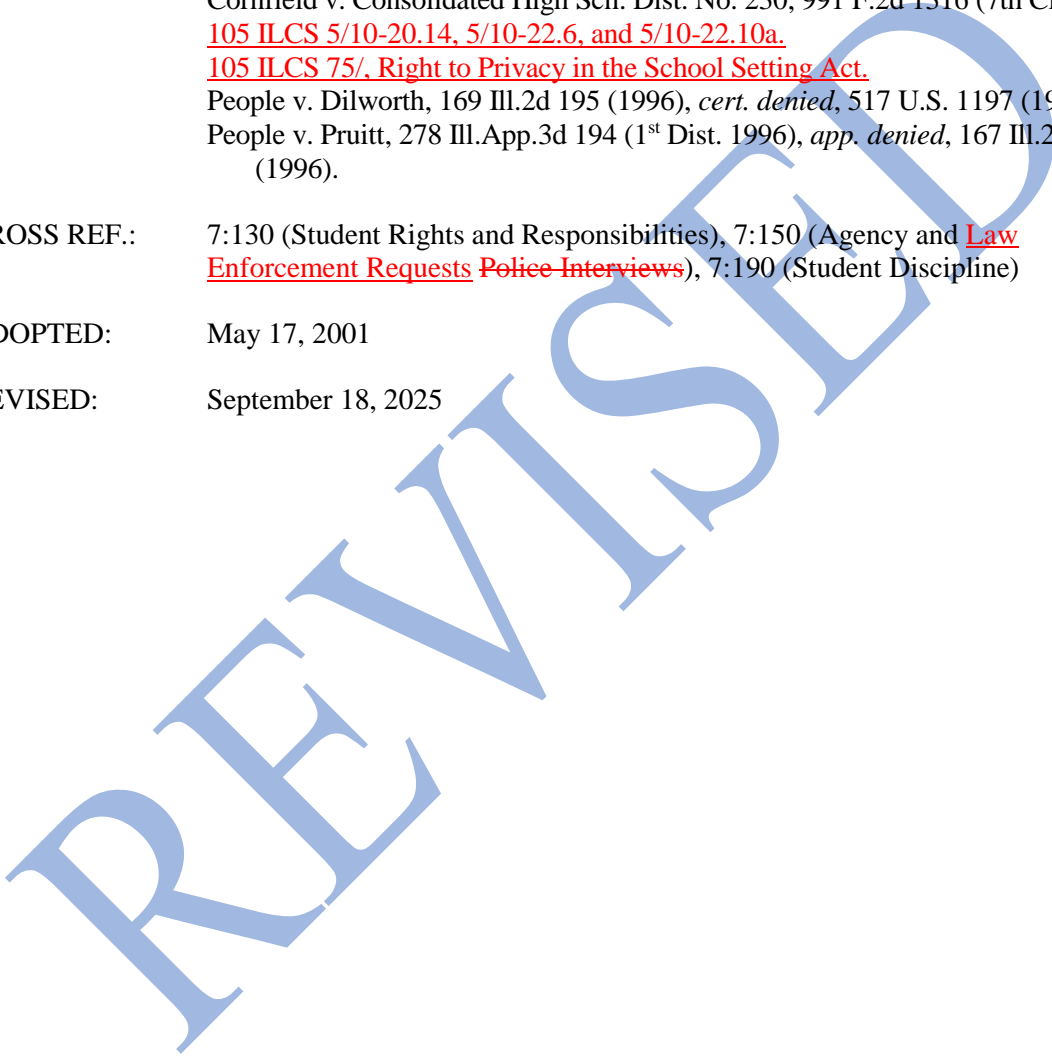
Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a

social networking website that violates school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

- LEGAL REF.: T.L.O. v. New Jersey, 469 U.S. 325 (1985).
 Vernonia Sch. Dist. 47J v. Acton, 515 U.S. 646 (1995).
 Safford Unified Sch. Dist. No. 1 v. Redding, 557 U.S. 364 (2009).
~~105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.~~
~~105 ILCS 75/, Right to Privacy in the School Setting Act.~~
 Cornfield v. Consolidated High Sch. Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).
~~105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.~~
~~105 ILCS 75/, Right to Privacy in the School Setting Act.~~
 People v. Dilworth, 169 Ill.2d 195 (1996), *cert. denied*, 517 U.S. 1197 (1996).
 People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), *app. denied*, 167 Ill.2d 564 (1996).
- CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Law Enforcement Requests Police Interviews), 7:190 (Student Discipline)
- ADOPTED: May 17, 2001
- REVISED: September 18, 2025



Students

Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left on School Property by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a licensed employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent or designee.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a

social networking website that violates school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

- LEGAL REF.: T.L.O. v. New Jersey, 469 U.S. 325 (1985).
 Vernonia Sch. Dist. 47J v. Acton, 515 U.S. 646 (1995).
 Safford Unified Sch. Dist. No. 1 v. Redding, 557 U.S. 364 (2009).
 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
 105 ILCS 75/, Right to Privacy in the School Setting Act.
 Cornfield v. Consolidated High Sch. Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).
 People v. Dilworth, 169 Ill.2d 195 (1996), *cert. denied*, 517 U.S. 1197 (1996).
 People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), *app. denied*, 167 Ill.2d 564 (1996).
- CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Discipline)
- ADOPTED: May 17, 2001
- REVISED: September 18, 2025

CURRENT

**RENAMED
and REWRITTEN**

Students

Agency and Law Enforcement Requests

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

Federal and State Law Requirements Regarding Citizenship and Immigration Status in Schools

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

1. Exclude a student from participating in, or deny them the benefits of, any District program or activity.
2. Use policies or procedures or engage in practices that have the effect of excluding a student from participating in or denying the benefits of any District program or activity.
3. Use policies or procedures or engage in practices that have the effect of excluding participation of a student's parent(s)/guardian(s) from District parental engagement activities or programs.
4. Threaten to disclose information related to the actual or perceived citizenship or immigration status of a student or a person associated with the student to any other person, entity, or immigration or law enforcement agency.
5. Disclose information related to the perceived citizenship or immigration status of a student or a person associated with the student to any other person, entity, or immigration or law enforcement agency if the District does not have direct knowledge of the student's or associated person's actual citizenship or immigration status, subject to the requirements in 105 ILCS 5/22-105(c)(3).
6. Disclose information related to the actual citizenship or immigration status of a student or a person associated with the student to any other person or nongovernmental entity if the District has direct knowledge of the student's or associated person's actual citizenship status, subject to the requirements in 105 ILCS 5/22-105(c)(3).
7. State law does not prohibit or restrict the District from sending or receiving information about the citizenship or immigration status of an individual to or from the U.S. Dept. of Homeland Security or any other governmental entity under 8 U.S.C. §§1373 and 1644.

Responding to Agency and Law Enforcement Requests

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

1. Recognize individual student rights and privacy.
2. Recognize the potential impact the release of information or an interview may have on an individual student.
3. Minimize potential disruption.
4. Foster a cooperative relationship with government agencies and law enforcement authorities.

5. Maintain discipline and recognize that school employees stand in the relationship of the parents/guardians to the students during the school day.
6. Comply with State law including, but not limited to, ensuring that before a law enforcement agent, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
 - a. Notify or attempt to notify the student’s parent(s)/guardian(s) and document the time and manner in writing;
 - b. Make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, counselor, or any other mental health professional) are present during the questioning; and
 - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.
7. Manage reviewing and authorizing requests from law enforcement agents attempting to enter a school or school facility, in accordance with the requirements of 105 ILCS 5/22-105(c)(4).

LEGAL REF.: U.S. Constitution, Amend. IV.
 8 U.S.C. §1373 and §1644.
 Plyer v. Doe, 457 U.S. 202 (1982).
 Ill. Constitution, Art. I §6.
 105 ILCS 5/10-20.64, 5/10-20.68, 5/22-88, 5/22-105, and 5/24-24.
 55 ILCS 80/, Children’s Advocacy Center Act.
 325 ILCS 5/, Abused and Neglected Child Reporting Act.
 720 ILCS 5/31-1 et seq., Interference with Public Officers Act.
 725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Students

Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
 - a. Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing.
 - b. Make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, counselor, or any other mental health professional) are present during the questioning; and
 - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

LEGAL REF.: 105 ILCS 5/10-20.64, 5/22-88.
 55 ILCS 80/, Children’s Advocacy Center Act.
 325 ILCS 5/, Abused and Neglected Child Reporting Act.
 720 ILCS 5/31-1 et seq., Interference with Public Officers Act.
 725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

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 from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

Definitions from 105 ILCS [5/22-0110 5/27-23.7](#)

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

Bullying includes *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, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-

exhaustive.

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

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

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

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

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, 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
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kbaughman@district158.org

Dr. 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

1. Consistent with federal and State laws and rules governing student privacy rights, the parent/guardian of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school’s administration is made aware of the student’s involvement in the incident. As appropriate, the school’s administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
2. 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.

- 3. 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.
- 4. 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.
- 5. 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.
- 6. The District’s bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
- 7. 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.
- 8. 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:

- i. An updated version of the policy with the amendment/modification date specifying the date of adoption (indicated by month, date, and year) included in the reference portion of the policy;

- ii. 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
- iii. 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.

9. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination 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), ~~5/22-110, and 5/24-24, and 5/27-23.7.~~
 405 ILCS 49/, Children's Mental Health Act.
 775 ILCS 5/1-103, Ill. Human Rights Act.

23 Ill. Admin. Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265, (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student 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: August 21, 2025

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at 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:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, 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
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(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
Assistant Superintendent Learning & Innovation
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(847) 659-6135
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Mrs. Karrie Baughman
Director of Human Resources
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(847) 659-6178
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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 parent/guardian of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school’s administration is made aware of the student’s involvement in the incident. As appropriate, the school’s administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any

person’s act 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 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 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: August 21, 2025

Students

Student Behavior

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

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

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

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal or teacher, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. *Sexting*, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions*, as defined in State law.
- 8. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
- 9. Disobeying rules of student conduct or directives from staff members or school officials and/or rules and regulations governing student conduct and/or any discriminatory or harassing behavior. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
13. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
17. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
18. Being involved with any public school fraternity, sorority, or secret society, by (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member, or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile; (c) in a school's student locker, desk, or other school property; or (d) any other location on school property or at a school-sponsored event.

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

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school detention or Saturday detention provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, Ill. State Board of Education (ISBW) rules (23 Ill. Admin. Code §§1.280, 1.285), and the District’s procedure(s).

Weapons

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

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

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

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

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The

goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) observes any person in possession of a firearm on ~~or around~~ school grounds, becomes aware of any person in possession of a firearm on school grounds, or becomes aware of any threat of gun violence on school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. *School grounds* includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. If the report of (1), above, pertains to a threat of firearm violence made by a student, the Building Principal or designee shall attempt to notify the student's parent/guardian as soon as possible and shall further attempt to contact the parent/guardian to ensure that the student does not have access to a firearm. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

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

Delegation of Authority

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

Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

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

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

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

LEGAL REF.: 20 U.S.C. §7971 et seq., Pro-Children Act of 2004.
20 U.S.C. §7961 et seq., Gun Free Schools Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/22-100, 5/22-110, 5/24-24,
5/26-12, 5/27-240, 5/27-23.7, and 5/31-3.
~~105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health
Education Act.~~
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill. Admin. Code §§1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining
Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure
and/or Dropping Out of School and Graduation Incentives Program), 7:70
(Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140
(Search and Seizure), 7:150 (Agency and Law Enforcement Requests Police
Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention
of and Response to Bullying, Intimidation, and Harassment) 7:185 (Teen Dating
Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion
Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with
Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities),
7:270 (Administering Medicines to Students), 7:310 (Restrictions on
Publications; Elementary Schools), 7:315 (Restrictions on Publications; High
Schools), 8:30 (Visitors to and Conduct on School Property).

ADOPTED: May 17, 2001

REVISED: August 21, 2025

Students

Student Behavior

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

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

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

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal or teacher, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. *Sexting*, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions*, as defined in State law.
- 8. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
- 9. Disobeying rules of student conduct or directives from staff members or school officials and/or rules and regulations governing student conduct and/or any discriminatory or harassing behavior. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
13. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
17. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
18. Being involved with any public school fraternity, sorority, or secret society, by (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member, or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile; (c) in a school's student locker, desk, or other school property; or (d) any other location on school property or at a school-sponsored event.

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

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school detention or Saturday detention provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, Ill. State Board of Education (ISBW) rules (23 Ill. Admin. Code §§1.280, 1.285), and the District’s procedure(s).

Weapons

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

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

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

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

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The

goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. *School grounds* includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

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

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

Delegation of Authority

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

Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

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

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

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

LEGAL REF.: 20 U.S.C. §7971 et seq., Pro-Children Act of 2004.
20 U.S.C. §7961 et seq., Gun Free Schools Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/22-100, 5/24-24, 5/26-12,
5/27-23.7, 5/31-3.
105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health
Education Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill. Admin. Code §§1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining
Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure
and/or Dropping Out of School and Graduation Incentives Program), 7:70
(Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140
(Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student
Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying,
Intimidation, and Harassment) 7:185 (Teen Dating Violence Prohibited), 7:200
(Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct),
7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for
Participants in Extracurricular Activities), 7:270 (Administering Medicines to
Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315
(Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on
School Property).

ADOPTED: May 17, 2001

REVISED: August 21, 2025

Students

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements ~~105 ILCS 5/2-3.139~~ and 105 ILCS ~~5/27-7~~ 5/27-215 (requiring education for students ~~on mental health and illness to develop a sound mind and a healthy body~~).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by 105 ILCS 5/10-22.39 for all District staff who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
 - a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
 - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;

- c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
 - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
 - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Implementing State law requirements related to students who are in foster care;
 - g. 7:250, *Student Support Services*, implementing the Children’s Mental Health Act, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE’s website pursuant to *Ann Marie’s Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
 5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
 6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District’s Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District’s Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie’s Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District’s website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student and staff identification (ID) cards, the District’s website, and student handbooks and planners will contain the support information as required by State law.

Implementation

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

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

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

LEGAL REF.: 42 U.S.C. §12101 et seq., Individual with Disabilities Education Act.
105 ILCS 5/2-3.166, ~~105 ILCS 5/2-3.139~~, 5/3-14.8, ~~5/10-20.76~~, 5/10-20.81, 5/10-22.24a, 5-10-22.24b, 5/10-22.39, 5/14-1.01 et seq., 5/14-7.02, ~~and~~ 5/14-7.02b, ~~and~~ ~~5/27-7~~ ~~5/27-215~~.
5 ILCS 860/, Student Confidential Reporting Act.
405 ILCS 49, Children's Mental Health Act.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: January 22, 2009

REVISED: January 18, 2024

Students

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

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1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by 105 ILCS 5/10-22.39 for all District staff who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
 - a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
 - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;

- c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
 - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
 - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Implementing State law requirements related to students who are in foster care;
 - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
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Information to Staff, Parents/Guardians, and Students

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Implementation

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

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

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

LEGAL REF.: 42 U.S.C. §12101 et seq., Individual with Disabilities Education Act.
105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.76, 5/10-20.81, 5/10-22.24a, 5-10-22.24b, 5/10-22.39, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7.
5 ILCS 860/, Student Confidential Reporting Act. 405
ILCS 49, Children's Mental Health Act.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: January 22, 2009

REVISED: January 18, 2024

Students

Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Websites

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

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

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

Non-School Sponsored Publications Accessed or Distributed On-Campus

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

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

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

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

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Bullying and Cyberbullying

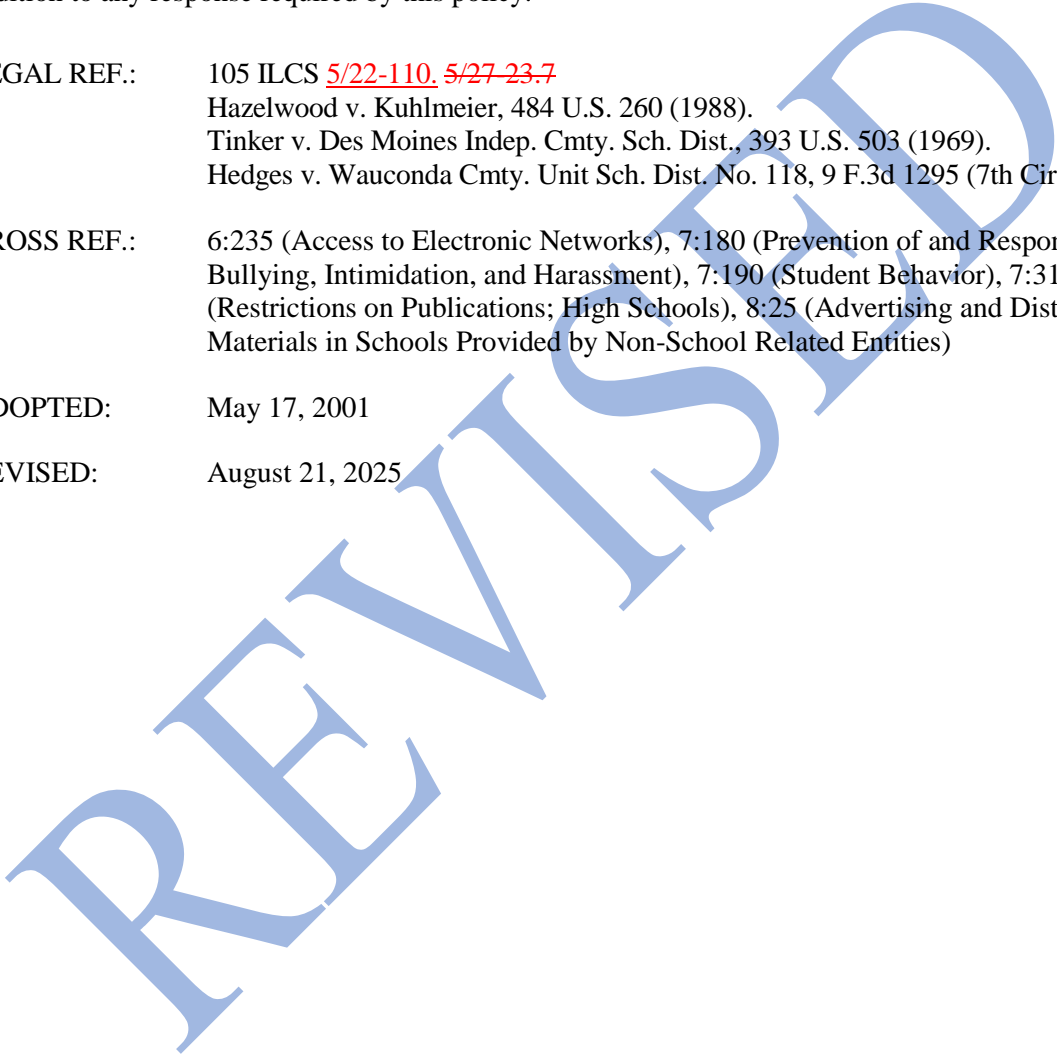
The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS [5/22-110.5/27-23.7](#)
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:315 (Restrictions on Publications; High Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

ADOPTED: May 17, 2001

REVISED: August 21, 2025



Students

Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Websites

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

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

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

Non-School Sponsored Publications Accessed or Distributed On-Campus

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

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

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

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

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Bullying and Cyberbullying

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

- LEGAL REF.: 105 ILCS 5/27-23.7
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
- CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:315 (Restrictions on Publications; High Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)
- ADOPTED: May 17, 2001
- REVISED: August 21, 2025

Students

Restrictions on Publications; High Schools

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectional or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum ~~mandate in 105 ILCS 5/27-20.08~~; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
 - a. Commit an unlawful act;
 - b. Violate any of the District's policies; or

- c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media advisers may review, edit and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy 7:190, *Student Behavior*, and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade, and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
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Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

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

Bullying and Cyberbullying

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

LEGAL REF.: 105 ILCS ~~5/22-110, 5/27-20.08 and 5/27-23.7~~, 5/27-405, and 5/27-418 (scheduled for repeal on 7-1-27).
105 ILCS 80/, Speech Rights of Student Journalists Act.
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Morse v. Frederick, 551 U.S. 393 (2007).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: May 17, 2001

REVISED: August 21, 2025

REVISED

Students

Restrictions on Publications; High Schools

Definitions

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3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; and
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4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade, and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
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Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

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LEGAL REF.: 105 ILCS 5/27-20.08 and 5/27-23.7.
105 ILCS 80/, Speech Rights of Student Journalists Act.
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Morse v. Frederick, 551 U.S. 393 (2007).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives),
6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic
Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and
Harassment), 7:190 (Student Behavior), 7:310 (Restrictions on Publication;
Elementary Schools), 8:25 (Advertising and Distributing Materials in School
Provided by Non-School Related Entities)

ADOPTED: May 17, 2001

REVISED: August 21, 2025

CURRENT

Students

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement ~~professionals~~ ~~officers~~ working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement ~~professionals~~ ~~officials~~, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

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

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

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

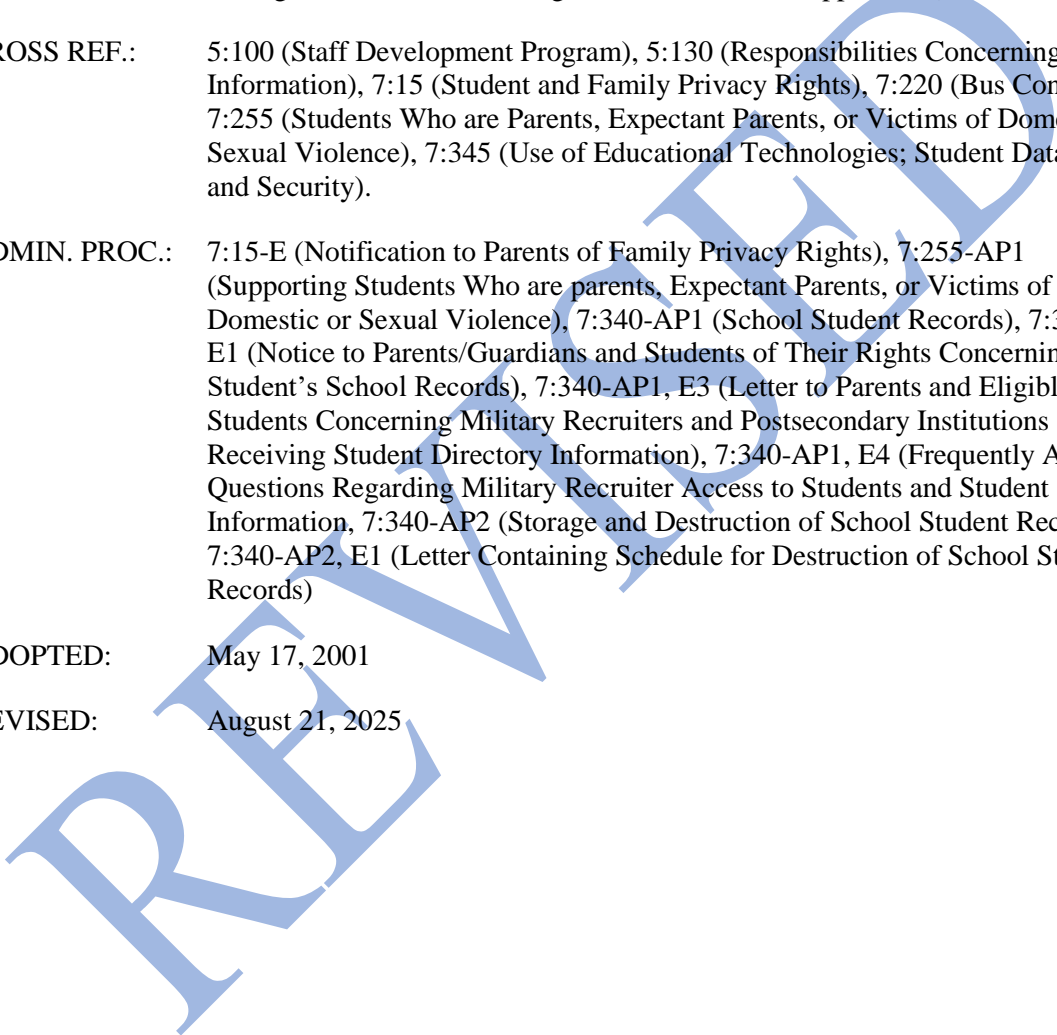
LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act; C.F.R. Part 99.
50 ILCS 205/7, Local Records Act.
105 ILCS 5/10-20.12b, 5/10-20.40, 5/14-1.01 et seq., and 5/26A-30
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.
325 ILCS 17/, Children’s Privacy Protection and Parental Empowerment Act.
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
23 Ill. Admin. Code Parts 226 and 375.
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

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

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:255-AP1 (Supporting Students Who are parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)

ADOPTED: May 17, 2001

REVISED: August 21, 2025



Students

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

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

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

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

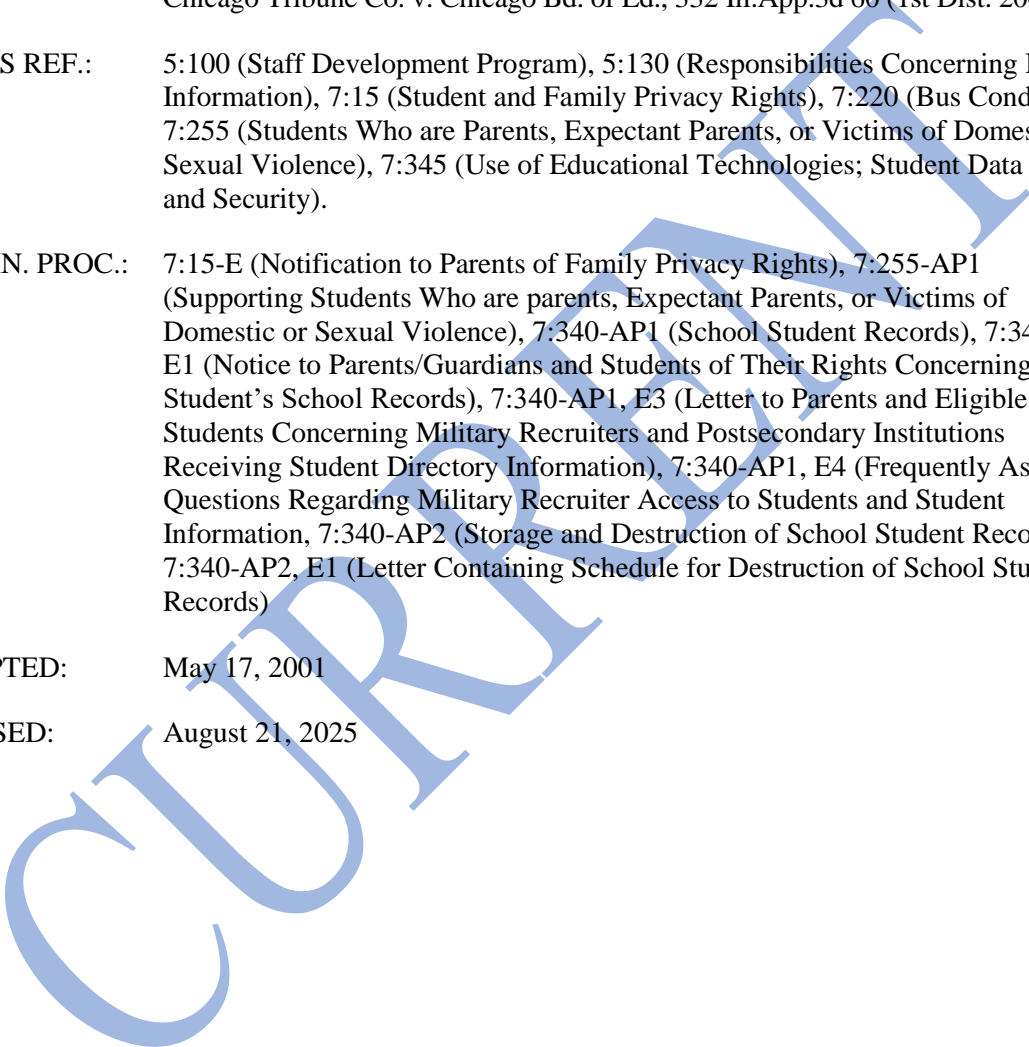
LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act; C.F.R. Part 99.
 50 ILCS 205/7, Local Records Act.
 105 ILCS 5/10-20.12b, 5/10-20.40, 5/14-1.01 et seq., and 5/26A-30
 105 ILCS 10/, Ill. School Student Records Act.
 105 ILCS 85/, Student Online Personal Protection Act.
 325 ILCS 17/, Children’s Privacy Protection and Parental Empowerment Act.
 750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
 23 Ill. Admin. Code Parts 226 and 375.
 Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
 Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

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

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:255-AP1 (Supporting Students Who are parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)

ADOPTED: May 17, 2001

REVISED: August 21, 2025



Community Relations

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The following definitions apply to this policy:

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

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

Visitors are welcome on school property, provided their presence will not be disruptive.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

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

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

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.

14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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

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

In all cases, the Superintendent, or designee who is a licensed certified employee, shall supervise a child sex offender whenever the offender is in the child's vicinity.

Exclusive Bargaining Representative Agent

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

Enforcement

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

Any person who engages in conduct prohibited by this policy may be ejected from or denied admission to school property in accordance with State law. The person also may be subject to being denied admission to school athletic or extracurricular events for up to one calendar year in accordance with the procedures below.

Procedures to Deny Future Admission to Athletic or Extracurricular School Events

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

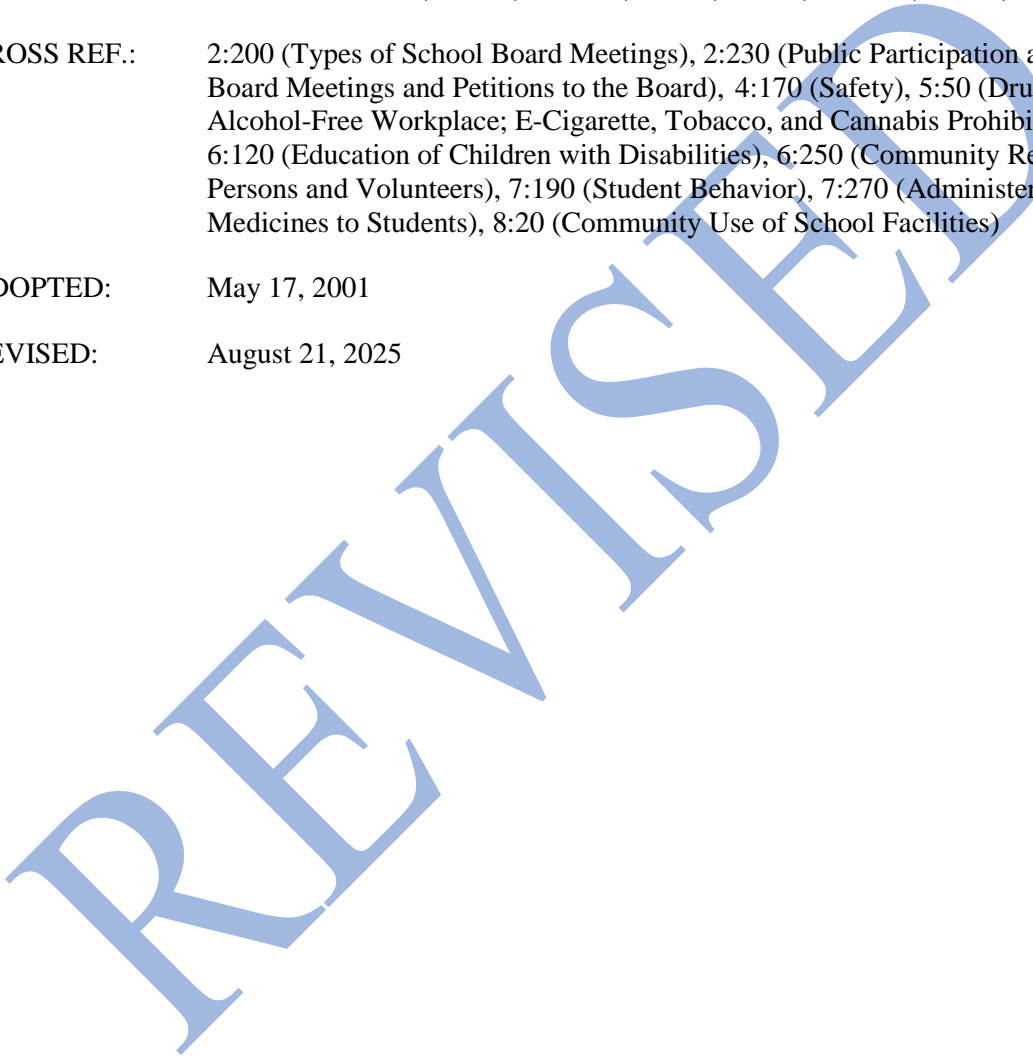
1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: 20 U.S.C. §7971 et seq., Pro-Children Act of 2001.
Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App. 3d 344 (4th Dist. (2000).
105 ILCS 5/10-20.5, 5/10-20.5b, 5/10-22-10, 5/22-33, 5/22-110, and 5/24-25, ~~and 5/27-23-7(a)~~.
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
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CROSS REF.: 2:200 (Types of School Board Meetings), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED: May 17, 2001

REVISED: August 21, 2025



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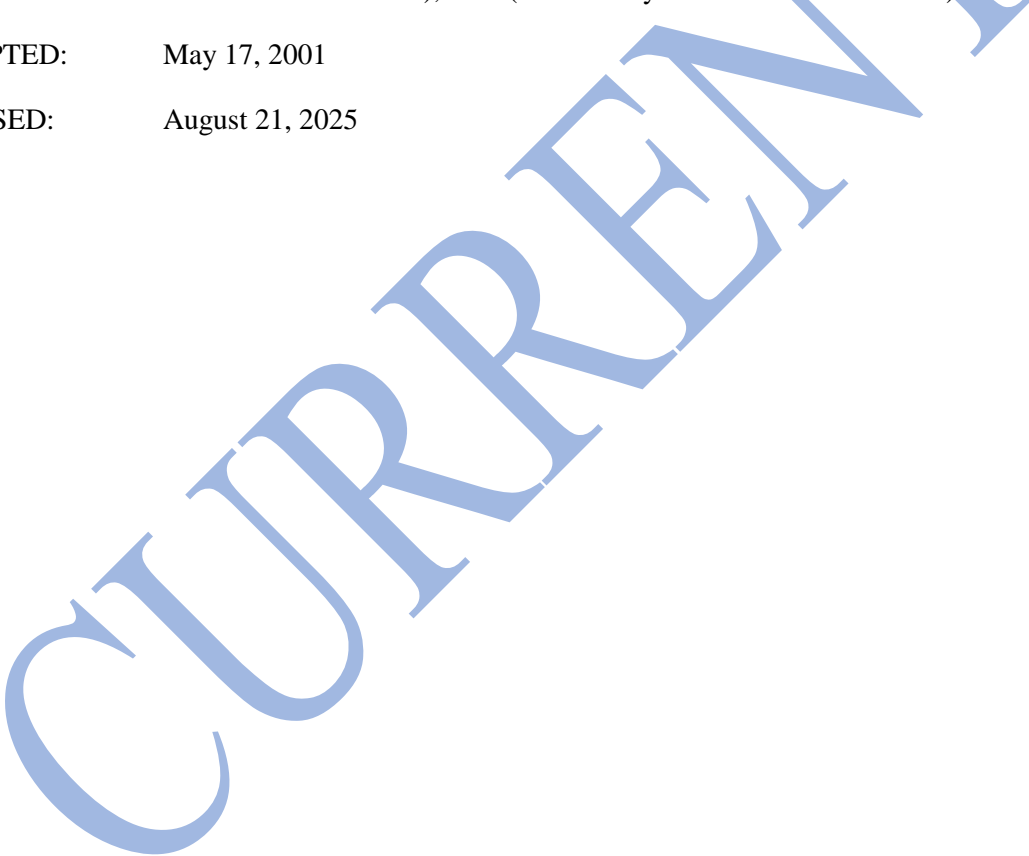
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ADOPTED: May 17, 2001

REVISED: August 21, 2025



Community Relations

Relations With Other Organizations and Agencies

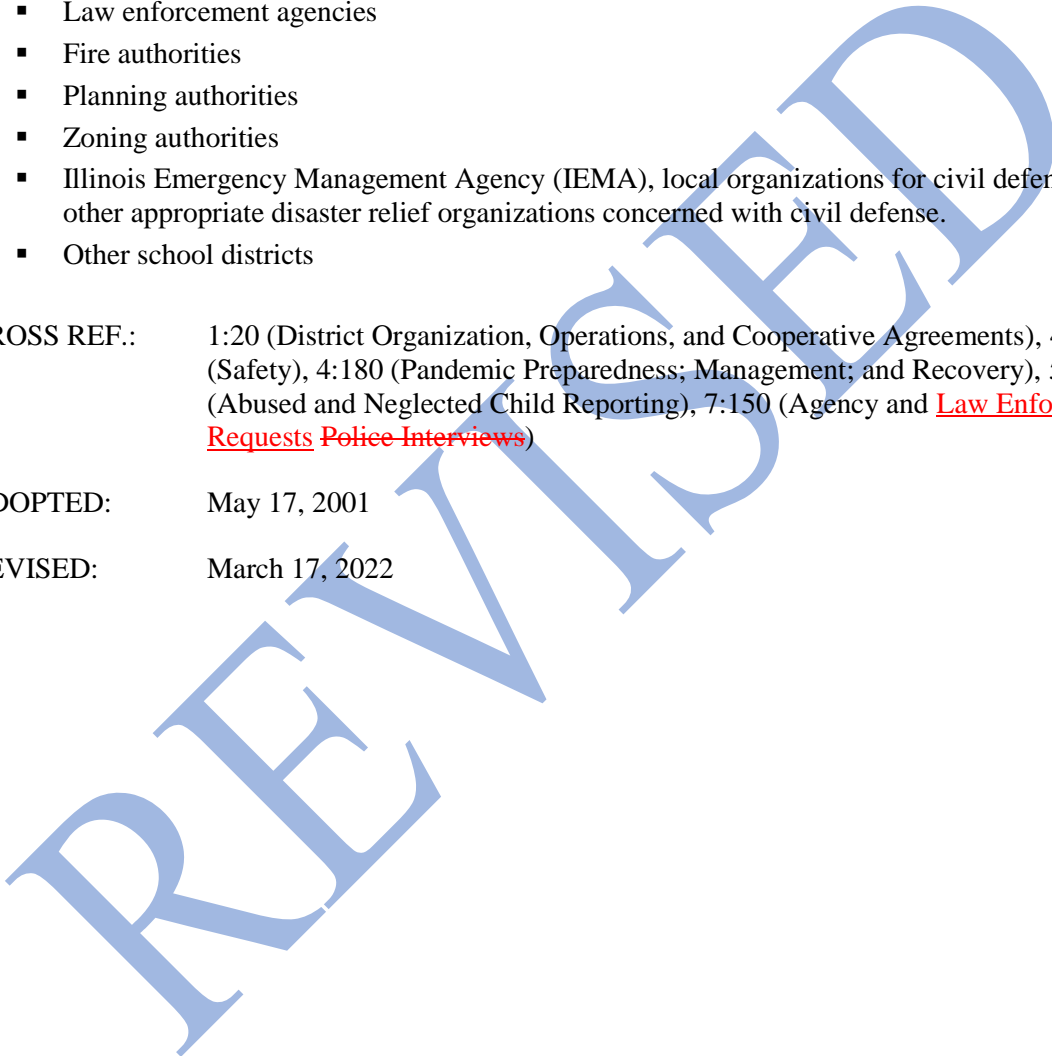
The District shall endeavor to establish positive working relationships with public and private organizations which contribute to the educational process and to the general welfare of the citizens of the community, including but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense.
- Other school districts

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Law Enforcement Requests Police Interviews)

ADOPTED: May 17, 2001

REVISED: March 17, 2022



Community Relations

Relations With Other Organizations and Agencies

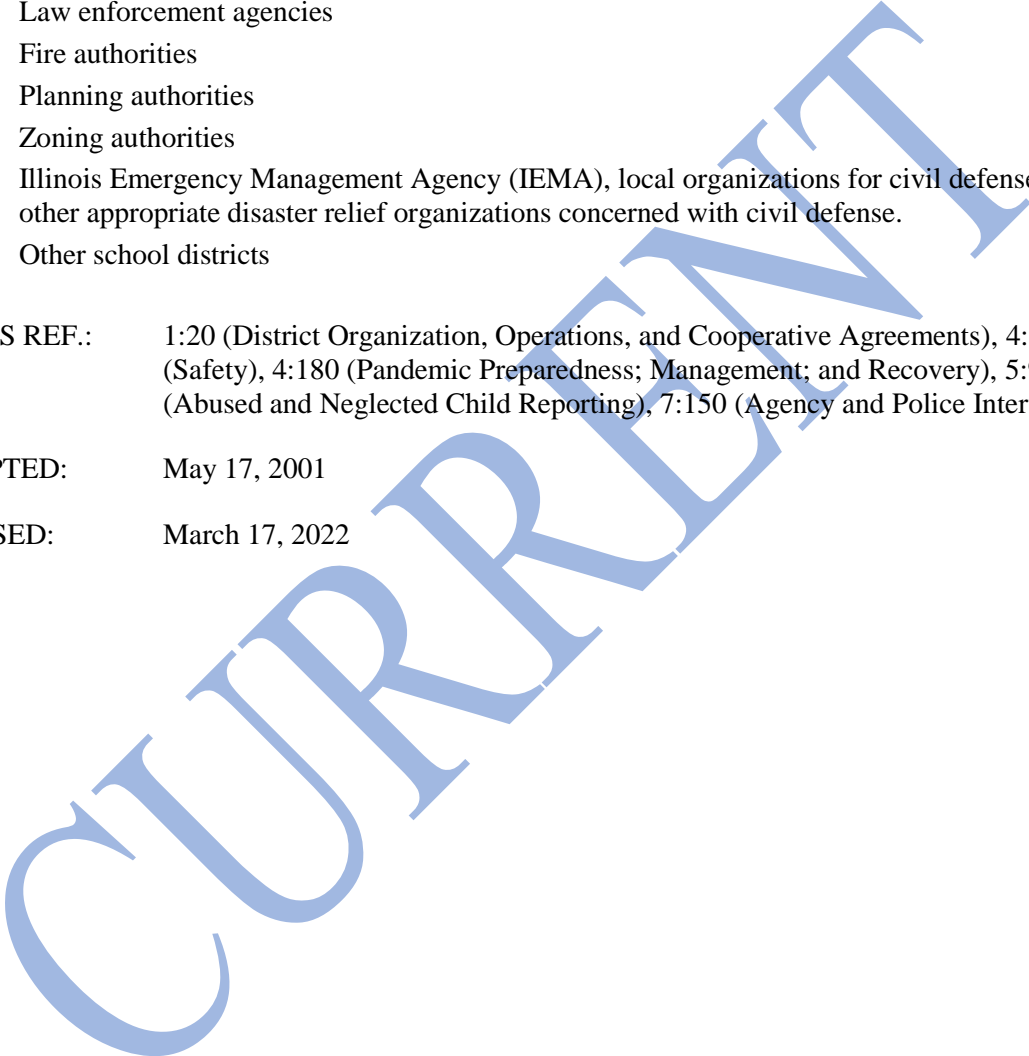
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ADOPTED: May 17, 2001

REVISED: March 17, 2022



Andrew Bittman: Present
Rich Bobby: Present
Sean Cratty: Present
Andy Fekete: Present
Melissa Maiorino: Absent
Laura Murray: Present
Paul Troy: Present

Present: 6, Absent: 1.

Melissa Maiorino: Present

Present: 7.

Ms. Maiorino arrived at the start of closed session.

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

Call to order the Regular Meeting at 6:00 p.m. A quorum must be met.

Roll Call: Ayes 6 / Absent 1 / Motion Carried

Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, ~~Mrs. Maiorino~~, Mrs. Murray, Mr. Troy

Mr. Troy called to order the October 16, 2025, Board of Education meeting at 6:00 p.m.

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

Move to enter into closed session at 6:01p.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; **(9)** Student Disciplinary; **(11)** Litigation; **(21)** Discussion of minutes of meetings lawfully closed under this Act.

Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, ~~Mrs. Maiorino~~, Mrs. Murray, Mr. Troy

Roll Call: Ayes 6 / Nays 0 / Absent 1 / Motion Carried

Mr. Troy moved and Mr. Fekete seconded to enter into closed session at 6:01 p.m.

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

Move to exit or suspend closed session at 6:18 p.m. and return to open session.

Voice Call: Ayes 7 / Nays 0 / Motion Carried

Mr. Troy moved and Mr. Fekete seconded to adjourn closed session at 6:18 p.m.

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

Resume the Regular meeting at 7:00 p.m.

Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy

Roll Call: Ayes 7 / Absent 0 / Motion Carried

Mr. Troy moved to resume closed session at 7:00 p.m.

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

Will come from the Board.

Action: Recommendation will come from the Board.

Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy

No action came from closed session.

4. **Pledge of Allegiance** (Mr. Troy)

The following Heineman Middle School Foods Club students will lead us in the pledge: Bradley Grell and Nicholas Grell

Students from the Heineman Middle School Foods Club led us in the pledge. Foods Club Sponsor, Sandy Curran, shared the skills students' work on during Foods Club. The students then shared the activities they enjoyed while participating in Foods Club.

5. **Public Comment** (Mr. Troy)

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.

No public comments were made at this time.

6. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Troy)

Move to adopt the agenda as presented (or with changes).

Action: Adoption of the Agenda.

Voice Call: Ayes 7 / Nays 0 / Motion Carried

Mr. Troy moved and Mr. Cratty seconded to adopt the agenda with changes, moving consent agenda item 13.1 Minutes to Action Item 14.5.

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

October updates will be provided at this time.

Recommendation: For informational purposes only.

Ms. Lombard presented the Superintendent's updates. Included was information on the newly formed Superintendents Student Advisory Council, District 158 attendance/enrollment, professional development that took place on October 10th, attendance at the LUDA conference and IWAS reports completed for ISBE.

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

Effinger Consulting, LLC — \$1,322 Soccer

Northwestern Medicine — \$10,000 Certified Nursing Assistant Program

Kate Policheri — \$1,000 Boy's golf

Innovating Flooring Systems — \$200 Heuck Memorial Scholarship

Multiple Concrete Accessories Corporation — Concrete tools and materials for GeoCon Building Pad

Christ United Methodist Church — Student backpacks and school supplies

Judith Arman — \$100 to Buddies Club

Ms. Lombard presented the donations and thanked each contributor for their generosity.

8. **Student Advisory Updates (R)** (Emma Jorgensen and Nikolas Knanishu)

The student advisory representatives will present their updates.

Recommendation: For informational purposes only.

Student Advisory Representatives Niko Knanishu and Emma Jorgensen presented their student update. Their update included information on the Principal Student Leadership Council meeting and the goals the students have set for the council. They also outlined the upcoming events taking place at Huntley High School and the ways they hope to increase awareness about their new positions as Student Advisory Representatives to the Board of Education.

9. **Assistant Superintendent Learning and Innovation (R)** (Dr. MacCrindle)

Updates will be provided at this time.

Recommendation: For informational purposes only.

Dr. MacCrindle shared updates on the anticipated State Accountability Ratings which will be released on October 30th. Dr. MacCrindle also updated the board on the Satchel Pulse Screener and the upcoming Curriculum workshop.

10. **Assistant Superintendent of Special Services (R)** (Mrs. Gill)

Updates will be provided at this time.

Recommendation: For informational purposes only.

Ms. Gill presented the Huntley High School team who shared their recent experience with collaboration and meaningful inclusion. Department Chair Cindy Fuhrer, general education teacher Gerry Marchand and special education teacher Stevie Burton highlighted how they worked together to foster inclusive practices that support all learners during their recent school field trip to the Museum of Science and Industry.

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

Updates will be provided at this time.

Recommendation: For informational purposes only.

Ms. Barr presented the Communications Dashboard.

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

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

Ms. Barr presented the FOIA report.

12. **President's Report** (Mr. Troy)

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

The Board will discuss new business items.

A board member distributed a document and the Illinois Vision 2030 informational packet.

The board determined this will be brought forward to the December Committee of the Whole meeting under policy for further discussion. A board member asked if the district is interested in pursuing new attorneys for the district. This may be discussed at a future board meeting.

12.2. **Minutes (R)** (Mr. Troy)

The minutes from the October 2, 2025, Committee of the Whole meeting are presented for review.

Recommendation: Seeking to move these minutes forward for approval at the November 13, 2025, Regular Board of Education meeting.

The October 2, 2025 Committee of the Whole meeting minutes were moved forward for approval at the November 13, 2025, Board of Education meeting.

13. **Consent Agenda (A)** (Mr. Troy)

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

Roll Call: Ayes 7 / Nays 0 / Motion Carried

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

Approval of the consent agenda. This motion, made by Paul Troy and seconded by Sean Cratty, Passed.

Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa

Maiorino: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 7, Nay: 0

13.1. **Minutes (A)** (Mr. Troy) **This item was moved to 14.5.**

The following minutes were moved forward for approval at the September 18, 2025, Board of Education meeting and the October 2, 2025, Committee of the Whole meeting:

~~August 7, 2025, Committee of the Whole Meeting Minutes~~ **removed these minutes**

August 7, 2025, Executive Closed Session Meeting Minutes

August 19, 2025, Special Meeting Minutes

August 19, 2025, Executive Closed Session Meeting Minutes

August 21, 2025, Regular Board of Education Meeting Minutes

August 21, 2025, Executive Closed Session Meeting Minutes

September 4, 2025, Committee of the Whole Meeting Minutes

September 18, 2025, Regular Board of Education Meeting Minutes

September 18, 2025, Budget Hearing Meeting Minutes

September 18, 2025, Executive Closed Session

September 22, 2025, Special Board of Education Meeting Minutes

September 22, 2025, Special Executive Closed Session

Recommendation: Sought approval of the Board as presented.

13.2. **Six Month Review of Closed Session Meeting Minutes and Verbatim Record of Closed Meetings (A)** (Mr. Troy)

The June 23, 2014, and August 1, 2025, closed session meeting minutes were moved forward for release during the October 2, 2025, closed session meeting:

The remainder of the Executive Closed Session Meeting Minutes still require confidential treatment.

Closed session audio recordings from August 2023 through March 2024 were moved forward for destruction at the October 2, 2025, closed session meeting.

Recommendation: Release of the June 23, 2014, and August 1, 2019, closed session meeting minutes and destruction of the verbatim recordings from August 2023 through March 2024, as allowable by law.

13.3. **EAB Contract Extension Through 2028 (A)** (Dr. MacCrindle)

Dr. MacCrindle recommends the three-year extension of the Education Advisory Board (EAB) District Leadership Forum services for Huntley 158 be approved as presented at the October 2, 2025, COW meeting.

Recommendation: Approval of the Board as presented.

13.4. **HHS Course Proposals for 2026-27 (A)** (Dr. MacCrindle)

Dr. MacCrindle is seeking approval on the new HHS courses for implementation in the 2026–27 school year as presented during the October 2, 2025, Committee of the Whole.

Recommendation: Sought approval as presented.

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

Mr. Altmayer will seek approval of the Purchase Orders issued at \$612,899.68; and Imprest issued at \$83,808.43, as presented.

Recommendation: Sought approval by the Board as presented.

13.6. **Revenue Contracts (A)** (Mr. Altmayer)

Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities.

Recommendation: Sought approval by the Board as presented.

13.7. **Health Insurance Committee Recommendations 2026 (A)** (Dr. Zehr)

The Health Insurance Committee's recommendation for plans and rates for 2026 was moved forward at the October 2, 2025, Committee of the Whole meeting.

Recommendation: Sought approval of the Board as presented.

13.8. DX Cooling Systems Replacement at Heineman Middle School RFP (A)

Upon review of the Board at the October 2, 2025, meeting, the DX Cooling Systems Replacement at Heineman Middle School was moved forward for approval.

Recommendation: Sought approval of the Board of Education as presented.

14. Action Items / Roll/ Voice Call (Mr. Troy)

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

14.1. Intergovernmental Cooperation Agreement for Mutual Assistance in Response to Crises in the Public Schools of McHenry County, Illinois (A) (Mr. Dean)

Mr. Dean will present the intergovernmental Cooperation Agreement for Mutual Assistance in Response to Crises in the Public Schools of McHenry County, Illinois.

Recommendation: Approval of the Intergovernmental agreement as presented.

Roll Call: Ayes 7 / Nays 0 / Motion Carried

Approval of the Intergovernmental Cooperation Agreement for Mutual Assistance in Response to Crises in the Public Schools of McHenry County, Illinois. This motion, made by Paul Troy and seconded by Andy Fekete, Passed.

Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa

Maiorino: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 7, Nay: 0

Mr. Dean presented the *Intergovernmental Cooperation Agreement for Mutual Assistance in Response to Crises in the Public Schools of McHenry County, Illinois*. The Board asked questions and discussed the agreement with administration.

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

Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

Recommendation: Sought approval by the Board as presented.

Roll Call: Ayes 7 / Nays 0 / Motion Carried

Approval of the Human Resources Personnel report. This motion, made by Paul Troy and seconded by Sean Cratty, Passed.

Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa

Maiorino: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 7, Nay: 0

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

Administration recommends approval of the Supplemental Purchase Orders Report at \$2,941,962.86 and Supplemental Accounts Payable at \$15,592.38 as presented.

Recommendation: Sought approval by the Board as presented.

Roll Call: Ayes 7 / Nays 0 / Motion Carried

Approval of the Supplemental Purchase Orders and Accounts Payable. This motion, made by Paul Troy and seconded by Sean Cratty, Passed.

Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa

Maiorino: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 7, Nay: 0

14.4. Little City Accounts Payable Report (A) (Mr. Altmayer)

Administration recommends approval of the Little City Purchase Orders as presented.

Recommendation: Seeking approval by the Board as presented.

Roll Call: Ayes 6 / Nays 0 / Abstain with Conflict 1 / Motion Carried

Approval of the Little City's Accounts Payable report. This motion, made by Paul Troy and seconded by Andy Fekete, Passed.

Rich Bobby: Abstain (With Conflict), Andrew Bittman: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Laura Murray: Yea, Paul Troy: Yea
Yea: 6, Nay: 0, Abstain (With Conflict): 1

14.5. The following minutes were moved forward for approval at the September 18, 2025, Board of Education meeting and the October 2, 2025, Committee of the Whole meeting:

~~August 7, 2025, Committee of the Whole Meeting Minutes~~ **removed these minutes**

August 7, 2025, Executive Closed Session Meeting Minutes

August 19, 2025, Special Meeting Minutes

August 19, 2025, Executive Closed Session Meeting Minutes

August 21, 2025, Regular Board of Education Meeting Minutes

August 21, 2025, Executive Closed Session Meeting Minutes

September 4, 2025, Committee of the Whole Meeting Minutes

September 18, 2025, Regular Board of Education Meeting Minutes

September 18, 2025, Budget Hearing Meeting Minutes

September 18, 2025, Executive Closed Session

September 22, 2025, Special Board of Education Meeting Minutes

September 22, 2025, Special Executive Closed Session

Recommendation: Seeking approval of the Board as presented.

Roll Call: Ayes 7 / Nays 0 / Motion Carried

Agenda item 13.1 Minutes were removed from consent agenda and moved to 14.5 Action Items.

Approval of the minutes originally listed in 13.1 with the exception of August 7, 2025, Committee of the Whole meeting minutes which will be approved at the November Board of Education meeting. This motion, made by Paul Troy and seconded by Melissa Maiorino, Passed.

Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 7, Nay: 0

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

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.

No public comments were made at this time.

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

Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy

Motion to adjourn the meeting at 8:09 p.m.

Voice Call: Ayes 7 / Nays 0 / Motion Carried

Mr. Troy adjourned the October 16, 2025, Board of Education meeting at 8:09 p.m.

Submitted by,

Sharon Piemonte, Board Operations

Melissa Maiorino, Board Secretary

President

Date

Secretary

Date

Curriculum Workshop Minutes

Date: Thursday, November 6, 2025

Meeting: Curriculum Workshop 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 educate and empower all students always.

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

Agenda

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

1. **Call to Order / Roll Call (A)** (Mr. Fekete)

Mr. Troy called to order the November 13, 2025 Curriculum Workshop at 6:02 p.m.

Members: Andy Bittman, Rich Bobby, Sean Cratty, Andy Fekete, ~~Melissa Maiorino~~, Laura Murray, Paul Troy

2. **Public Comment:** 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.

No public comments were made at this time.

Melissa Maiorino arrived at 6:15 p.m.

3. **Welcome / Introductions / Workshop** (Mr. Fekete - Dr. MacCrimble)

The Curriculum Workshop brought together the community, school board members, and administrators to engage in a collaborative review of student performance data and School Improvement Plan progress. The purpose of the session was to examine the latest assessment results, identify trends, celebrate areas of success, and discuss strategies to address opportunities for continued growth. Through this shared analysis, participants deepened their understanding of how data informs instructional priorities and how schools are strategically responding to meet the needs of all learners.

Data Analysis:

During the data analysis portion of the workshop, participants reviewed the latest national, state, and district assessment data, with particular attention to trends among English Learner and IEP subgroups. Discussion highlighted strong literacy growth, continued high performance in math, and progress across multiple grade levels. Participants also identified priorities for continued improvement, including closing subgroup achievement gaps and increasing the percentage of students meeting proficiency. The collaborative discussion provided valuable insight into how data informs instructional decisions, professional development plans and resource allocation.

Review of School Improvement Action Steps:

Following the data review, the group examined key goals and strategies within the School Improvement Plans and discussed how current data outcomes align with or inform those priorities. Building leaders shared examples of how specific action steps, such as targeted interventions, professional learning, and instructional coaching, are being implemented to support student growth. Participants considered how data-driven decision-making continues to shape instructional planning and the next steps necessary to sustain progress.

The insights from the curriculum workshop session will help guide future planning, resource allocation, and professional learning efforts to ensure every student continues to grow and thrive in all learning environments.

4. **Adjournment (A)** (Mr. Fekete)

Mr. Troy adjourned the Curriculum Workshop at 8:22 p.m.

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

President

Date

Secretary

Date

Regular Meeting with Closed Session Minutes
Thursday, November 13, 2025 6:00 PM Central

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

Andrew Bittman: Present
Rich Bobby: Absent
Sean Cratty: Present
Andy Fekete: Present
Melissa Maiorino: Present
Laura Murray: Present
Paul Troy: Present

Present: 6, Absent: 1.

Mr. Bittman arrived after the initial roll call but before the closed session roll call at approximately 6:01 p.m.

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

Call to order the Regular Meeting at 6:00 p.m. A quorum was met.

Roll Call: Ayes 5 / Absent 2 / Motion Carried

Members: ~~Mr. Bittman, Mr. Bobby~~, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy

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

Move to enter into closed session at 6:01 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. Bobby~~, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy

Roll Call: Ayes 6 / Nays 0 / Absent 1 / Motion Carried

Mr. Troy moved and Mr. Fekete seconded to move into closed session at 6:01 p.m.

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

Move to exit or suspend closed session at 7:07 p.m. and return to open session.

Voice Call: Ayes 6 / Nays 0 / Motion Carried

Mr. Troy moved and Mr. Cratty seconded to adjourn closed session at 7:07 p.m.

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

Resume the Regular meeting at 7:11 p.m.

Members: Mr. Bittman, ~~Mr. Bobby~~, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy

Roll Call: Ayes 6 / Absent 1 / Motion Carried

Mr. Troy resumed the public session at 7:11 p.m.

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

Will come from the Board.

Roll Call: Ayes / Nays / Absent / Motion

Action: Recommendation will come from the Board.

Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy

No action came from the board from closed session.

4. Pledge of Allegiance (Mr. Troy)

The following Huntley High Five winners will lead us in the pledge:

Rafael Abad Martinez - Chesak, Casper Burek - Conley, Cole Larcombe - Mackeben, Austin Mac - Martin, Charvin Kandavalli - Leggee, Nicholas Grell - Heineman MS, Jonathan Bellak - Marlowe MS, Sarah Olasupo - HHS and Michael Prusha - LIGHT

The Huntley High Five winners led us in the pledge. The students then introduced themselves and Ms. Lombard read their teachers' nominations.

5. Public Comment (Mr. Troy)

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.

No public comments were made at this time.

6. Revision and Adoption of the Agenda / Voice Call (A) (Mr. Troy)

Move to adopt the agenda as presented (or with changes).

Action: Adoption of the Agenda.

Voice Call: Ayes 6 / Nays 0 / Motion Carried

Mr. Troy moved and Mr. Fekete seconded to adopt the agenda with changes, adding 10.3 Auditors' report.

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

Updates will be provided at this time.

Recommendation: For informational purposes only

Ms. Lombard congratulated Dr. Gill on earning her doctoral degree. Updates were given on the Superintendents Student Advisory Committee, Huntley 2030 Key Performance Indicator for 2026, ISBE Accountability Redesign Phase II Tour, Numeracy Listening Tour, Parent/Teacher Conferences and Current District Enrollment. The board commented and posed questions that administration answered.

7.1. Donations (R) (Ms. Lombard)

Northwestern Medicine and community donors Chuck and Helen Ruth — \$10,000 Certified Nursing Assistant Program

Huntley High School Band Boosters — \$4,628.00 for new band equipment

Huntley Festival Foundation — \$1000 to Huntley High School Football

Judith Sundling — \$1,000 Huntley High School Dance Team

BNL Huntley — \$150 Huntley High School Girls' Bowling Team

FYH Bearing Units USA Inc. — \$5,000 Career and Technical Education

Ms. Lombard presented the donations made to Huntley Community School District 158 and thanked the donors for their generosity.

7.2. Recognition of School Board Members (R) (Ms. Lombard)

In honor of School Board Members Day, November 15th, we would like to thank our school board members for their dedication, leadership in public education and continuing service to the students of this district.

Ms. Lombard recognized and thanked the Board members for their service. The board members were presented with cutting boards made by students in the basic woodworking class at Huntley High School.

8. Student Advisory Updates (R) (Emma Jorgensen and Nikolas Knanishu)

The student advisory representatives will present their updates.

Recommendation: For informational purposes only.

Niko Knanishu shared his thoughts about the first Superintendent Advisory Committee Meeting. He also updated the board on how the advisors are focusing on getting elementary student feedback to share with the board. The board asked a question and Ms. Lombard responded.

9. Assistant Superintendent Learning and Innovation (R) (Dr. MacCrindle)

Updates will be provided at this time.

Recommendation: For informational purposes only.

Dr. MacCrindle presented the Learning and Innovation updates, which included Partnership for College and Career Success Dual Credit Course Funding and Consideration for Adjustment, Professional Learning Quarter 1 Feedback, and an Additional Overnight Trip for the boys' varsity baseball team. The board asked questions and Dr. MacCrindle responded.

9.1. Illinois School Report Card Update (R) (Dr. MacCrindle)

Dr. MacCrindle will present an update on the 2025 Illinois School Report Card.

Dr. MacCrindle updated the board on the 2025 Illinois School Report Card and highlighted the data trends of District 158 students. The board commented about the report card and the curriculum workshop that board members attended on November 6, 2025.

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

Updates will be provided at this time.

Recommendation: For informational purposes only.

Mr. Altmayer shared the fiscal updates.

10.1. Fiscal Services Reports (R) (Mr. Altmayer)

Mr. Altmayer will provide the Monthly Fiscal Updates, Disbursement Report and Activity Fund Balance Report.

Recommendation: For informational purposes only

Mr. Altmayer presented the disbursement report and activity fund balances, including additional information on fundraising. The board asked questions and administration responded and discussed their concerns.

10.2. Revenue and Expenditure Report (R) (Mr. Altmayer)

The monthly report is provided in the packet for review and comment.

Recommendation: For informational purposes only.

Mr. Altmayer presented the Revenue and Expenditure Report. The board asked questions and Mr. Altmayer responded to their queries.

10.3 Auditors Report (R) (Mr. Altmayer)

Mr. Altmayer introduced Chris Scalet, a certified Public Accountant with the firm Evans, Marshall & Pease, P.C. who presented an independent review of the Huntley Community School District 158 audit report. The board asked questions to which Mr. Scala and administration responded.

11. Assistant Superintendent of Special Services (R) (Dr. Gill)

Updates will be provided at this time.

Recommendation: For informational purposes only.

Dr. Gill updated the board on the recent Spooky Buddies event and recognized the staff, students and community members who make the event possible. She then updated the board on the Illinois State Board of Education cyclical monitoring process for special education. The board asked questions and administration responded.

12. Operations and Maintenance Updates (R) (Mr. Lindquist)

Mr. Lindquist will report on Operations and Maintenance project updates.

Recommendation: For informational purposes only.

Mr. Lindquist presented the Operations and Maintenance updates, including the Community Solar Project Update and 10-year Health and Life Safety survey. The board posed questions that Mr. Lindquist addressed.

13. Director of Communications and Public Engagement (R) (Ms. Barr)

Updates will be provided at this time.

Recommendation: For informational purposes only.

Ms. Barr presented the Communications and Public Engagement report.

13.1. FOIA Requests (R) (Ms. Barr)

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

Ms. Barr presented the monthly Freedom of Information Act requests. The board asked questions and administration responded.

13.2. Community Relations and Student Outreach Committee (Mrs. Murray - Chair, Mr. Fekete, Mrs. Maiorino)

Recommendation: For informational purposes only.

Ms. Murray commented about her attendance at the first meeting of the Huntley High School Turning Point USA - Club America, that recently started at Huntley High School.

14. President's Report (Mr. Troy)

14.1. Board Discussion (D) (Mr. Troy)

The Board will discuss new business items.

Paul Troy discussed the Illinois Association School Boards fall dinner, where information was presented on the IASB year-long process of developing a cell phone policy. Attendees shared their takeaways from the event.

14.2. Minutes (D) (Mr. Troy)

The following meeting minutes have been prepared for review:

October 16, 2025, BOE Meeting Minutes

Recommendation: Seeking to move these minutes forward for approval of the Board at their next regular meeting.

The October 16, 2025, minutes were moved forward for approval at the next board of education meeting.

15. **Consent Agenda (A)** (Mr. Troy)

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

Voice Call: Ayes 6 / Nays 0 / Motion Carried

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

This motion, made by Paul Troy and seconded by Andy Fekete, Passed.

Rich Bobby: Absent, Andrew Bittman: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 6, Nay: 0, Absent: 1

15.1. **Minutes (A)** (Mr. Troy)

The following minutes were moved forward for approval at the October 2nd & 16th Board of Education meetings and are presented for approval:

August 7, 2025, Committee of their Whole Meeting Minutes

October 2, 2025, Committee of the Whole Meeting Minutes

October 2, 2025, Executive Closed Session Meeting Minutes

Recommendation: Seeking approval of the Board as presented.

Minutes presented were approved.

16. **Action Items / Roll/ Voice Call** (Mr. Troy)

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

16.1. **Intergovernmental Cooperation Agreement for Mutual Assistance in Response to Crises in the Public Schools of McHenry County, Illinois (A)** (Mrs. Lombard)

Mrs. Lombard will present an updated Intergovernmental Cooperation Agreement for Mutual Assistance in Response to Crises in the Public Schools of McHenry County, Illinois.

Recommendation: Approval of the updated Intergovernmental agreement as presented.

Roll Call: Ayes 6 / Nays 0 / Absent 1 / Motion Carried

Approval of the updated Intergovernmental Cooperation Agreement for Mutual Assistance in Response to Crisis in the Public Schools of McHenry County, Illinois agreement. This motion, made by Paul Troy and seconded by Melissa Maiorino, Passed.

Rich Bobby: Absent, Andrew Bittman: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Laura Murray: Yea, Paul Troy: Yea

Ms. Lombard presented the updated Intergovernmental Cooperation Agreement for Mutual Assistance in Response to Crisis in the Public Schools of McHenry County, Illinois.

16.2. **FY25 Audit (A)** (Mr. Altmayer)

Mr. Chris Scalet, our partner from Evans, Marshal and Pease, presented the FY25 Audit Report and results during agenda item 10.3 **Auditors Report**. Administration is seeking approval of the FY25 Audit.

Recommendation: Seeking approval of the Board as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

Approval of the FY25 Audit. This motion, made by Paul Troy and seconded by Sean Cratty, Passed.

Rich Bobby: Absent, Andrew Bittman: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 6, Nay: 0, Absent: 1

Mr. Altmayer presented the FY25 Audit.

16.3. Revenue Contracts (A) (Mr. Altmayer)

Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities.

Recommendation: Seeking approval by the Board as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

Approval of the Revenue contracts. This motion, made by Paul Troy and seconded by Sean Cratty, Passed.

Rich Bobby: Absent, Andrew Bittman: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 6, Nay: 0, Absent: 1

Mr. Altmayer presented the revenue contracts for approval.

16.4. Payables (A) (Mr. Altmayer)

Mr. Altmayer will seek approval of the Purchase Orders issued at \$3,221,543.621; Accounts Payable issued at \$20,390.82; and Imprest issued at \$89,676.26, as presented.

Recommendation: Seeking approval by the Board as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

Approval of the payables as presented. This motion, made by Paul Troy and seconded by Sean Cratty, Passed.

Rich Bobby: Absent, Andrew Bittman: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 6, Nay: 0, Absent: 1

Mr. Altmayer presented the payables for approval.

16.5. Little City Accounts Payable Report (A) (Mr. Altmayer)

Administration recommends approval of the Little City Purchase Orders as presented.

Recommendation: Seeking approval by the Board as presented.

Roll Call: Ayes 6 / Nays 0 / Abstain with Conflict 0 / Motion Carried

Approval of the payables. This motion, made by Paul Troy and seconded by Sean Cratty, Passed.

Rich Bobby: Absent, Andrew Bittman: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 6, Nay: 0, Absent: 1

Mr. Altmayer presented the Little City Accounts Payable Report for approval.

16.6. Levy Hearing (A) (Mr. Altmayer)

Mr. Altmayer will present the preliminary levy and seek approval to hold the Levy Hearing on December 18, 2025.

Recommendation: Seeking approval of the Board as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

Approval of the Levy Hearing on December 18, 2025, as presented. This motion, made by Paul Troy and seconded by Sean Cratty, Passed.

Rich Bobby: Absent, Andrew Bittman: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 6, Nay: 0, Absent: 1

Mr. Altmayer presented the Levy Hearing for approval.

16.7. Preliminary Tax Levy (A) (Mr. Altmayer)

The Preliminary Tax Levy 2025 will be presented for approval in preparation for the December Levy Hearing.

Recommendation: Seeking approval of the Board as presented.

Roll Call: Ayes 4 /Nays 2 / Motion Carried

Approval of the Preliminary Tax Levy 2025 as presented. This motion, made by Paul Troy and seconded by Sean Cratty, Passed.

Rich Bobby: Absent, Andrew Bittman: Nay, Laura Murray: Nay, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Paul Troy: Yea

Yea: 4, Nay: 2, Absent: 1

Andrew Bittman: Nay, Laura Murray: Nay

Mr. Altmayer presented the Preliminary Tax Levy and provided additional details. The board asked questions of administration, and requested tax levy and abatement options be presented at the December Committee of the Whole meeting.

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

Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

Recommendation: Seeking approval by the Board as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

Mr. Zehr introduced the SY26-27 Leggee principal, Michele Weirich and presented the Human Resources report for approval.

16.9. 2025 Delegate Assembly (A)

The appointed delegate will lead a discussion of the 2025 IASB Delegate Assembly Proposals and Resolutions. Members will convey and debate their position on the proposed resolutions.

Recommendations: Seeking approval as presented.

Roll Call: Ayes 6 /Nays 0 /Motion Carried

Approval of the 2025 Delegate Assembly Proposals and Resolutions Board consensus. This motion, made by Paul Troy and seconded by Andy Fekete, Passed.

Rich Bobby: Absent, Andrew Bittman: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Laura Murray: Yea, Paul Troy: Yea

Yea: 6, Nay: 0, Absent: 1

Mr. Troy presented the 2025 Delegate Assembly Proposals and Resolutions which the board formalized their consensus. Mr. Fekete volunteered to be the back-up delegate.

17. Public Comment (Mr. Troy)

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.

No public comments were made at this time.

18. Adjournment (A) (Mr. Troy)

Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy

Motion to adjourn the meeting at 10:14 p.m.

Voice Call: Ayes 6 / Nays 0 / Motion Carried

Mr. Troy moved and Andy Fekete seconded to adjourn the November 13, 2025, Huntley Community School District 158 Board of Education meeting at 10:14 p.m.

Submitted by,
Sharon Piemonte, Board Operations
Melissa Maiorino, Board Secretary

| | | | |
|-----------|------|-----------|------|
| President | Date | Secretary | Date |
|-----------|------|-----------|------|



Huntley Community School District 158

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

Date: December 18, 2025
To: Board of Education, Ms. Lombard
From: Sharon Piemonte, Board Operations
Re: Closed Session Meeting Minutes

Minutes

The following list of closed session meeting minutes were moved forward for approval at the December 3, 2025 Committee of the Whole meeting during closed session.

Recommendation: Approval of the listed closed session meeting minutes.

3/7/2019

1/16/2020

7/16/2020

8/6/2020

8/20/2020

9/3/2020

9/17/2020

10/1/2020

10/8/2020

10/15/2020

10/22/2020

11/5/2020

11/12/2020

12/17/2020

1/11/2021

1/21/2021

3/4/2021

11/3/2022

4/20/2023

NORTHERN ILLINOIS UNIVERSITY CONVOCATION CENTER

LICENSE AGREEMENT

EVENT CODE: 1022380, 1022381, 1022382

LICENSE AGREEMENT NUMBER: 5/22/27, 5/20/28, 5/19/29

EVENT: Huntley High School Graduation

CERTIFICATE OF INSURANCE RECEIVED: _____

DEPOSIT RECEIVED \$ _____ DATE: _____ CHECK NO. _____

THIS AGREEMENT MUST BE SIGNED BY THE LICENSEE AND RETURNED WITHIN 14 DAYS FROM THE ISSUE DATE ALONG WITH ANY APPLICABLE DEPOSITS OR THE AGREEMENT MAY BE DECLARED NULL AND VOID AND LICENSOR SHALL HAVE THE RIGHT TO CANCEL THE DATES BEING HELD AND COVERED BY THIS AGREEMENT WITHOUT NOTICE.

THIS LICENSE AGREEMENT (together with the Exhibits attached hereto, the "Agreement"), dated as of the 31st day of July, 2025, by and between the Board of Trustees of Northern Illinois University, a body corporate and politic of the State of Illinois ("LICENSOR"), and

*Huntley Community School District 158
Attn: Marcus Belin
mbelin@district158.org
Phone: 847-659-6103*

("LICENSEE"),

WITNESSETH:

Whereas LICENSOR is the owner, operator and manager of the Northern Illinois University Convocation Center ("CONVOCATION CENTER"), located in De Kalb, Illinois, and

Whereas LICENSEE desires to use all or a portion of the CONVOCATION CENTER, as set forth below, for the purposes and in accordance with the terms and conditions set forth herein,

NOW, THEREFORE, in consideration of the foregoing and the mutual promises, covenants and agreements herein contained, the parties hereto, intending to be legally bound, hereby agree as follows:

1. USE OF THE CONVOCATION CENTER:

A. LICENSE AND TERM: LICENSOR hereby grants LICENSEE, upon the terms and conditions hereinafter expressed, a license to use those areas of the CONVOCATION CENTER described on Exhibit A attached hereto, including all improvements, furniture, fixtures, easements, rights of ingress and egress, and appurtenances thereto, during the dates and times set forth on Exhibit A (each such date and time, an "EVENT"). Available dressing rooms, office space and storage space shall be provided at the sole discretion of LICENSOR and at no cost to LICENSEE during the EVENT. The license granted herein shall be effective as of the date and time set forth on Exhibit A and shall continue in effect, unless earlier terminated as set forth herein, until the stated date and time. Use of the CONVOCATION CENTER in excess of the time described herein may result in additional charges.

B. ADDITIONAL USE: In the event LICENSEE desires to use any portion of the CONVOCATION CENTER at any time other than during the dates and times delineated on Exhibit A, LICENSEE shall request from LICENSOR prior written permission to use the CONVOCATION CENTER, or portions thereof, on said dates and times. In the event such permission is granted, LICENSEE shall pay an additional fee as determined solely by LICENSOR for such use. Only the areas the LICENSOR authorizes in writing and made a part of this Agreement shall be occupied by LICENSEE.

C. SIMULTANEOUS USES: LICENSEE acknowledges that in addition to the use of the CONVOCATION CENTER as contemplated by this Agreement, the CONVOCATION CENTER and the various parts thereof may be used for the installation, holding, presentation and removal of other activities or events, and that in order for LICENSOR to operate the CONVOCATION CENTER as efficiently as practical, it may be necessary to make available to others certain services and accommodations of the CONVOCATION CENTER, including without limitation, entrances, exits, truck ramps, receiving areas, marshaling areas, outdoor areas, storage area, passenger and freight elevators and concession areas, which may be scheduled or shared with other activities or events. LICENSOR shall have the right, in its sole discretion, to use or permit the use of any portion of the CONVOCATION CENTER other than the areas licensed herein to any person, firm or other entity regardless of the nature of the use of such other space. LICENSOR shall have full, complete and absolute authority to establish the schedule for the use and availability of such services and accommodations and to determine when and the extent to which the sharing of any such services and accommodations is necessary or desirable. LICENSEE shall comply with any schedules so established and cooperate in any sharing arrangements so determined.

D. EQUIPMENT AND SERVICES: All equipment, staffing and services necessary or required for this EVENT by the LICENSEE, the LICENSEE'S exhibitors or guests shall be ordered through and furnished by LICENSOR at the LICENSEE'S sole expense. These items may include, but are not necessarily limited to, EVENT staffing, special custodial services, equipment set-up and removal, equipment items, electrical and utility services, food and beverage services, decorator services, advertising, marketing and publicity costs, ticketing costs or any other equipment, staffing or services at rates established for the CONVOCATION CENTER. If any equipment, staffing or services are furnished, with or without charges, by LICENSOR to LICENSEE, LICENSOR shall in no event be liable for a failure to provide such services when prevented by strikes, accidents or other causes beyond the reasonable control or prevention of LICENSOR or during the repairing of equipment which is provided by LICENSOR for such purposes. LICENSOR reserves the right to supply, operate and control all equipment used for the EVENT. If LICENSOR is unable to provide requested equipment or agrees to allow LICENSEE to bring equipment into the CONVOCATION CENTER, LICENSEE warrants that such equipment brought into the CONVOCATION CENTER shall be in good working order and meet all applicable safety regulations. LICENSEE accepts responsibility for supervision and guarding of its equipment, its property and the property of its employees, subcontractors and agents.

E. UTILITY SERVICES: LICENSOR shall supply lighting, heating or air conditioning and water as installed, at such times and in such amounts as shall be reasonably necessary in LICENSOR'S sole opinion, which shall be conducive for the comfortable use and occupancy of the CONVOCATION CENTER, except when prevented by strikes, accidents or other causes beyond the control or prevention of LICENSOR and except during the repairing of equipment or apparatus in the CONVOCATION CENTER which is provided for such air conditioning and illuminating purposes. All special electrical, water, gas, telecommunications and cable television services needed by the LICENSEE, the LICENSEE'S exhibitors or guests shall be ordered through and furnished by LICENSOR.

F. STAFFING AND LABOR: LICENSOR retains the right to determine the appropriate number of personnel necessary to serve and protect the public properly. All personnel provided by LICENSOR shall remain employees of LICENSOR and shall be under direct supervision of LICENSOR staff. LICENSEE shall not perform any work or employ any personnel in connection with the EVENT unless the work or employment conforms to labor Agreements to which LICENSOR is party or which control labor activities at the CONVOCATION CENTER, if any. At LICENSEE'S request, LICENSOR shall advise LICENSEE of pertinent provisions of the labor Agreements, if any.

G. CLEANING SERVICES: LICENSOR shall provide at its expense and at its discretion, appropriate cleaning services of corridors, public lobbies and rest rooms with necessary equipment, materials, supplies, labor and supervision and standard cleaning services normally and customarily provided after each EVENT, but only in normal and reasonable amounts.

H. PARKING: LICENSOR shall operate all parking facilities and retain all revenues collected therefrom. LICENSOR shall have the sole right to determine parking fees. If LICENSEE desires that its attendees not pay the parking fee, LICENSEE may make prior arrangements with LICENSOR and LICENSEE may pay all or a portion of the parking fee. The amount of the parking fee, however, shall remain the same.

I. MANAGEMENT CONTROL: LICENSOR shall at all times maintain control of the CONVOCATION CENTER and shall enforce all rules and regulations relative to its operation. When applicable, the CONVOCATION CENTER shall provide LICENSEE a copy of its rules and regulations.

J. UNLAWFUL OR IMMORAL USE: LICENSEE shall not use the CONVOCATION CENTER, or permit the CONVOCATION CENTER to be used by any of its officers, agents, employees, guests or invitees, for any unlawful or immoral purpose or in any manner so as to injure persons or property in, on or near the CONVOCATION CENTER.

2. FINANCIAL TERMS AND CONDITIONS:

A. LICENSE FEE: LICENSEE shall pay a fee in the amount as set forth on Exhibit B attached hereto ("License Fee"). If the License Fee includes a percentage of revenue generated from an EVENT, then no collections, whether for charity or otherwise, shall be made, attempted or announced at the CONVOCATION CENTER, without first having made a written request and received the prior written consent of LICENSOR. Donations or collections may be allowed by LICENSOR in lieu of an admission ticket, and in such event, all such monies received from such collections or donations shall be considered as ticket revenues for the purpose of determining the License Fee due to LICENSOR.

B. TICKETING FEES: If the EVENT has no percentage license fee, then LICENSOR shall be reimbursed for the labor expenses incurred for the ticketing services in addition to the license fee. No portion of the ticketing phone or outlet convenience charges shall be shared with the LICENSEE.

C. OTHER CHARGES: In addition to the License Fee, LICENSEE shall pay LICENSOR for Additional Use, equipment, staffing and services as provided in Article 1 in accordance with the latest Convocation Center rate sheets, which shall be furnished to the LICENSEE upon request, or as otherwise determined by LICENSOR. In addition to payment of these expenses, LICENSEE shall be responsible for all additional expenses incurred by LICENSOR in connection with the holding of the EVENT at the CONVOCATION CENTER. This responsibility shall survive and continue after the Settlement described in paragraph J of this Article.

D. DEPOSIT: LICENSEE shall pay LICENSOR a deposit as provided in Exhibit B. The deposit shall be applied against the total charges for the EVENT at settlement.

LICENSOR reserves the right to retain any or all of the deposit if LICENSEE violates any terms of this Agreement. LICENSOR further reserves the right to retain any or all of the deposit and apply it to any expenses incurred due to cancellation of the EVENT or to pay expenses incurred which are payable by the LICENSEE as a result of the EVENT.

E. REFUND OF DEPOSITS: If LICENSEE shall for any reason fail to occupy or use the CONVOCATION CENTER as provided herein, no refund shall be made of any amounts paid by LICENSEE to LICENSOR hereunder, and the aggregate amount payable by LICENSEE to LICENSOR hereunder, including disbursements or expenses incurred by LICENSOR in connection herewith, shall be payable in full by LICENSEE to LICENSOR.

F. ADDITIONAL DEPOSITS: LICENSEE shall pay any additional deposits required by LICENSOR upon demand. Failure to pay additional deposits promptly may result in cancellation of the EVENT. In addition to the deposits required in Exhibit B, in order to ensure the payment to LICENSOR of the License Fee, the expenses and any other amounts as may accrue from time to time under this Agreement, LICENSEE shall deliver into the custody of LICENSOR upon demand by LICENSOR and at least ten (10) days prior to the first EVENT, a certified check payable to LICENSOR, performance bond, letter of credit, ticket sales escrow or other security acceptable to LICENSOR, in the amount required in Exhibit B. Should LICENSEE fail to pay the License Fee, the expenses or any other amounts due to LICENSOR in accordance with the terms of this Agreement, then LICENSOR may apply the proceeds of said check, performance bond, letter of credit, ticket sales escrow or other security in settlement thereof. The remedy provided herein shall be non-exclusive and shall be in addition to any other remedy available to LICENSOR in this Agreement or in law or equity.

G. LATE CHARGES: If LICENSEE fails to pay any amounts when due under this Agreement, LICENSEE shall pay to LICENSOR a late charge of 1.5% per month on the unpaid balance.

H. EVENT EXPENSE ESTIMATE: Upon LICENSEE'S request and upon receipt of specific EVENT information, LICENSOR shall provide EVENT cost estimates. Any cost estimate provided is a good faith attempt to identify EVENT costs. Cost estimates are not a firm price quotation, and the LICENSEE shall be held responsible to pay LICENSOR the full payment of the actual costs presented to the LICENSEE at settlement.

I. TAXES: LICENSOR shall not be liable for the payment of taxes, late charges or penalties of any nature relating to any EVENT or any revenue received by, or payments made to, LICENSEE in respect of any EVENT, except as otherwise provided by law. LICENSEE shall pay and discharge as they become due, promptly and before delinquency, all taxes, assessments, rates, damages, license fees, permits, municipal liens, levies, excises or imposts, whether general or special, or ordinary or extraordinary, of every name, nature and kind whatsoever, including all governmental charges of whatsoever name, nature or kind, which may be levied, assessed, charged or imposed,

or which may become a lien or charge against this Agreement or any other improvements now or hereafter owned by LICENSEE. LICENSEE shall relieve LICENSOR from any responsibility for acquiring or paying for such taxes, licenses or permits, except that LICENSOR shall remit any taxes collected at settlement on behalf of the LICENSEE.

J. SETTLEMENT: At the conclusion of the EVENT, license fees, reimbursable costs and other expenses shall be deducted from deposits, ticket receipts or other applicable revenue, with all remaining funds paid to the LICENSEE, without interest.

3. TICKETS AND SEATING

A. TICKET OFFICE CONTROL: LICENSOR shall at all times maintain control and direction of the ticket office, ticket personnel and ticket sales. Only employees under the direct control and supervision of LICENSOR shall be permitted use of LICENSOR'S ticket office facilities or otherwise be engaged as admissions control personnel. LICENSEE shall be required to use the computer ticketing company designated by LICENSOR and to abide by terms agreed upon between LICENSOR and the computer ticket company, unless LICENSOR agrees in writing to allow LICENSEE to utilize another method of selling tickets. If such permission is granted, LICENSEE must agree to follow the ticket consignment procedures set by LICENSOR. In the handling, control and custody of ticket receipts, whether received through the ticket office or otherwise, LICENSOR is acting for the accommodation and sole benefit of the LICENSEE and, as to such receipts, LICENSOR shall be responsible only for gross negligence or willful misconduct.

B. OUTLETS: NA.

C. ORDERING OF TICKETS: NA.

D. MANIFEST: A ticket printer's manifest shall be submitted in duplicate to LICENSOR when hard tickets are printed.

E. DELIVERY OF TICKETS: NA

F. TICKET PRICES: NA

G. COMPLIMENTARY TICKETS: LICENSEE shall provide to LICENSOR'S ticket office a designated, authorized representative to approve requests for complimentary tickets. No requests for complimentary tickets shall be processed without approval of this authorized representative.

H. PERSONAL CHECKS/CREDIT CARDS: NA

I. SEATING CAPACITY: LICENSEE shall not sell or distribute in any fashion tickets or passes in excess of the seating capacity for the EVENT. LICENSOR

shall have the sole right to establish capacities in the CONVOCATION CENTER. LICENSEE shall not admit to the CONVOCATION CENTER a larger number of persons than can safely and freely move about in the CONVOCATION CENTER.

J. OBSTRUCTED VIEW SEATS: LICENSEE agrees that any seats with limited or impaired vision shall be marked as "OBSTRUCTED VIEW" or "LIMITED VIEW."

K. TICKET REFUNDS: NA

L. CAPITAL IMPROVEMENT FEE: NA

M. PREMIUM SEAT TICKETS: Tickets used by LICENSOR for private suite holders shall not be included on ticket manifest or in gross receipts calculations, and all revenue derived from this premium seating shall be retained by LICENSOR. If requested, LICENSEE may buy out premium seating at a discounted rate.

Licensee Buy Out- Suites A-D \$250 per suite
Standard Rate- Suites A-D \$350 per suite

Licensee Buy Out- Nelson Suite \$500
Standard Rate- Nelson Suite \$1,000

N. RELOCATE SEATS: NA

O. ACCOUNTING: LICENSOR shall provide at settlement a manifest indicating total inventory of tickets that was available for sale and a statement listing tickets sold, discounted tickets sold, tickets unsold and complimentary tickets processed. LICENSOR'S ticket office shall provide ticket counts for LICENSEE daily or as needed during ticket office business hours.

P. SCALPING: NA

4. FOOD, BEVERAGES, MERCHANDISE AND PARKING:

A. LICENSOR RETAINED REVENUES AND RIGHTS: LICENSOR shall retain one hundred percent (100%) of all revenues generated in connection with the sale of food and beverages, merchandise and parking at the CONVOCATION CENTER. LICENSOR reserves all rights to concession sales, including, but not necessarily limited to, all food and beverage products, vending items, souvenirs, novelties and checkroom services except as otherwise provided.

B. CATERING: All catering must be provided by LICENSOR or LICENSOR'S contracted caterer unless agreement to the contrary is reached in writing no fewer than fourteen (14) days prior to event.

C. FREE SAMPLES: Neither LICENSEE nor any of LICENSEE'S exhibitors, patrons or guests may sell or give away any samples of food, beverages or any product without prior written approval of LICENSOR.

D. ALCOHOLIC BEVERAGES: N/A

5. RIGHTS AND RESPONSIBILITIES OF LICENSEE

A. AUTHORIZED AGENT: An authorized representative of LICENSEE with decision making capabilities must be at the CONVOCATION CENTER for the duration of any load-in, set-up, rehearsal(s), performance(s), strike and load-out of all scheduled EVENTS, unless prior arrangements have been made with the appropriate staff of LICENSOR.

B. CLEANING: LICENSEE shall keep the CONVOCATION CENTER in an orderly condition, and shall cause all refuse, rubbish and debris to be deposited in containers or at locations in the CONVOCATION CENTER which are designated for that purpose.

C. CONDITION OF CONVOCATION CENTER: LICENSEE acknowledges that LICENSEE has inspected the CONVOCATION CENTER, and that LICENSEE is satisfied with the condition, fitness and order of the CONVOCATION CENTER and has accepted the CONVOCATION CENTER in its present condition. Neither LICENSOR nor LICENSOR'S employees or agents have made any representations or warranties with respect to the CONVOCATION CENTER. Commencement of the use of the CONVOCATION CENTER by LICENSEE shall be conclusive evidence against LICENSEE that the CONVOCATION CENTER was in good repair and satisfactory condition, fitness and order when such use commenced. LICENSOR shall have the continuing obligation and responsibility to maintain and keep the CONVOCATION CENTER in good order and repair, normal wear and tear excepted, provided, however, that any damages to the CONVOCATION CENTER and its appurtenances caused by LICENSEE or its officers, agents, employees, guests or invitees shall be paid for by LICENSEE at the estimated or actual cost of repair.

D. ALTERATIONS AND IMPROVEMENTS: LICENSEE shall not make any alterations or improvements to the CONVOCATION CENTER without the prior written consent of LICENSOR. Any alterations or improvements of whatever nature made or placed by LICENSEE to or on the CONVOCATION CENTER, except movable trade fixtures, shall, at the option of LICENSOR, (i) be removed by LICENSEE, at LICENSEE'S expense, immediately upon the conclusion of the EVENT, or (ii) become the property of LICENSOR.

E. SHIPMENTS: LICENSEE shall not direct shipments to LICENSOR prior to the first set up day of the EVENT without advance written permission of LICENSOR. LICENSOR reserves the right to refuse any shipments.

F. COPYRIGHT: LICENSEE shall assume all responsibility for procuring and paying for the use of any copyrights, trademarks or other materials used in the EVENT. LICENSEE further agrees to save and hold harmless LICENSOR and its trustees, officers, employees and agents from any costs or claims arising from any alleged copyright or trademark violations. LICENSEE warrants that it has in effect, and shall maintain in effect during the time of the EVENT, valid performing rights and licenses for the EVENT. LICENSEE further agrees to submit upon demand valid written evidence of such licenses.

G. DISABILITIES: LICENSEE agrees to abide by all procedures and policies to insure that the EVENT complies with all legislation respecting persons with disabilities. LICENSEE shall be responsible for ensuring that the CONVOCATION CENTER complies and continues to comply in all respects with the Americans with Disabilities Act (ADA), including accessibility, usability and configuration insofar as LICENSEE modifies, rearranges or sets up in the CONVOCATION CENTER in order to accommodate LICENSEE'S usage. LICENSEE shall be responsible for any violations of the ADA that arise from LICENSEE'S reconfiguration of the seating areas or modification of other portions of the CONVOCATION CENTER in order to accommodate LICENSEE'S usage. LICENSEE shall be responsible for providing auxiliary aids and services that are ancillary to its usage and for ensuring that the policies, practices and procedures it applies in connection with the EVENT are in compliance with the ADA.

H. NOTIFICATION: It is the obligation and responsibility of LICENSEE to inform in a timely manner the performer's management and its clients contracted with LICENSEE of any and all general conditions, restrictions and policies specified in this Agreement. LICENSOR shall not be held responsible for any discrepancies, difficulties or charges that might occur if LICENSEE'S artist and clients are not aware of LICENSOR'S restrictions and policies.

I. PRODUCTION REQUIREMENTS: LICENSEE shall furnish LICENSOR with detailed production and EVENT requirements no later than two (2) weeks prior to the beginning of the EVENT. The intent of the foregoing is to enable both parties of this Agreement to anticipate and work out in advance any problems that might occur relating to LICENSEE'S use of CONVOCATION CENTER. Further, LICENSOR requires advance information in order to schedule the appropriate personnel and equipment for LICENSEE'S use of CONVOCATION CENTER and to compile expense estimates. LICENSOR shall provide a reasonable amount of production consulting at no cost. A fee shall be levied for any excessive production demands placed upon LICENSOR'S employees.

J. STORAGE OF GOODS AND SURRENDER OF PREMISES: Upon the termination of this Agreement for any reason whatsoever, LICENSEE shall immediately quit and surrender the CONVOCATION CENTER to LICENSOR. Upon such quitting and surrender, the CONVOCATION CENTER shall be in the same condition of cleanliness as at the beginning of the EVENT and in good order, ordinary wear excepted. LICENSEE shall promptly remove from the CONVOCATION CENTER any goods or chattels brought

or permitted in the CONVOCATION CENTER. At the end of the EVENT, LICENSOR shall have the right, but not the obligation, in addition to any other rights provided by law or elsewhere in this Agreement, to remove or store the property of LICENSEE and any third parties occupying the CONVOCATION CENTER pursuant to this Agreement in such manner as it may deem reasonable under the circumstances. All costs resulting from the removal or storage of such property shall be borne exclusively by LICENSEE, and LICENSOR shall have the right to retain ticket office receipts or any other funds otherwise payable to LICENSEE in satisfaction of such costs. LICENSOR shall incur no liability whatsoever in connection with such removal or storage, except for willful malfeasance on its part. LICENSOR shall exercise all reasonable care to safeguard the property of the LICENSEE while in the CONVOCATION CENTER, however, LICENSOR shall assume no responsibility whatsoever for any property placed in LICENSOR'S facilities and is hereby expressly relieved and discharged from any and all liability for any loss, injury, or damage to persons or property that may be sustained by reason of the occupancy of the CONVOCATION CENTER, or any part thereof under this Agreement except if caused by the gross negligence of LICENSOR.

K. TRANSPORTATION: All transportation of LICENSEE equipment and personnel required for this EVENT shall be the responsibility of the LICENSEE.

6. PUBLIC SAFETY:

A. PUBLIC SAFETY: LICENSEE shall at all times conduct activities with full regard to public safety and shall observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety and with LICENSOR'S regulations and requests established or made to assure such safety. LICENSOR has the right at all times to take such steps as it deems necessary to ensure public safety.

B. OBSTRUCTIONS: It is further understood and agreed that LICENSEE shall permit no chairs or seats to be or to remain in the passageways, fire exits and other exits of the CONVOCATION CENTER and shall keep all passageways, fire exits and other exits clear at all times; and the sidewalk, grounds, entries, passages, vestibules, halls, elevators, abutting streets and all ways of access to public utilities of CONVOCATION CENTER shall not be obstructed by LICENSEE or used for any purpose other than for ingress to, and egress from, the CONVOCATION CENTER.

C. HAZARDS: LICENSEE shall not bring into the CONVOCATION CENTER or generate therein any material, substance, equipment or object, including a hazardous material, which is likely to endanger the life of, or cause bodily injury to, any person in the CONVOCATION CENTER or which is likely to constitute a hazard to property thereon, without the prior approval of LICENSOR. LICENSOR shall have the right to refuse to allow such material, substance, equipment or object to be brought into the CONVOCATION CENTER and the further right to require its immediate removal if found thereon. "Hazardous material" shall include, without limitation, those substances included

within the definitions of “hazardous substances,” “hazardous materials,” “toxic substances” or “solid waste” in any applicable state or federal environmental law.

D. EVACUATION: LICENSOR shall have the sole right to determine when and if it is necessary to evacuate the CONVOCATION CENTER for whatever reason. If such evacuation occurs and results in cancellation of the EVENT, LICENSEE hereby agrees to waive any claims for damages against LICENSOR. Should it become necessary in the judgment of LICENSOR to evacuate and then later reoccupy the CONVOCATION CENTER because of a bomb threat or for other reasons of public safety, LICENSEE shall retain possession of the CONVOCATION CENTER for sufficient time to complete presentation of its activity without additional license charges, providing such time does not interfere with another building commitment. If it is not possible to complete presentation of the activity, the License Fee shall be forfeited, prorated or adjusted at the discretion of LICENSOR based on the situation, and the LICENSEE hereby waives any claim for damages or compensation from LICENSOR.

E. LASER AND PYROTECHNIC DEVICES: LICENSEE shall with respect to the use of any and all laser and pyrotechnic devices to be operated in connection with the presentation of the EVENT, if any, comply with all laws, rules, regulations, prescriptions, criteria and policies of all federal, state and municipal authorities or agencies applicable thereto, including, without limitation, the applicable rules, regulations and directives of LICENSOR. LICENSEE shall deliver all supporting documentation confirming LICENSEE'S compliance with the above requirements at least seven (7) days prior to the first performance of the EVENT. Notwithstanding all of the foregoing, LICENSEE shall not use any laser or pyrotechnic devices whatsoever without the prior written consent of LICENSOR, which may be withheld in LICENSOR'S sole discretion.

F. ENTRANCES AND EXITS: The entrances and exits of the CONVOCATION CENTER shall be locked or unlocked during the EVENT as LICENSEE may direct, subject to regulations of federal, state or municipal authorities, any lawful direction of peace officers, and also subject to LICENSOR'S approval. No exit door or other exit shall be locked, blocked or bolted, preventing egress, while the CONVOCATION CENTER is in use. All designated exitways shall be maintained in such manner as to be visible at all times. LICENSOR shall, at LICENSEE'S expense, at all times maintain security, as designated by LICENSOR, at all exits and entrances of the CONVOCATION CENTER when such exits and entrances are unlocked. Articles, fittings, fixtures, materials and equipment shall be brought into or removed from the CONVOCATION CENTER only at entrances and exits designated by LICENSOR. The total number and weight of vehicles which may enter the CONVOCATION CENTER at one time shall be determined by LICENSOR in its absolute discretion.

G. ANNOUNCEMENTS: LICENSOR reserves the right to make announcements in the interest of public safety, to provide information to attendees and to announce upcoming events at the CONVOCATION CENTER.

H. ACCESS: LICENSOR shall have the right to free access of any and all areas of the CONVOCATION CENTER during the EVENT.

I. DANGEROUS PERSONS: LICENSOR reserves the right to eject or cause to be ejected from the CONVOCATION CENTER any person or persons who in the judgement of LICENSOR pose a threat to the safety of others attending the EVENT. LICENSOR shall not be liable for any damages which may be sustained as a result of such action. LICENSEE hereby appoints LICENSOR or any servant, employee or agent of LICENSOR, as LICENSEE'S agent to refuse admission to or to cause to be removed from the CONVOCATION CENTER any such person. Any persons employed by LICENSEE shall be under the general supervision and control of LICENSOR (but not as an agent, servant or employee of LICENSOR) while in or about the CONVOCATION CENTER and may be refused entrance by LICENSOR for non-compliance with provisions of this Agreement or for objectionable or improper conduct without any liability on LICENSOR'S part for such refusal or ejection.

J. OPENING OF DOORS: LICENSOR reserves the right to open the doors when LICENSOR deems it necessary to move the public into or out of the CONVOCATION CENTER in a safe and orderly manner. LICENSOR may cancel any sound checks or other EVENT preparations in order to move the public in or out of the CONVOCATION CENTER safely. Doors opening hours shall be in accordance with advertised time, LICENSOR'S policy and applicable law.

7. PROMOTION, ADVERTISING AND BROADCASTING:

A. EVENT SPONSORSHIP: LICENSEE shall not allow any advertising or media coverage publicizing the EVENT to state or imply that LICENSOR is sponsoring the EVENT unless the EVENT is, in fact, sponsored or co-sponsored by LICENSOR. The use of the CONVOCATION CENTER by any organization, individual or group of individuals does not in itself constitute endorsement by LICENSOR of that organization, individual or group of individuals, nor of any product, service, precept or tenet of any kind. Those who use the CONVOCATION CENTER are forbidden to express or imply such endorsement in any of the programs or performances carried on at the CONVOCATION CENTER or in advertising or promotion associated with such EVENTS. A statement of true EVENT sponsorship must appear in all advertising for an EVENT. LICENSOR reserves the right to withhold its name or logo from any advertisement, if used in any way other than to indicate the venue of the EVENT.

B. APPROVAL BY LICENSOR: In no case shall LICENSEE promote, advertise or arrange for the promotion or advertising of the EVENT in any medium whatsoever prior to receipt of written approval from LICENSOR. Such approval may be withheld by LICENSOR for any reason whatsoever in its sole discretion. Under no circumstances shall such approval be given until such time as there is full availability of tickets for the EVENT at LICENSOR'S ticket office. LICENSEE agrees that all advertising of the EVENT shall be honest, accurate and true.

C. LOGO USE: In all advertising as described herein, the standard logo of the CONVOCATION CENTER must be displayed and described in the manner directed by LICENSOR in its sole discretion.

D. USE OF VISUAL DEPICTION: Notwithstanding anything in this section to the contrary, LICENSEE acknowledges that there shall be no visual depiction of the CONVOCATION CENTER for advertising, promotional or any other purposes without the express written approval of LICENSOR.

E. EVENT PRESENTED AS ADVERTISED: LICENSEE represents and warrants to LICENSOR that it has secured all rights required to advertise or promote the EVENT, including the appearance of all artists, athletes or other persons participating therein. LICENSEE hereby guarantees that all persons or groups advertised as appearing in the EVENT shall in fact participate in the EVENT as advertised.

F. ADVERTISING/SIGNAGE: LICENSOR reserves all rights to advertising, signs, scoreboards, displays and banners of all types on, in and around the CONVOCATION CENTER, and all revenues therefrom shall accrue to LICENSOR. No signage shall be allowed to be placed by the LICENSEE, or any of the LICENSEE'S agents, employees or invitees without prior written approval of LICENSOR. LICENSEE shall not advertise, paint, post or exhibit, nor allow to be advertised, painted, posted or exhibited signs, advertisements, show bills, lithographs, posters or cards of any description inside or outside or on any part of the CONVOCATION CENTER except upon written permission of LICENSOR. LICENSOR reserves and retains the right to use the sound system, video system, display advertising capabilities and all other advertising capabilities in and about the CONVOCATION CENTER in any manner which in its sole opinion are desirable or appropriate, providing only that such announcements, descriptions, advertisements and use do not unduly disrupt or interfere with the EVENT.

G. ADVERTISING PLACEMENT: LICENSEE shall pay LICENSOR a negotiated fee for all advertising placed by LICENSOR'S marketing department. LICENSOR shall not pay for advertising of an EVENT which has been placed directly by LICENSEE without prior approval by LICENSOR'S marketing department.

H. PHOTOGRAPHS: LICENSOR shall honor requests from working media to and may have photographers photograph portions of the EVENT, subject to reasonable and proper restrictions, unless specifically prohibited by the LICENSEE in advance in writing. LICENSOR reserves the right to use photographs of and references to LICENSEE'S entertainment and activity, subject to artist approval and reasonable and proper restrictions, for promotion of the CONVOCATION CENTER and for archival purposes.

I. BROADCAST: LICENSEE shall not broadcast by television, radio or on the Internet, whether by way of video streaming, web casting or otherwise, any EVENT scheduled to be presented in the CONVOCATION CENTER under the terms of this Agreement without the prior written approval of LICENSOR. LICENSOR reserves all

rights and privileges for radio broadcasting, televising, video streaming, web casting, filming, videotaping, sound recording, photographing or any kinds of reproduction of whatever nature originating from CONVOCATION CENTER during the term of this Agreement. Should LICENSOR grant to LICENSEE such privilege, LICENSOR has the right to require payment for the privilege in addition to the License Fee. Such permission must be obtained in writing in advance of EVENT date. LICENSEE agrees that for all closed circuit television events there shall be two projection units in place and tested no less than twenty-four (24) hours before the scheduled EVENT time.

J. MEDIA COVERAGE: Media covering the EVENT shall be admitted to the EVENT with proper credentials which have been approved in advance of the EVENT by LICENSOR and LICENSEE.

8. INSURANCE AND INDEMNIFICATION:

A. INSURANCE: LICENSEE shall, at its own expense, secure and deliver to LICENSOR not less than thirty (30) days prior to the commencement of this Agreement, and shall keep in force at all times during the term of this Agreement, the following:

1. Commercial general liability insurance in a form acceptable to LICENSOR, covering its activities hereunder, including coverage for premises and operations, personal injury/advertising liability, products/completed operations, liability assumed under an insured contract, broad form property damages and independent contractors, in an amount not less than One Million Dollars (\$1,000,000) for bodily injury and One Million Dollars (\$1,000,000) for property damage, or such other amount as LICENSOR shall determine in its sole discretion;

2. Comprehensive automotive bodily injury and property damage insurance in a form acceptable to LICENSOR for business use covering all vehicles operated by LICENSEE, its officers, agents and employees in connection with its activities hereunder, whether owned by LICENSEE, LICENSOR or otherwise, with a combined single limit of not less than One Million Dollars (\$1,000,000) (including an extension of hired and non-owned coverage); and

3. Worker's compensation and employer's liability insurance for LICENSEE'S employees, as follows:

| | |
|--------------------------------------|---------------------------------|
| Worker's compensation (Coverage "A") | Statutory Limits |
| Employer's liability (Coverage "B") | \$100,000 each accident |
| | \$300,000 disease-policy limit |
| | \$100,000 disease-each employee |

4. Umbrella insurance over the coverages required herein in the amount of at least Two Million Dollars (\$2,000,000), or such other amount as LICENSOR shall determine in its sole discretion.

The following shall apply to the insurance policies required in the clauses above:

(i) LICENSOR and its trustees, officers, employees and agents shall be named as additional insureds thereunder. Not less than thirty (30) days prior to the date of the EVENT set forth on Exhibit A, LICENSEE shall deliver to LICENSOR certificates of

insurance evidencing the existence thereof, all in such form as LICENSOR may reasonably require. Each such policy or certificate shall contain a valid provision or endorsement stating, "This policy shall not be canceled or materially changed or altered without first giving thirty (30) days' prior written notice" to the Director of the CONVOCATION CENTER. If any of the insurance policies covered by the foregoing certificates of insurance shall expire prior to or during the time of an EVENT, LICENSEE shall deliver to LICENSOR at least thirty (30) days prior to such expiration a certificate of insurance evidencing the renewal of such policy or policies.

(ii) The coverage limits on such policies shall be on a per-occurrence basis only; there shall be no aggregate limit with respect to the aggregate amount of coverage provided thereunder.

(iii) LICENSEE hereby acknowledges that the coverage limits contained in any policy shall in no way limit the liabilities or obligations of LICENSEE under this Agreement, including, without limitation, LICENSEE'S indemnification obligations below.

The terms of all insurance policies referred to in this section shall preclude subrogation claims against LICENSOR and its trustees, officers, affiliates, employees and agents. The insurance must be written by an insurance company licensed to do business in the State of Illinois and have an A.M. Best rating of at least A-VI. If the LICENSEE fails to provide the aforementioned evidence of insurance by the stated date, LICENSOR shall have the right either to obtain the required insurance with the premium to be paid by the LICENSEE or to cancel the EVENT.

B. INDEMNIFICATION: LICENSEE shall indemnify, defend and hold harmless LICENSOR and its trustees, officers, affiliates, employees and agents from and against any and all losses, liabilities, claims, damages and expenses (including reasonable costs of investigation and attorneys' fees) (collectively, the "Losses") arising from (i) LICENSEE'S failure to comply with any and all federal, state, foreign, local and municipal regulations, ordinances, statutes, rules, laws and constitutional provisions (collectively, the "Laws") applicable to LICENSEE'S performance under this Agreement, (ii) any unlawful acts on the part of LICENSEE or its officers, employees, agents or subcontractors, (iii) personal or bodily injury to or death of persons or damage to the property of LICENSOR to the extent caused by the negligent acts, errors or omissions or the willful misconduct of LICENSEE or its officers, employees, agents or subcontractors, or (iv) the material breach or default by LICENSEE or its officers, employees, agents or subcontractors of any provisions of this Agreement.

LICENSEE shall assume, defend, indemnify, protect and hold harmless LICENSOR and its trustees, officers, affiliates, employees and agents against any and all claims, demands, losses, actions or causes of action of whatsoever kind, arising or resulting directly or indirectly from the use, occupancy or licensing of the CONVOCATION CENTER by the LICENSEE, its sub-licensees, contractors, subcontractors, exhibitors, agents, officers, employees or persons attending the EVENT; and without limiting the generality of the foregoing, shall include any claim for any loss or expense arising from any liability or claim of liability for injuries or damages to persons or property sustained or claimed to have been sustained by anyone by reason of the use of the CONVOCATION CENTER for the EVENT, whether such use was authorized or not or for any claims from

anyone for loss or damage to property placed on the CONVOCATION CENTER, except if such claims arise from the gross negligence of LICENSOR.

C. RISK OF LOSS: LICENSEE agrees that all of its property and any property of others brought or permitted to be brought into the CONVOCATION CENTER shall be at the risk of LICENSEE and that LICENSOR shall not be liable to LICENSEE for any loss or damage due to theft, cleaning, steam, electricity, gas, water or rain which may leak or flow from or into any part of the CONVOCATION CENTER, from fire or explosion, or from any other similar or dissimilar cause whatsoever. LICENSEE shall indemnify, defend and hold harmless LICENSOR and its trustees, officers, employees and agents from any claims for loss or damage to property brought into the CONVOCATION CENTER. LICENSEE shall assume all responsibility for any equipment or goods placed in storage on LICENSOR'S property. LICENSOR shall accept delivery of property addressed to LICENSEE only as a service to LICENSEE, and LICENSEE shall indemnify and hold harmless LICENSOR and its trustees, officers, employees and agents for any loss or damage to such property in the receipt, handling, care or custody of such property at any time. LICENSEE further indemnifies LICENSOR and its trustees, officers, employees and agents from any claims or costs related to claims from any third party for loss or damage to property during the time covered by this Agreement, unless caused by the gross negligence of LICENSOR.

9. DEFAULT, TERMINATION AND OTHER REMEDIES:

A. DEFAULT: LICENSEE shall be in default under this Agreement if any of the following occur: (i) LICENSEE fails to pay any amount due hereunder (including, without limitation, the License Fee, deposits, security or the expenses on demand) when the same are required to be paid hereunder or (ii) LICENSEE or any of its officers, employees or agents fails to perform or fulfill any other term, covenant or condition contained in this Agreement or (iii) LICENSEE is adjudicated a bankrupt or adjudged to be insolvent, or a receiver or trustee of LICENSEE'S property and affairs is appointed, or the LICENSEE makes an assignment for the benefit of creditors or files a petition in bankruptcy or insolvency or for the appointment of a receiver, or any execution or attachment is issued against LICENSEE or any of LICENSEE'S property under which any person other than LICENSEE attempts to take or occupy any of LICENSEE'S rights under this Agreement, and the execution or attachment is not set aside, vacated, discharged or bonded within fifteen (15) days after it issues. In the event of such default, this Agreement may at the option of LICENSOR be canceled, whether the term has commenced or any moneys have been prepaid or not, by delivering to LICENSEE notice to that effect, and upon such delivery this License shall cease, but without prejudice to any rights of LICENSOR which had accrued before the cancellation. In the event of such default, LICENSOR shall have the right to collect all license fees and expenses due from LICENSEE from either the sources herein described or as a first lien on all property of the LICENSEE in or upon the CONVOCATION CENTER at the time of any default of any provisions of this Agreement, and the LICENSEE hereby mortgages or pledges said property of LICENSEE for the purposes of securing the payment of all license fees and other expenses of the EVENT. LICENSOR may take possession of any and all of said

property and exercise any remedies provided by law. This remedy is not exclusive and LICENSOR may, at its discretion, pursue any appropriate remedy to recover any or all deficits remaining of the License Fee and expenses due LICENSOR or for any other default. Reference in this Agreement to any particular remedy shall not preclude LICENSOR from any other remedy. LICENSOR'S failure to seek redress for violation of, or to insist upon strict performance of, any covenant or conditions of this Agreement shall not prevent a subsequent act which would have originally constituted a violation from having all the force and effect of an original violation.

B. GOVERNMENTAL LIENS: If any monies become due hereunder from LICENSOR to LICENSEE or any assignee of LICENSEE, and if any payment or transfer thereof is or appears to LICENSOR to be subject to federal or other governmental licensing, withholding or other restrictive regulations, LICENSOR shall not be obligated to pay over or transfer moneys unless and until LICENSOR has been satisfied by LICENSEE that LICENSOR may lawfully pay over or transfer such moneys in compliance with such regulations, and any payments shall be subject to withholding of any such moneys if required under any such regulations.

C. FORCE MAJEURE, DEMOLITION, ALTERATION: LICENSOR and LICENSEE shall be excused from the performance of this Agreement in whole or in part by reason of any of the following causes: In the event the CONVOCATION CENTER or any portion thereof shall be destroyed or damaged by fire or other calamity so as to prevent the use of the CONVOCATION CENTER for the purposes specified herein, or if the CONVOCATION CENTER cannot be so used because of strikes, acts of God, national emergency, operation of law or other causes beyond the control of LICENSOR, then this Agreement shall terminate and LICENSOR is hereby released by LICENSEE from any damage caused thereby. LICENSEE hereby waives any claim against LICENSOR for damages or compensation by reason of such termination except that any unearned portion of the license fee or deposit due hereunder shall abate or be refunded by LICENSOR to LICENSEE.

D. INJUNCTIVE RELIEF: The parties agree and acknowledge that LICENSEE is a unique entity and, therefore, the rights and benefits that shall accrue to LICENSOR by reason of this Agreement are unique and that LICENSOR cannot be adequately compensated in money damages for LICENSEE'S failure to comply with the material obligations of LICENSEE under this Agreement and that therefore LICENSOR shall have the right to seek equitable relief (whether it be injunctive relief, specific performance or otherwise) in the event that LICENSEE violates its obligations herein. In addition to any other remedy available at law, equity or otherwise, LICENSOR shall have the right to seek to enjoin any breach or threatened breach or obtain specific performance of this Agreement by LICENSEE, or both, upon meeting its burden of proof of such breach or threatened breach as required by applicable statute or rule of law.

10. STATE CERTIFICATIONS

LICENSEE certifies the following as required by the laws and regulations of the State of Illinois and the rules and regulations of the Board of Trustees of Northern Illinois University:

A. BRIBERY: LICENSEE has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has LICENSEE made an admission of guilt of such conduct which is a matter of record, nor has an official, agent or employee of LICENSEE been so convicted or made such admission of bribery on its behalf and pursuant to the direction or authorization of a responsible official thereof.

B. TAX ENTITY: Under penalties of perjury, LICENSEE certifies that its federal Taxpayer Identification Number is _____.
LICENSEE further certifies that it is doing business as a (please check one):

- | | |
|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Real Estate Agent |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Governmental Entity |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Tax Exempt Organization |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> (IRC 501 (a) only) |
| <input type="checkbox"/> Not-for-profit Corporation | <input type="checkbox"/> Trust or Estate |
| <input type="checkbox"/> Medical and Health Care Services Provider Corporation | |

C. DRUG FREE WORKPLACE: If LICENSEE has 25 or more employees, it is familiar with the Drug Free Workplace Act, 30 ILCS 580/1 et seq., and will provide a drug free workplace in compliance with said act.

D. SMOKE FREE CAMPUS ACT In accordance with Public Act 098-0985 (eff. July 1, 2015), smoking is prohibited on the campus of Northern Illinois University, including in and on the premises of the Convocation Center.

E. DEBT NONDELINQUENCY: LICENSEE is not barred from entering into a contract pursuant to Section 50-11 of the Illinois Procurement Code, 30 ILCS 500/50-11, based on the fact that it knows or should know that it is delinquent in the payment of any debt to the State of Illinois as defined by the Debt Collection Board. LICENSEE further acknowledges that LICENSOR may declare this agreement void if this certification is false or if LICENSEE is determined to be delinquent in the payment of any such debt during the term hereof.

F. INTERNATIONAL BOYCOTTS: Neither LICENSEE nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the United States Export Administration Act of 1979 or the regulations of the United States Department of Commerce promulgated under that act.

G. ILLINOIS USE TAX: LICENSEE is not barred from entering into a contract pursuant to Section 50-12 of the Illinois Procurement Code, 30 ILCS 500/50-12, based on the fact that it or any of its affiliates fails to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. LICENSEE further acknowledges that LICENSOR may declare this agreement void if this certification is false.

H. ENVIRONMENTAL PROTECTION ACT: LICENSEE is not barred from being awarded a contract pursuant to Section 50-14 of the Illinois Procurement Code, 30 ILCS 500/50-14, based on the fact that it has been found to have violated Section 42 of the Environmental Protection Act. LICENSEE further acknowledges that LICENSOR may declare this agreement void if this certification is false.

I. SECURITIES LAW COMPLIANCE: LICENSEE is not barred from being awarded a contract pursuant to Section 50-10.5 of the Illinois Procurement Code, 30 ILCS 500/50-10.5, based on the fact that neither it nor any of its officers, directors, partners or managerial agents has been convicted of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five (5) years prior to the date of this agreement. LICENSEE further acknowledges that LICENSOR may declare this agreement void if this certification is false.

J. CONFLICT OF INTEREST: LICENSEE is not a firm, partnership, association or corporation in which any person who holds elective office in the State of Illinois, who holds a seat in the Illinois General Assembly, who is appointed or employed in any office or agency of Illinois state government or the Capital Development Board or the Illinois Toll Highway Authority, or is the spouse or minor child of any such person, is entitled to receive more than 7½% of the distributable income thereof, or in which any such person, together with his or her spouse or minor children, is entitled to receive more than 15% of the distributable income thereof.

K. LEAD POISONING PREVENTION ACT: If the LICENSEE is an owner of a residential building in Illinois, it certifies that it has not committed a willful or knowing violation of the Lead Poisoning Prevention Act that has not been mitigated.

L. STATE BOARD OF ELECTIONS REGISTRATION: For profit businesses whose aggregate contracts, bids and proposals with the State of Illinois (including the state universities) exceed \$50,000 are required to register with the State Board of Elections. PLEASE CHECK THE APPROPRIATE LINE BELOW.

_____The LICENSEE is not required to register as a business entity with the State Board of Elections pursuant to Section 20-160 of the Illinois Procurement Code, 30 ILCS 500/20-160; OR

_____The LICENSEE (a) has registered as a business entity with the State Board of Elections pursuant to Section 20-160 of the Illinois Procurement Code, 30 ILCS 500/20-160, (b) has submitted a copy of the Certificate of Registration to the Chief

Procurement Officer for Higher Education (see <http://www.procure.stateuniv.state.il.us>), and (c) acknowledges a continuing duty to update the registration.

LICENSEE further acknowledges that LICENSOR may declare its contract with the LICENSEE void if the LICENSEE fails to comply with the requirements of Section 20-160 of the Illinois Procurement Code, 30 ILCS 500/20-160.

M. VENDOR LEGAL AUTHORIZATION: Pursuant to sections 1-15.80 and 20-43 of the Illinois Procurement Code, 30 ILCS 500/1-15.80, 20-43, the LICENSEE is a properly formed and existing legal entity; and as applicable has obtained an assumed name certificate from the appropriate authority, and has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

11. MISCELLANEOUS PROVISIONS

A. ALTERATIONS, ADDENDA AND REPRESENTATIONS: This Agreement and its written addenda and exhibits shall supersede any and all variations, additions, addenda, representations or agreements to the terms of this Agreement. No alterations, amendments or modifications hereof shall be valid unless executed by an instrument in writing by the parties hereto and made a part of this Agreement.

B. AUTHORITY AND JURISDICTION: All matters not authorized expressly by the terms of this Agreement shall be reserved to the discretion of LICENSOR.

C. INDEPENDENT CONTRACTOR: LICENSOR and LICENSEE are acting as independent contractors with respect to all rights and obligations under this Agreement, and this Agreement shall not create a partnership, joint venture or employment relationship between LICENSOR and LICENSEE. Nothing herein contained shall make, or be construed to make, LICENSOR or LICENSEE a partner of one another, nor shall this Agreement be construed to create a partnership or joint venture between and of the parties hereto or referred to herein.

D. GOVERNING LAW: This Agreement shall be deemed to be made, governed by and construed in accordance with the laws of the State of Illinois without giving effect to the conflict of law principles thereof. LICENSOR may without liability refuse to perform any obligations otherwise arising under this Agreement if performance of such obligations would in any way violate or result in conflict on the part of LICENSOR or LICENSEE with applicable federal, state or municipal laws, or be objectionable or contrary to public interests, with all such judgments to be made by LICENSOR in its sole reasonable discretion. LICENSEE shall comply with all legal requirements which arise with respect of the CONVOCATION CENTER and the use and occupation thereof. LICENSEE agrees that every person connected with LICENSEE'S use of the CONVOCATION CENTER shall abide by and conform to all federal, state and municipal laws, rules and regulations and by all rules and regulations as adopted or prescribed by LICENSOR, and that LICENSEE and its employees or agents shall not do nor suffer to

be done anything at the CONVOCATION CENTER during the term of this Agreement in violation of any such laws, ordinances, rules or regulations.

E. NONDISCRIMINATION: LICENSEE shall not discriminate against any worker, employee or applicant or any member of the public, because of race, creed, color, religion, national origin, ancestry, age, sex or marital status or mental or physical disability, nor shall otherwise commit an unfair employment practice and shall not illegally discriminate against any such persons relative to admission, services or privileges offered to or enjoyed by the general public. During the performance of this Agreement, LICENSEE shall comply fully with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all other regulations promulgated thereunder, in addition to all applicable state and local ordinances concerning civil rights.

F. LEGAL FEES: In the event that any legal action is taken under this Agreement, subject to the applicable limitations of the Court of Claims Act and the State Employee Indemnification Act, the prevailing party shall be entitled to have and recover from the non-prevailing party reasonable attorney's fees, cost of suit and other costs reasonably related to enforcement of its rights under this Agreement.

G. FALSE INFORMATION: Unless otherwise stated, the LICENSEE herein named is the real party in interest and is not acting for or on behalf of any undisclosed principals. If it is determined that the LICENSEE is not the real party in interest or has falsified any information relative to this Agreement and EVENT, LICENSOR shall have the right immediately to cancel this EVENT and the LICENSEE shall hold LICENSOR harmless from any expenses or damages arising from such cancellation. LICENSOR shall also be entitled to full license fees and related expense payments in the event of cancellation under the conditions described herein.

H. AUTHORITY TO CONTRACT: Each party hereby represents and warrants to the other party that:

1. It has the full power and authority to enter into this Agreement and perform each of its obligations hereunder;
2. It is legally authorized and has obtained all necessary regulatory approvals for the execution, delivery and performance of this Agreement; and
3. No litigation or pending or threatened claims or litigation exist which do or might adversely affect its ability to perform its obligations hereunder or the rights granted by it to the other party under this Agreement.

I. RETENTION OF DOCUMENTS: LICENSEE shall maintain, for a minimum of three (3) years after the date of final payment or the completion of this agreement, whichever is later, such books and records relating to its performance of this agreement which are necessary to support the amounts charged to LICENSOR under this agreement; all books and records required to be maintained hereunder shall be available for review and audit by the Illinois Auditor General and LICENSOR; and LICENSEE shall cooperate fully with any such audit. Failure to maintain the books and records required by this paragraph shall establish a presumption in favor of LICENSOR

for the recovery of any funds paid by LICENSOR hereunder for which the books and records are not available.

J. NONAPPROPRIATION: This agreement is subject to termination and cancellation without penalty in any year in which the Illinois General Assembly fails to make an appropriation to make payments under the terms hereof.

K. SECURITY INTEREST IN LICENSE: LICENSEE shall not encumber, hypothecate or otherwise use as security its interests in this Agreement for any purpose whatsoever without the express written consent of LICENSOR.

L. SEVERABILITY: In the EVENT any of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable, such invalidity, illegality or unenforceability shall not affect any other provisions contained herein.

M. SUCCESSORS AND ASSIGNMENT: This Agreement shall not be assigned, transferred or otherwise encumbered without express written approval of LICENSOR. This Agreement shall be binding upon, and shall inure to, the benefit of the successors and assigns of LICENSOR, and to such successors and assigns of LICENSEE as are permitted to succeed to the LICENSEE'S right upon and subject to the terms hereof.

N. WAIVER: The failure of any party to enforce any of the provisions of this Agreement, or any rights with respect hereto, or the failure to exercise any election provided for herein, shall in no way be considered a waiver of such provisions, rights or elections, or in any way affect the validity of this Agreement. The failure of any party to enforce any of such provisions, rights or elections shall not prejudice such party from later enforcing or exercising the same or any other provisions, rights or elections which it may have under this Agreement

O. SMOKE FREE CAMPUS ACT In accordance with Public Act 098-0985 (eff. July 1, 2015), smoking is prohibited on the campus of Northern Illinois University, including in and on the premises of the Convocation Center.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS LICENSE AGREEMENT TO BE EXECUTED AS OF THE DAY AND YEAR FIRST ABOVE WRITTEN.

LICENSOR

Board of Trustees of Northern Illinois University

By: _____

Name: _____

Title: _____

Huntley Community School District 158

By: _____

Name: _____

Title: _____

EXHIBIT A

LICENSEE is granted use of the following areas of the CONVOCATION CENTER on the dates and hours as specified:

AREA(S) OF CONVOCATION CENTER:

Arena

Auxiliary Gym

Multi-purpose Room

Weight Room

Production Office

Locker Rooms

MOVE-IN DATE(S) AND TIME(S):

Saturday, May 22, 2027; 5:00pm (time subject to change)

Saturday, May 20, 2028; 5:00pm (time subject to change)

Saturday, May 19, 2029; 5:00pm (time subject to change)

MOVE-OUT DATE(S) AND TIME(S):

Immediately following event

EVENT DATE(S):

Saturday, May 22, 2027

Saturday, May 20, 2028

Saturday, May 19, 2029

EVENT TIME(S):

6:30pm Ceremony

DOORS OPEN TIME:

One hour prior to ceremony

EXHIBIT B

LICENSE FEES

1. PAYMENT OF LICENSE FEE: LICENSEE agrees to pay to LICENSOR as license for the aforementioned space and EVENT covered under this Agreement the sum of:

*2027: Rent \$3,750.00 each year
2028-2029: Rent \$4,000.00 each year*

2. PAYMENT OF BOX OFFICE FEE: LICENSEE agrees to pay to LICENSOR as fee for Box Office the sum of:

All ceremonies must use tickets

*Ticket printing costs:
2027-2029: \$.20/ticket*

3. PAYMENT OF LABOR, EQUIPMENT AND SERVICES: LICENSEE agrees to pay to LICENSOR the following costs for all Labor, Equipment and Services:

*2027: \$11,000.00 each year
2028-2029: \$11,500.00 each year*

4. PAYMENT FOR ANY ADDITIONAL COSTS: LICENSEE agrees to pay to LICENSOR the following add-on costs:

\$2,500.00 (Estimated each year for AV Production; LICENSEE will pay actual costs.)

Catering Costs: LICENSEE will pay actual

5. DEPOSIT: N/A

OTHER SECURITY REQUIRED:

6. CREDIT CARD FEE: NA

7. COMPLIMENTARY TICKETS: NA

8. VENDOR FEE: LICENSEE will be charged for any Vendor that wishes to sell flowers, souvenirs, etc. at a flat rate \$150 per vendor.

9. CASH ADVANCE REQUEST: NA

10. SETTLEMENT/PAYMENT METHODS: NA

11. DECORATOR FEE: NA



Huntley Community School District 158

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

Date: 12/18/2025
To: Board of Education
From: Jessica Lombard, Ed. S, Superintendent
Subject: Huntley High School Graduation Site Contract

EXECUTIVE SUMMARY

Administration is recommending approval of the contract with Northern Illinois University (NIU) for the use of its facilities as the site of Huntley High School's graduation ceremony for the 2027–2029 school years.

The contract secures the following dates and times for the graduation ceremonies (times subject to change):

- Saturday, May 22, 2027; 6:30 p.m.
- Saturday, May 20, 2028; 6:30 p.m.
- Saturday, May 19, 2029; 6:30 p.m.

Partnering with NIU provides a venue that can accommodate the large number of attendees for Huntley High School's graduation in a safe, accessible, and celebratory setting. NIU Convocation Center location aligns with the feedback provided through the survey of element priorities of the graduation experience that was conducted through the high school. A multi-year agreement ensures stability in planning, consistency for families, and cost efficiency for the district. The associated costs are outlined on page 25 of the contract.

Recommendation: Seeking approval of the multi-year contract with NIU for the HHS graduation site as presented.

(Attachment enclosed)



Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 18, 2025

Subject: **Supplemental Purchase Order Summary**
Board of Education Meeting, December 18, 2025
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 November 21, 2025 to December 12, 2025, 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 | \$ 2,473,643.14 |
| Operations & Maintenance Fund | 354,259.21 |
| Debt Service Fund | 306,355.50 |
| Transporation Fund | 212,182.25 |
| 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>\$ 3,346,440.10</u> |

RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Purchase Orders Report at the December 18, 2025 Regular Board meeting.



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 1 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--|--------------------------|--------------------------------|--------------|--------------------|--------------------------|
| 1ST Ayd Corporation | | | | | |
| 20261525 | | | 12/09/2025 | 0.00 | |
| 20261525 | 40-2554-410-00-79 | Fleet Supplies | 12/09/2025 | 223.23 | 40-2554-410-00-79 |
| | | | Total | \$223.23 | |
| 247 Security Inc | | | | | |
| 20261526 | | | 12/09/2025 | 0.00 | |
| 20261526 | 40-2554-410-00-79 | Fleet Supplies | 12/09/2025 | 18,500.00 | 40-2554-410-00-79 |
| | | | Total | \$18,500.00 | |
| Accountable Healthcare Staffing Inc | | | | | |
| | | | | | 279 |
| 26120637 | 10-1101-310-00-79-605-14 | Substitute Teacher-Contracted | 12/01/2025 | 17,000.00 | 10-1101-310-00-79-605-14 |
| | | | Total | \$17,000.00 | |
| Accurate Translation Bureau | | | | | |
| 20261448 | 10-1200-310-92-79-600-14 | IDEA General Purchased Service | 12/02/2025 | 1,336.31 | 10-1200-310-92-79-600-14 |
| | | | Total | \$1,336.31 | |
| ADP LLC | | | | | |
| 26120437 | 10-2520-310-00-74-500-14 | Prof & Tech Fiscal | 12/01/2025 | 12,600.00 | 10-2520-310-00-74-500-14 |
| 26120337 | 10-1100-220-00-79-600-14 | Regular Programs Insurance | 12/01/2025 | 2,200.00 | 10-1100-220-00-79-600-14 |
| 26120437 | 10-2520-310-00-74-500-14 | Prof & Tech Fiscal | 12/01/2025 | 9,000.00 | 10-2520-310-00-74-500-14 |
| | | | Total | \$23,800.00 | |
| Advantage Mechanical Inc | | | | | |
| 20261537 | 20-2542-410-00-79 | Supplies B & G | 12/09/2025 | 1,275.00 | 20-2542-410-00-79 |
| 26120317 | 20-2542-390-00-79 | Other Purchased Service | 12/01/2025 | 5,121.77 | 20-2542-390-00-79 |
| 26120027 | 20-2542-323-00-79 | Repairs & Maint Buildings | 12/01/2025 | 2,500.00 | 20-2542-323-00-79 |
| 20261489 | 20-2542-323-00-79 | Repairs & Maint Buildings | 12/08/2025 | 2,365.00 | 20-2542-323-00-79 |
| 20261537 | 20-2542-410-00-79 | Supplies B & G | 12/09/2025 | 1,475.00 | 20-2542-410-00-79 |
| | | | Total | \$12,736.77 | |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 2 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--|--------------------------|--------------------------------|--------------|--------------------|--------------------------|
| Aequor Healthcare Services | | | | | |
| 26120547 | 10-1101-310-00-79-605-14 | Substitute Teacher-Contracted | 12/01/2025 | 30,000.00 | 10-1101-310-00-79-605-14 |
| | | | Total | \$30,000.00 | |
| AFLAC Group | | | | | |
| 26120427 | 10-2310-220-00-79-600-14 | Support Serv-Gen Adm Insurance | 12/01/2025 | 5,500.00 | 10-2310-220-00-79-600-14 |
| | | | Total | \$5,500.00 | |
| Airgas USA LLC | | | | | |
| 26120237 | 20-2542-410-00-79 | Supplies B & G | 12/01/2025 | 500.00 | 20-2542-410-00-79 |
| | | | Total | \$500.00 | 280 |
| Alexander Leigh Center for Autism | | | | | |
| 26121617 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/01/2025 | 30,000.00 | 10-4220-670-00-79-600-14 |
| | | | Total | \$30,000.00 | |
| Alpha Baking Company Inc | | | | | |
| 26121087 | 10-2560-415-00-71-300-13 | Cafe Food HS | 12/01/2025 | 5,000.00 | 10-2560-415-00-71-300-13 |
| 26121077 | 10-2560-415-00-71-100-13 | Cafe Food Leggee | 12/01/2025 | 650.00 | 10-2560-415-00-71-100-13 |
| 26121107 | 10-2560-415-00-72-120-13 | Cafe Food Martin | 12/01/2025 | 1,000.00 | 10-2560-415-00-72-120-13 |
| 26121117 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 12/01/2025 | 1,000.00 | 10-2560-415-00-72-220-13 |
| 26121127 | 10-2560-415-00-74-140-13 | Cafe Food Mackeben | 12/01/2025 | 600.00 | 10-2560-415-00-74-140-13 |
| 26121137 | 10-2560-415-00-74-150-13 | Cafe Food Conley | 12/01/2025 | 600.00 | 10-2560-415-00-74-150-13 |
| 26121147 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 12/01/2025 | 800.00 | 10-2560-415-00-74-210-13 |
| 26121097 | 10-2560-415-00-72-110-13 | Cafe Food Chesak | 12/01/2025 | 700.00 | 10-2560-415-00-72-110-13 |
| | | | Total | \$10,350.00 | |
| American Bottling Company | | | | | |
| 26121507 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 12/01/2025 | 5,000.00 | 10-2560-415-00-74-210-13 |
| 26121497 | 10-2560-415-00-71-300-13 | Cafe Food HS | 12/01/2025 | 7,500.00 | 10-2560-415-00-71-300-13 |
| 26120407 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 12/01/2025 | 5,000.00 | 10-2560-415-00-72-220-13 |
| | | | Total | \$17,500.00 | |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 3 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|-------------------------------------|--------------------------|-----------------------------|--------------|--------------------|--------------------------|
| AmeriGas | | | | | |
| 26120567 | 40-2552-461-00-79 | Propane | 12/01/2025 | 25,000.00 | 40-2552-461-00-79 |
| | | | Total | \$25,000.00 | |
| Amita GlenOaks School | | | | | |
| 26120497 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/01/2025 | 18,000.00 | 10-4220-670-00-79-600-14 |
| | | | Total | \$18,000.00 | |
| AMS Store and Shred | | | | | |
| 20261465 | 10-2321-390-00-74-500-14 | Purchased Service Supt | 12/04/2025 | 150.00 | 10-2321-390-00-74-500-14 |
| 20261465 | 10-2321-390-00-74-500-14 | Purchased Service Supt | 12/04/2025 | 287.00 | 10-2321-390-00-74-500-14 |
| 20261465 | 10-2321-390-00-74-500-14 | Purchased Service Supt | 12/04/2025 | 35.00 | 10-2321-390-00-74-500-14 |
| 20261465 | 10-2321-390-00-74-500-14 | Purchased Service Supt | 12/04/2025 | 50.00 | 10-2321-390-00-74-500-14 |
| 20261465 | 10-2321-390-00-74-500-14 | Purchased Service Supt | 12/04/2025 | 15.00 | 10-2321-390-00-74-500-14 |
| | | | Total | \$537.00 | 281 |
| Anderson Lock Co Inc | | | | | |
| 26120087 | 20-2542-410-00-79 | Supplies B & G | 12/01/2025 | 1,000.00 | 20-2542-410-00-79 |
| | | | Total | \$1,000.00 | |
| Anderson Pest Solutions | | | | | |
| 26120037 | 20-2542-321-00-79 | Sanitation/Exterminating | 12/01/2025 | 611.29 | 20-2542-321-00-79 |
| | | | Total | \$611.29 | |
| Apple Inc | | | | | |
| 20261538 | 10-1200-410-92-79-600-14 | IDEA Instructional Supplies | 12/09/2025 | 9,720.00 | 10-1200-410-92-79-600-14 |
| 20261539 | 10-1200-410-92-79-600-14 | IDEA Instructional Supplies | 12/09/2025 | 1,974.00 | 10-1200-410-92-79-600-14 |
| | | | Total | \$11,694.00 | |
| Aramark Refreshment Services | | | | | |
| 20261449 | 10-1110-323-00-72-120-13 | Repairs Martin | 12/02/2025 | 205.00 | 10-1110-323-00-72-120-13 |
| 20261450 | 10-1110-323-00-72-120-13 | Repairs Martin | 12/02/2025 | 114.68 | 10-1110-323-00-72-120-13 |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 4 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--|--------------------------|--------------------------------|------------|-----------------|--------------------------|
| | | | | Total | \$319.68 |
| Arctic Snow and Ice Control Inc | | | | | |
| 26120247 | 20-2542-322-00-79-605-14 | Snow Removal | 12/01/2025 | 37,450.00 | 20-2542-322-00-79-605-14 |
| | | | | Total | \$37,450.00 |
| Associated Electrical Contractors | | | | | |
| 26120057 | 20-2542-323-00-79 | Repairs & Maint Buildings | 12/01/2025 | 1,000.00 | 20-2542-323-00-79 |
| | | | | Total | \$1,000.00 |
| AT&T 5080 | | | | | |
| | | | | | 282 |
| 26120347 | 20-2540-340-00-79 | Telephone - Districtwide | 12/01/2025 | 500.00 | 20-2540-340-00-79 |
| | | | | Total | \$500.00 |
| AT&T | | | | | |
| 26120327 | 20-2540-340-00-79 | Telephone - Districtwide | 12/01/2025 | 5,000.00 | 20-2540-340-00-79 |
| | | | | Total | \$5,000.00 |
| Batteries Plus LLC | | | | | |
| 26120257 | 20-2542-410-00-79 | Supplies B & G | 12/01/2025 | 250.00 | 20-2542-410-00-79 |
| | | | | Total | \$250.00 |
| Benefitfocus.com Inc | | | | | |
| 26120197 | 10-2310-220-00-79-600-14 | Support Serv-Gen Adm Insurance | 12/01/2025 | 2,200.00 | 10-2310-220-00-79-600-14 |
| 20261466 | 10-1100-220-00-79-600-14 | Regular Programs Insurance | 12/04/2025 | 53,835.27 | 10-1100-220-00-79-600-14 |
| | | | | Total | \$56,035.27 |
| Bilingual Educational Specialists Inc | | | | | |
| 20261536 | 10-1200-410-92-79-600-14 | IDEA Instructional Supplies | 12/09/2025 | 1,400.00 | 10-1200-410-92-79-600-14 |
| | | | | Total | \$1,400.00 |
| Blick Art Materials | | | | | |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 5 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|-------------------------------|--------------------------|----------------------------|------------|-----------------------|--------------------------|
| 20261481 | 10-1120-410-02-72-220-13 | Art Supplies Marlowe | 12/04/2025 | 20.46 | 10-1120-410-02-72-220-13 |
| 20261481 | 10-1120-410-02-72-220-13 | Art Supplies Marlowe | 12/04/2025 | 16.80 | 10-1120-410-02-72-220-13 |
| 20261481 | 10-1120-410-02-72-220-13 | Art Supplies Marlowe | 12/04/2025 | 46.94 | 10-1120-410-02-72-220-13 |
| 20261481 | 10-1120-410-02-72-220-13 | Art Supplies Marlowe | 12/04/2025 | 23.96 | 10-1120-410-02-72-220-13 |
| 20261481 | 10-1120-410-02-72-220-13 | Art Supplies Marlowe | 12/04/2025 | 44.54 | 10-1120-410-02-72-220-13 |
| 20261481 | 10-1120-410-02-72-220-13 | Art Supplies Marlowe | 12/04/2025 | 22.62 | 10-1120-410-02-72-220-13 |
| 20261481 | 10-1120-410-02-72-220-13 | Art Supplies Marlowe | 12/04/2025 | 0.00 | 10-1120-410-02-72-220-13 |
| Total | | | | <u>\$175.32</u> | |
| Blu Petroleum | | | | | |
| 26121647 | 40-2552-464-00-79 | Diesel/Gasoline | 12/01/2025 | 4,000.00 | 40-2552-464-00-79 |
| 26120827 | 40-2552-464-00-79 | Diesel/Gasoline | 12/01/2025 | 40,000.00 | 40-2552-464-00-79 |
| Total | | | | <u>\$44,000.00</u> | 283 |
| Blue Cross Blue Shield | | | | | |
| 26120417 | 10-1100-220-00-79-600-14 | Regular Programs Insurance | 12/01/2025 | 1,400,000.00 | 10-1100-220-00-79-600-14 |
| Total | | | | <u>\$1,400,000.00</u> | |
| Brucker Company | | | | | |
| 26120297 | 20-2542-323-00-79 | Repairs & Maint Buildings | 12/01/2025 | 600.00 | 20-2542-323-00-79 |
| Total | | | | <u>\$600.00</u> | |
| BryMax Enterprises Inc | | | | | |
| 26121907 | 10-2560-415-00-71-300-13 | Cafe Food HS | 12/01/2025 | 1,500.00 | 10-2560-415-00-71-300-13 |
| 26121917 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 12/01/2025 | 4,000.00 | 10-2560-415-00-72-220-13 |
| 26121927 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 12/01/2025 | 1,500.00 | 10-2560-415-00-74-210-13 |
| Total | | | | <u>\$7,000.00</u> | |
| Burriss Equipment Co | | | | | |
| 20261542 | 20-2542-410-00-79 | Supplies B & G | 12/10/2025 | 60.00 | 20-2542-410-00-79 |
| 20261542 | 20-2543-410-00-79 | Grounds Supplies | 12/10/2025 | 310.19 | 20-2543-410-00-79 |
| Total | | | | <u>\$370.19</u> | |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 6 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--|--------------------------|-----------------------|--------------|--------------------|--------------------------|
| Camelot Therapeutic Schools LLC | | | | | |
| 26120517 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/01/2025 | 16,000.00 | 10-4220-670-00-79-600-14 |
| | | | Total | \$16,000.00 | |
| Candor Health Education | | | | | |
| 20261490 | 10-1110-410-00-72-120-13 | Inst Supplies Martin | 12/08/2025 | 4,285.00 | 10-1110-410-00-72-120-13 |
| 20261490 | | | 12/08/2025 | 0.00 | |
| | | | Total | \$4,285.00 | |
| Canteen Refreshments | | | | | |
| 20261482 | 10-2560-415-00-71-300-13 | Cafe Food HS | 12/05/2025 | 800.37 | 10-2560-415-00-71-300-13 |
| | | | Total | \$800.37 | 284 |
| Carolina Biological Supply Co | | | | | |
| 20261545 | 10-1130-410-67-71-300-13 | PLTW Supplies 6-12 | 12/11/2025 | 51.48 | 10-1130-410-67-71-300-13 |
| 20261546 | 10-1130-410-67-71-300-13 | PLTW Supplies 6-12 | 12/11/2025 | 36.00 | 10-1130-410-67-71-300-13 |
| 20261546 | 10-1130-410-67-71-300-13 | PLTW Supplies 6-12 | 12/11/2025 | 36.00 | 10-1130-410-67-71-300-13 |
| 20261546 | 10-1130-410-67-71-300-13 | PLTW Supplies 6-12 | 12/11/2025 | 74.49 | 10-1130-410-67-71-300-13 |
| 20261546 | | | 12/11/2025 | 0.00 | |
| 20261545 | 10-1130-410-67-71-300-13 | PLTW Supplies 6-12 | 12/11/2025 | 36.00 | 10-1130-410-67-71-300-13 |
| 20261545 | 10-1130-410-67-71-300-13 | PLTW Supplies 6-12 | 12/11/2025 | 18.34 | 10-1130-410-67-71-300-13 |
| 20261545 | | | 12/11/2025 | 0.00 | |
| 20261545 | 10-1130-410-67-71-300-13 | PLTW Supplies 6-12 | 12/11/2025 | 135.40 | 10-1130-410-67-71-300-13 |
| 20261545 | 10-1130-410-67-71-300-13 | PLTW Supplies 6-12 | 12/11/2025 | 229.90 | 10-1130-410-67-71-300-13 |
| 20261546 | 10-1130-410-67-71-300-13 | PLTW Supplies 6-12 | 12/11/2025 | 36.00 | 10-1130-410-67-71-300-13 |
| 20261546 | 10-1130-410-67-71-300-13 | PLTW Supplies 6-12 | 12/11/2025 | 229.90 | 10-1130-410-67-71-300-13 |
| 20261546 | 10-1130-410-67-71-300-13 | PLTW Supplies 6-12 | 12/11/2025 | 108.32 | 10-1130-410-67-71-300-13 |
| 20261545 | 10-1130-410-67-71-300-13 | PLTW Supplies 6-12 | 12/11/2025 | 36.00 | 10-1130-410-67-71-300-13 |
| 20261545 | 10-1130-410-67-71-300-13 | PLTW Supplies 6-12 | 12/11/2025 | 36.00 | 10-1130-410-67-71-300-13 |
| 20261545 | 10-1130-410-67-71-300-13 | PLTW Supplies 6-12 | 12/11/2025 | 83.00 | 10-1130-410-67-71-300-13 |
| | | | Total | \$1,146.83 | |

Ceisel, Donna

Specialized Data Systems, Inc.

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 7 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|---|--------------------------|------------------------------|------------|-----------------|--------------------------|
| 20261467 | 10-2130-310-92-79-600-14 | IDEA Health Services | 12/04/2025 | 420.00 | 10-2130-310-92-79-600-14 |
| | | | | Total | \$420.00 |
| Central States Bus Sales Inc | | | | | |
| 26120727 | 40-2554-410-00-79 | Fleet Supplies | 12/01/2025 | 4,000.00 | 40-2554-410-00-79 |
| | | | | Total | \$4,000.00 |
| CINTAS | | | | | |
| 26120757 | 40-2550-325-00-79 | Rental Trans | 12/01/2025 | 2,000.00 | 40-2550-325-00-79 |
| | | | | Total | \$2,000.00 |
| | | | | | 285 |
| Clarity Assessments LLC | | | | | |
| 20261451 | 10-2140-310-92-79-600-14 | IDEA Psychological Services | 12/02/2025 | 10,000.00 | 10-2140-310-92-79-600-14 |
| | | | | Total | \$10,000.00 |
| ClientFirst Consulting Group LLC | | | | | |
| 20261468 | 10-2660-390-00-79-600-14 | Purchased Service Technology | 12/04/2025 | 585.00 | 10-2660-390-00-79-600-14 |
| | | | | Total | \$585.00 |
| Comcast Business | | | | | |
| 26120367 | 20-2540-340-00-79 | Telephone - Districtwide | 12/01/2025 | 294.85 | 20-2540-340-00-79 |
| | | | | Total | \$294.85 |
| Comcast | | | | | |
| 26121627 | 20-2540-340-00-79 | Telephone - Districtwide | 12/01/2025 | 5,000.00 | 20-2540-340-00-79 |
| | | | | Total | \$5,000.00 |
| Courtney Nygaard LLC | | | | | |
| 20261486 | 10-1800-390-82-79-605-14 | TBE/TPI Instr Pur Svc | 12/05/2025 | 49.00 | 10-1800-390-82-79-605-14 |
| 20261486 | 10-1800-390-82-79-605-14 | TBE/TPI Instr Pur Svc | 12/05/2025 | 594.00 | 10-1800-390-82-79-605-14 |
| | | | | Total | \$643.00 |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 8 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|---------------------------------------|--------------------------|-------------------------------|--------------|--------------------|--------------------------|
| Cove School | | | | | |
| 26121959 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/01/2025 | 6,500.00 | 10-4220-670-00-79-600-14 |
| | | | Total | \$6,500.00 | |
| Crescent Electric Supply Co | | | | | |
| 26120047 | 20-2542-410-00-79 | Supplies B & G | 12/01/2025 | 1,000.00 | 20-2542-410-00-79 |
| | | | Total | \$1,000.00 | |
| CT Veach Inc | | | | | |
| 20261469 | 20-2543-323-00-79 | Repairs-Grounds | 12/04/2025 | 4,440.00 | 20-2543-323-00-79 |
| | | | Total | \$4,440.00 | 286 |
| Direct Sports Inc | | | | | |
| 20261487 | 10-1500-410-00-71-300-13 | Training/Athletic Supplies HS | 12/05/2025 | 1,174.49 | 10-1500-410-00-71-300-13 |
| | | | Total | \$1,174.49 | |
| Dreisilker Electric Motors Inc | | | | | |
| 20261447 | 20-2542-410-00-79 | Supplies B & G | 12/02/2025 | 1,042.73 | 20-2542-410-00-79 |
| 20261446 | | | 12/02/2025 | 0.00 | |
| 20261446 | 20-2542-410-00-79 | Supplies B & G | 12/02/2025 | 1,107.68 | 20-2542-410-00-79 |
| | | | Total | \$2,150.41 | |
| EAB Global Inc | | | | | |
| 20261470 | | | 12/04/2025 | 0.00 | |
| 20261470 | 10-2212-310-00-79-505-14 | Curriculum Gen Pur Svc 6-12 | 12/04/2025 | 28,548.00 | 10-2212-310-00-79-505-14 |
| | | | Total | \$28,548.00 | |
| Easterseals | | | | | |
| 26120597 | 10-2210-314-92-79-605-14 | IDEA Impr of Instr-Staff Dev | 12/01/2025 | 11,000.00 | 10-2210-314-92-79-605-14 |
| 26121557 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/01/2025 | 58,000.00 | 10-4220-670-00-79-600-14 |
| | | | Total | \$69,000.00 | |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 9 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|---|--------------------------|-----------------------------|--------------|--------------------|--------------------------|
| Edge Sports Apparel LLC | | | | | |
| 20261452 | 10-3000-410-92-79-600-14 | IDEA Comm Engage Supplies | 12/02/2025 | 492.00 | 10-3000-410-92-79-600-14 |
| 20261453 | 10-3000-410-92-79-600-14 | IDEA Comm Engage Supplies | 12/02/2025 | 270.00 | 10-3000-410-92-79-600-14 |
| 20261453 | 10-3000-410-92-79-600-14 | IDEA Comm Engage Supplies | 12/02/2025 | 135.00 | 10-3000-410-92-79-600-14 |
| | | | Total | \$897.00 | |
| Eds Testing Station and Automotive | | | | | |
| 26120707 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 1,000.00 | 40-2550-310-00-79 |
| | | | Total | \$1,000.00 | |
| Enterprise FM Trust | | | | | |
| | | | | | 287 |
| 26120167 | 10-1700-540-21-71-300-13 | Driver Education Vehicle | 12/01/2025 | 1,000.00 | 10-1700-540-21-71-305-13 |
| | | | Total | \$1,000.00 | |
| Evans Marshall & Pease PC | | | | | |
| 20261454 | 10-2310-317-00-74-500-14 | CPA Audit | 12/02/2025 | 41,000.00 | 10-2310-317-00-74-500-14 |
| | | | Total | \$41,000.00 | |
| Fastsigns Carpentersville | | | | | |
| 20261533 | 10-1200-410-92-79-600-14 | IDEA Instructional Supplies | 12/09/2025 | 182.84 | 10-1200-410-92-79-600-14 |
| | | | Total | \$182.84 | |
| Fox Valley Fire Safety | | | | | |
| 26120097 | 20-2542-323-00-79 | Repairs & Maint Buildings | 12/01/2025 | 1,000.00 | 20-2542-323-00-79 |
| 26120817 | 20-2542-390-00-79 | Other Purchased Service | 12/01/2025 | 801.00 | 20-2542-390-00-79 |
| | | | Total | \$1,801.00 | |
| Franks Mobile Welding | | | | | |
| 20261483 | 10-2560-540-00-74-150-13 | Cafe Equipment Conley | 12/05/2025 | 200.00 | 10-2560-540-00-74-150-13 |
| | | | Total | \$200.00 | |
| Fun and Function | | | | | |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 10 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|-----------------------------|--------------------------|------------------------------|------------|--------------------|--------------------------|
| 20261477 | 10-2130-410-92-79-605-14 | IDEA Health OTPT & Nurse Sup | 12/08/2025 | 103.99 | 10-2130-410-92-79-605-14 |
| 20261477 | 10-2130-410-92-79-605-14 | IDEA Health OTPT & Nurse Sup | 12/08/2025 | 76.99 | 10-2130-410-92-79-605-14 |
| 20261477 | 10-2130-410-92-79-605-14 | IDEA Health OTPT & Nurse Sup | 12/08/2025 | 23.53 | 10-2130-410-92-79-605-14 |
| Total | | | | \$204.51 | |
| General Parts LLC | | | | | |
| 26121697 | 10-2560-323-00-72-220-13 | Cafe Repairs Marlowe | 12/01/2025 | 5,000.00 | 10-2560-323-00-72-220-13 |
| 26121707 | 10-2560-323-00-74-140-13 | Cafe Repairs Mackeben | 12/01/2025 | 5,000.00 | 10-2560-323-00-74-140-13 |
| 26121677 | 10-2560-323-00-72-110-13 | Cafe Repairs Chesak | 12/01/2025 | 5,000.00 | 10-2560-323-00-72-110-13 |
| 26121717 | 10-2560-323-00-74-150-13 | Cafe Repairs Conley | 12/01/2025 | 5,000.00 | 10-2560-323-00-74-150-13 |
| 26121687 | 10-2560-323-00-72-120-13 | Cafe Repairs Martin | 12/01/2025 | 5,000.00 | 10-2560-323-00-72-120-13 |
| 26121727 | 10-2560-323-00-74-210-13 | Cafe Repairs Heineman | 12/01/2025 | 5,000.00 | 10-2560-323-00-74-210-13 |
| 26121657 | 10-2560-323-00-71-100-13 | Cafe Repairs Leggee | 12/01/2025 | 5,000.00 | 10-2560-323-00-71-100-13 |
| 26121667 | 10-2560-323-00-71-300-13 | Cafe Repairs HS | 12/01/2025 | 5,000.00 | 10-2560-323-00-71-300-13 |
| Total | | | | \$40,000.00 | 288 |
| GFC Leasing WI | | | | | |
| 26120617 | 10-2900-325-00-79-600-14 | Copier Leases | 12/01/2025 | 8,000.00 | 10-2900-325-00-79-600-14 |
| Total | | | | \$8,000.00 | |
| Gopher Performance | | | | | |
| 20261460 | 10-1110-410-50-74-140-14 | Mackeben PE Supplies | 12/03/2025 | 148.54 | 10-1110-410-50-74-140-14 |
| 20261460 | 10-1110-410-00-74-140-13 | Inst Supplies Mackeben | 12/03/2025 | 77.72 | 10-1110-410-00-74-140-13 |
| 20261460 | 10-1110-410-50-74-140-14 | Mackeben PE Supplies | 12/03/2025 | 746.90 | 10-1110-410-50-74-140-14 |
| 20261460 | 10-1110-410-00-74-140-13 | Inst Supplies Mackeben | 12/03/2025 | 363.75 | 10-1110-410-00-74-140-13 |
| Total | | | | \$1,336.91 | |
| Gordon Flesch Co Inc | | | | | |
| 20261471 | 10-2900-390-00-79-600-14 | Copier Maintenance | 12/04/2025 | 488.85 | 10-2900-390-00-79-600-14 |
| 20261471 | 10-2900-390-00-79-600-14 | Copier Maintenance | 12/04/2025 | 1,671.00 | 10-2900-390-00-79-600-14 |
| 20261471 | 10-2900-390-00-79-600-14 | Copier Maintenance | 12/04/2025 | 9,959.19 | 10-2900-390-00-79-600-14 |
| 20261471 | 10-2900-390-00-79-600-14 | Copier Maintenance | 12/04/2025 | 84.29 | 10-2900-390-00-79-600-14 |
| 20261471 | 10-2900-390-00-79-600-14 | Copier Maintenance | 12/04/2025 | 2,591.40 | 10-2900-390-00-79-600-14 |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 11 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--------------|--------------------------|----------------------|------------|--------------------|--------------------------|
| 20261471 | 10-2900-390-00-79-600-14 | Copier Maintenance | 12/04/2025 | 1,144.73 | 10-2900-390-00-79-600-14 |
| 20261471 | 10-2900-390-00-79-600-14 | Copier Maintenance | 12/04/2025 | 52.14 | 10-2900-390-00-79-600-14 |
| 20261471 | 10-2900-390-00-79-600-14 | Copier Maintenance | 12/04/2025 | 1,419.00 | 10-2900-390-00-79-600-14 |
| Total | | | | \$17,410.60 | |

Gordon Food Service

| | | | | | |
|--------------|--------------------------|------------------------|------------|---------------------|--------------------------|
| 26121237 | 10-2560-415-00-71-100-13 | Cafe Food Leggee | 12/01/2025 | 12,000.00 | 10-2560-415-00-71-100-13 |
| 26121167 | 10-2560-410-00-71-300-13 | Cafe Supplies HS | 12/01/2025 | 6,000.00 | 10-2560-410-00-71-300-13 |
| 26121177 | 10-2560-410-00-72-110-13 | Cafe Supplies Chesak | 12/01/2025 | 900.00 | 10-2560-410-00-72-110-13 |
| 26121187 | 10-2560-410-00-72-120-13 | Cafe Supplies Martin | 12/01/2025 | 1,200.00 | 10-2560-410-00-72-120-13 |
| 26121197 | 10-2560-410-00-72-220-13 | Cafe Supplies Marlowe | 12/01/2025 | 2,200.00 | 10-2560-410-00-72-220-13 |
| 26121207 | 10-2560-410-00-74-140-13 | Cafe Supplies Mackeben | 12/01/2025 | 800.00 | 10-2560-410-00-74-140-13 |
| 26121217 | 10-2560-410-00-74-150-13 | Cafe Supplies Conley | 12/01/2025 | 900.00 | 10-2560-410-00-74-150-13 |
| 26121227 | 10-2560-410-00-74-210-13 | Cafe Supplies Heineman | 12/01/2025 | 1,600.00 | 10-2560-410-00-74-210-13 |
| 26121297 | 10-2560-415-00-74-150-13 | Cafe Food Conley | 12/01/2025 | 7,000.00 | 10-2560-415-00-74-150-13 |
| 26121247 | 10-2560-415-00-71-300-13 | Cafe Food HS | 12/01/2025 | 50,000.00 | 10-2560-415-00-71-300-13 |
| 26121157 | 10-2560-410-00-71-100-13 | Cafe Supplies Leggee | 12/01/2025 | 1,200.00 | 10-2560-410-00-71-100-13 |
| 26121287 | 10-2560-415-00-74-140-13 | Cafe Food Mackeben | 12/01/2025 | 7,000.00 | 10-2560-415-00-74-140-13 |
| 26121257 | 10-2560-415-00-72-110-13 | Cafe Food Chesak | 12/01/2025 | 10,000.00 | 10-2560-415-00-72-110-13 |
| 26121267 | 10-2560-415-00-72-120-13 | Cafe Food Martin | 12/01/2025 | 13,000.00 | 10-2560-415-00-72-120-13 |
| 26121277 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 12/01/2025 | 22,000.00 | 10-2560-415-00-72-220-13 |
| 26121307 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 12/01/2025 | 22,000.00 | 10-2560-415-00-74-210-13 |
| Total | | | | \$157,800.00 | |

GSF USA Inc

| | | | | | |
|--------------|--------------------------|-------------------------------|------------|---------------------|--------------------------|
| 26120187 | 40-2550-321-00-79 | Bus Sanitation | 12/01/2025 | 3,728.62 | 40-2550-321-00-79 |
| 26120217 | 20-2542-320-00-79-605-14 | Contractual Overtime | 12/01/2025 | 2,200.00 | 20-2542-320-00-79-605-14 |
| 26120227 | 20-2542-319-00-79-605-14 | Contractual Cust. Replacement | 12/01/2025 | 1,250.00 | 20-2542-319-00-79-605-14 |
| 20261491 | 20-2542-323-00-79 | Repairs & Maint Buildings | 12/08/2025 | 113.42 | 20-2542-323-00-79 |
| 26120207 | 20-2542-310-00-79 | Custodial Contract Service | 12/01/2025 | 200,635.41 | 20-2542-310-00-79 |
| Total | | | | \$207,927.45 | |

Hayden Construction and Service Co



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 12 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|---|--------------------------|---------------------------|------------|-----------------|--------------------------|
| 20261492 | 20-2542-323-00-79 | Repairs & Maint Buildings | 12/08/2025 | 1,985.00 | 20-2542-323-00-79 |
| | | | | Total | \$1,985.00 |
| Hershey Creamery Company | | | | | |
| 26121817 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 12/01/2025 | 2,000.00 | 10-2560-415-00-74-210-13 |
| 26121807 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 12/01/2025 | 2,000.00 | 10-2560-415-00-72-220-13 |
| 26121797 | 10-2560-415-00-71-300-13 | Cafe Food HS | 12/01/2025 | 2,000.00 | 10-2560-415-00-71-300-13 |
| | | | | Total | \$6,000.00 |
| Hinckley Springs | | | | | |
| 20261472 | 10-2213-415-00-71-300-13 | HHS Staff Devel Supplies | 12/04/2025 | 324.37 | 10-2213-415-00-71-300-13 |
| | | | | Total | \$324.37 |
| Hinz, Kristy | | | | | |
| 20261473 | 10-3000-310-92-79-600-14 | IDEA Comm Engage PS | 12/04/2025 | 250.00 | 10-3000-310-92-79-600-14 |
| | | | | Total | \$250.00 |
| Hitch N Post Alpaca & Llama Farm | | | | | |
| 20261479 | 10-3000-310-92-79-600-14 | IDEA Comm Engage PS | 12/04/2025 | 100.00 | 10-3000-310-92-79-600-14 |
| 20261480 | 10-3000-310-92-79-600-14 | IDEA Comm Engage PS | 12/04/2025 | 400.00 | 10-3000-310-92-79-600-14 |
| | | | | Total | \$500.00 |
| Home Depot Credit Services | | | | | |
| 26120067 | 20-2542-410-00-79 | Supplies B & G | 12/01/2025 | 1,500.00 | 20-2542-410-00-79 |
| | | | | Total | \$1,500.00 |
| Hot Shots Sports | | | | | |
| 20261475 | 10-1125-390-90-79-600-14 | Purchased Serv Parent-Tot | 12/04/2025 | 400.00 | 10-1125-390-90-79-600-14 |
| | | | | Total | \$400.00 |
| Huntley Park District | | | | | |
| 26121737 | 10-1200-310-66-71-300-13 | STEP Purchased Services | 12/01/2025 | 1,500.00 | 10-1200-310-66-71-300-13 |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 13 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--|--------------------------|-----------------------------|------------|-----------------|--------------------------|
| | | | | Total | \$1,500.00 |
| Hyperstitch Inc | | | | | |
| 20261527 | | | 12/09/2025 | 0.00 | |
| 20261527 | 10-2546-540-00-79-600-14 | Security Officer Equipment | 12/09/2025 | 67.80 | 10-2546-540-00-79-600-14 |
| | | | | Total | \$67.80 |
| Illinois School For The Deaf | | | | | |
| 26121057 | 40-2552-331-00-79 | Contracted Transportation | 12/01/2025 | 500.00 | 40-2552-331-00-79 |
| | | | | Total | \$500.00 |
| Interstate Battery Center | | | | | |
| 26120077 | 20-2542-410-00-79 | Supplies B & G | 12/01/2025 | 200.00 | 20-2542-410-00-79 |
| | | | | Total | \$200.00 |
| Jensens Plumbing & Heating Inc | | | | | |
| 20261441 | 20-2542-323-00-79 | Repairs & Maint Buildings | 12/01/2025 | 787.50 | 20-2542-323-00-79 |
| | | | | Total | \$787.50 |
| Johnson Controls Building Solutions | | | | | |
| 20261478 | 20-2542-390-00-79 | Other Purchased Service | 12/04/2025 | 9,362.00 | 20-2542-390-00-79 |
| 20261478 | | | 12/04/2025 | 0.00 | |
| 20261478 | | | 12/04/2025 | 0.00 | |
| | | | | Total | \$9,362.00 |
| Lakeshore Learning Materials | | | | | |
| 20261543 | 10-1200-410-92-79-600-14 | IDEA Instructional Supplies | 12/10/2025 | 36.99 | 10-1200-410-92-79-600-14 |
| 20261543 | 10-1200-410-92-79-600-14 | IDEA Instructional Supplies | 12/10/2025 | 39.99 | 10-1200-410-92-79-600-14 |
| 20261543 | 10-1200-410-92-79-600-14 | IDEA Instructional Supplies | 12/10/2025 | 11.55 | 10-1200-410-92-79-600-14 |
| | | | | Total | \$88.53 |
| Lakeshore Recycling Systems | | | | | |

291



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 14 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|---------------------------------|--------------------------|----------------------------|--------------|--------------------|--------------------------|
| 26120647 | 20-2542-321-00-79 | Sanitation/Exterminating | 12/01/2025 | 4,535.00 | 20-2542-321-00-79 |
| | | | Total | \$4,535.00 | |
| Leach Enterprises Inc | | | | | |
| 26120787 | 40-2554-410-00-79 | Fleet Supplies | 12/01/2025 | 20,000.00 | 40-2554-410-00-79 |
| | | | Total | \$20,000.00 | |
| Lowes Pro Supply | | | | | |
| 26120107 | 20-2542-410-00-79 | Supplies B & G | 12/01/2025 | 1,000.00 | 20-2542-410-00-79 |
| | | | Total | \$1,000.00 | |
| LRS LLC | | | | | |
| 20261442 | 10-1500-640-00-72-220-13 | Sports Dues & Fees Marlowe | 12/01/2025 | 295.00 | 10-1500-640-00-72-220-13 |
| 20261442 | 10-1500-640-00-72-220-13 | Sports Dues & Fees Marlowe | 12/01/2025 | 295.00 | 10-1500-640-00-72-220-13 |
| 20261442 | 10-1500-640-00-72-220-13 | Sports Dues & Fees Marlowe | 12/01/2025 | 221.25 | 10-1500-640-00-72-220-13 |
| 20261442 | 10-1500-640-00-72-220-13 | Sports Dues & Fees Marlowe | 12/01/2025 | 295.00 | 10-1500-640-00-72-220-13 |
| | | | Total | \$1,106.25 | |
| Marklund Children's Home | | | | | |
| 26120507 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/01/2025 | 45,000.00 | 10-4220-670-00-79-600-14 |
| | | | Total | \$45,000.00 | |
| McMaster Carr Supply Co | | | | | |
| 26120287 | 20-2542-410-00-79 | Supplies B & G | 12/01/2025 | 700.00 | 20-2542-410-00-79 |
| | | | Total | \$700.00 | |
| MCSEEP | | | | | |
| 20261493 | 10-1110-410-00-72-120-13 | Inst Supplies Martin | 12/08/2025 | 1,085.00 | 10-1110-410-00-72-120-13 |
| | | | Total | \$1,085.00 | |
| Menards Inc | | | | | |
| 26120127 | 20-2542-410-00-79 | Supplies B & G | 12/01/2025 | 1,000.00 | 20-2542-410-00-79 |

292



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 15 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|---------------------------------------|--------------------------|--------------------------------|------------|-----------------|--------------------------|
| | | | | Total | \$1,000.00 |
| Metlife | | | | | |
| 26121597 | 10-1100-220-00-79-600-14 | Regular Programs Insurance | 12/01/2025 | 80,000.00 | 10-1100-220-00-79-600-14 |
| 26120447 | 10-2310-220-00-79-600-14 | Support Serv-Gen Adm Insurance | 12/01/2025 | 25,000.00 | 10-2310-220-00-79-600-14 |
| | | | | Total | \$105,000.00 |
| Midland Paper | | | | | |
| 20261534 | 10-2410-410-00-72-120-14 | Copier Paper & Toner Martin | 12/09/2025 | 1,757.60 | 10-2410-410-00-72-120-14 |
| 20261550 | 10-2900-410-00-79-600-14 | Copier Paper & Toner DO | 12/12/2025 | 1,757.60 | 10-2900-410-00-79-600-14 |
| | | | | Total | \$3,515.20 |
| 293 | | | | | |
| Midwest Computer Products | | | | | |
| 20261461 | 10-2130-700-95-79-600-14 | ECE Noncap Eqpt | 12/03/2025 | 3,249.00 | 10-2130-700-95-79-600-14 |
| 20261461 | 10-1200-410-92-79-600-14 | IDEA Instructional Supplies | 12/03/2025 | 1,706.75 | 10-1200-410-92-79-600-14 |
| 20261461 | 10-2660-490-00-79-600-14 | Inventoriable Equipment Tech | 12/03/2025 | 1,706.75 | 10-2660-490-00-79-600-14 |
| | | | | Total | \$6,662.50 |
| Midwest Event Solutions LLC | | | | | |
| 20261544 | 10-1120-490-02-74-210-13 | Heineman Fine Arts Supplies | 12/11/2025 | 1,100.00 | 10-1120-490-02-74-210-13 |
| 20261544 | | | 12/11/2025 | 0.00 | |
| | | | | Total | \$1,100.00 |
| Midwest Transit Equip Kankakee | | | | | |
| 26120697 | 40-2550-323-00-79 | Repairs and Maintenance | 12/01/2025 | 5,000.00 | 40-2550-323-00-79 |
| | | | | Total | \$5,000.00 |
| Miller Hall & Triggs LLC | | | | | |
| 26121527 | 10-2310-318-00-74-500-14 | Legal Board | 12/01/2025 | 5,000.00 | 10-2310-318-00-74-500-14 |
| | | | | Total | \$5,000.00 |
| Minnesota Clay | | | | | |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 16 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|-------------------------------------|--------------------------|------------------------------|------------|--------------------|--------------------------|
| 20261462 | 10-1120-410-02-74-210-13 | Art Supplies Heineman | 12/03/2025 | 626.00 | 10-1120-410-02-74-210-13 |
| 20261462 | 10-1120-410-02-74-210-13 | Art Supplies Heineman | 12/03/2025 | 132.86 | 10-1120-410-02-74-210-13 |
| 20261462 | 10-1120-410-02-74-210-13 | Art Supplies Heineman | 12/03/2025 | 8.75 | 10-1120-410-02-74-210-13 |
| 20261462 | 10-1120-410-02-72-220-13 | Art Supplies Marlowe | 12/03/2025 | 1,126.80 | 10-1120-410-02-72-220-13 |
| 20261462 | 10-1120-410-02-72-220-13 | Art Supplies Marlowe | 12/03/2025 | 132.85 | 10-1120-410-02-72-220-13 |
| 20261462 | 10-1120-410-02-72-220-13 | Art Supplies Marlowe | 12/03/2025 | 8.75 | 10-1120-410-02-72-220-13 |
| Total | | | | \$2,036.01 | |
| Neuco | | | | | |
| 26120147 | 20-2542-410-00-79 | Supplies B & G | 12/01/2025 | 1,000.00 | 20-2542-410-00-79 |
| Total | | | | \$1,000.00 | 294 |
| Neuro Educational Specialist | | | | | |
| 20261455 | 10-2210-314-92-79-605-14 | IDEA Impr of Instr-Staff Dev | 12/02/2025 | 2,000.00 | 10-2210-314-92-79-605-14 |
| Total | | | | \$2,000.00 | |
| New Connections Academy | | | | | |
| 26120397 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/01/2025 | 16,300.00 | 10-4220-670-00-79-600-14 |
| 20261456 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/02/2025 | 5,561.70 | 10-4220-670-00-79-600-14 |
| 20261456 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/02/2025 | 5,561.70 | 10-4220-670-00-79-600-14 |
| Total | | | | \$27,423.40 | |
| Norman Lamps, Inc | | | | | |
| 20261547 | | | 12/11/2025 | 0.00 | |
| 20261547 | 20-2542-410-00-79 | Supplies B & G | 12/11/2025 | 1,312.50 | 20-2542-410-00-79 |
| 20261547 | | | 12/11/2025 | 0.00 | |
| Total | | | | \$1,312.50 | |
| North American Corporation | | | | | |
| 26120017 | 20-2542-410-00-79 | Supplies B & G | 12/01/2025 | 12,000.00 | 20-2542-410-00-79 |
| Total | | | | \$12,000.00 | |
| North Shore Transit Inc | | | | | |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 17 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|---|--------------------------|----------------------------------|--------------|--------------------|--------------------------|
| 20261528 | 40-2552-331-00-79 | Contracted Transportation | 12/09/2025 | 1,895.83 | 40-2552-331-00-79 |
| 20261528 | | | 12/09/2025 | 0.00 | |
| | | | Total | \$1,895.83 | |
| Northwestern Illinois Association | | | | | |
| 20261457 | 10-4120-310-92-79-600-14 | IDEA Payments to Other Districts | 12/02/2025 | 874.50 | 10-4120-310-92-79-600-14 |
| | | | Total | \$874.50 | |
| Northwestern Medicine Huntley | | | | | |
| 26120527 | 10-1200-310-66-71-300-13 | STEP Purchased Services | 12/01/2025 | 800.00 | 10-1200-310-66-71-300-13 |
| | | | Total | \$800.00 | 295 |
| Northwestern Medicine McHenry EMS | | | | | |
| 20261488 | 10-1130-410-33-71-305-13 | Academies Supplies | 12/08/2025 | 79.80 | 10-1130-410-33-71-305-13 |
| | | | Total | \$79.80 | |
| Northwestern Medicine | | | | | |
| 26121547 | 10-2130-220-00-79-600-14 | Health Services Insurance | 12/01/2025 | 2,000.00 | 10-2130-220-00-79-600-14 |
| 26121547 | 10-2642-390-00-74-500-14 | Purchased Service Human Res | 12/01/2025 | 250.00 | 10-2642-390-00-74-500-14 |
| | | | Total | \$2,250.00 | |
| Northwestern Memorial HealthCare | | | | | |
| 20261474 | 10-1500-220-00-79-600-14 | Interscholastic Prog Insurance | 12/04/2025 | 15,135.00 | 10-1500-220-00-79-600-14 |
| 20261549 | 10-2130-410-00-79-600-14 | Supplies Health | 12/11/2025 | 45.50 | 10-2130-410-00-79-600-14 |
| | | | Total | \$15,180.50 | |
| Omni Commercial Lighting Service | | | | | |
| 26120177 | 20-2542-323-00-79 | Repairs & Maint Buildings | 12/01/2025 | 1,000.00 | 20-2542-323-00-79 |
| | | | Total | \$1,000.00 | |
| Ottosen DiNolfo Hasenbalg & Castaldo Ltd | | | | | |
| 26120797 | 10-2310-318-00-74-500-14 | Legal Board | 12/01/2025 | 3,000.00 | 10-2310-318-00-74-500-14 |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 18 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|---|--------------------------|--------------------------------|------------|-----------------|--------------------------|
| | | | | Total | \$3,000.00 |
| Parkland Preparatory Academy Inc | | | | | |
| 26121960 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/01/2025 | 21,000.00 | 10-4220-670-00-79-600-14 |
| | | | | Total | \$21,000.00 |
| Partnering for Prevention LLC | | | | | |
| 26121777 | 10-3600-390-82-79-605-14 | Community Svcs Purchased Svcs | 12/01/2025 | 8,000.00 | 10-3600-390-82-79-605-14 |
| | | | | Total | \$8,000.00 |
| Pepsi-Cola Gen Bot Inc | | | | | |
| | | | | | 296 |
| 26121487 | 10-2560-415-00-71-300-13 | Cafe Food HS | 12/01/2025 | 7,500.00 | 10-2560-415-00-71-300-13 |
| | | | | Total | \$7,500.00 |
| Perspectives Ltd | | | | | |
| 26120277 | 10-2510-220-00-79-600-14 | Direction of Business Serv Ins | 12/01/2025 | 1,326.00 | 10-2510-220-00-79-600-14 |
| | | | | Total | \$1,326.00 |
| Plumbers Paradise | | | | | |
| 20261484 | 20-2542-410-00-79 | Supplies B & G | 12/08/2025 | 51.00 | 20-2542-410-00-79 |
| | | | | Total | \$51.00 |
| Pomps Tire Service Inc | | | | | |
| 26120837 | 40-2554-410-00-79 | Fleet Supplies | 12/01/2025 | 5,000.00 | 40-2554-410-00-79 |
| | | | | Total | \$5,000.00 |
| Prairie Farms Rockford | | | | | |
| 26121374 | 10-2560-415-00-72-120-13 | Cafe Food Martin | 12/01/2025 | 8,000.00 | 10-2560-415-00-72-120-13 |
| 26121375 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 12/01/2025 | 4,000.00 | 10-2560-415-00-72-220-13 |
| 26121317 | 10-2560-415-00-71-100-13 | Cafe Food Leggee | 12/01/2025 | 6,000.00 | 10-2560-415-00-71-100-13 |
| 26121327 | 10-2560-415-00-71-300-13 | Cafe Food HS | 12/01/2025 | 7,000.00 | 10-2560-415-00-71-300-13 |
| 26121367 | 10-2560-415-00-74-140-13 | Cafe Food Mackeben | 12/01/2025 | 5,000.00 | 10-2560-415-00-74-140-13 |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 19 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|----------------------------------|--------------------------|---------------------------|------------|-----------------|--------------------------|
| 26121373 | 10-2560-415-00-72-110-13 | Cafe Food Chesak | 12/01/2025 | 8,000.00 | 10-2560-415-00-72-110-13 |
| 26121377 | 10-2560-415-00-74-150-13 | Cafe Food Conley | 12/01/2025 | 5,000.00 | 10-2560-415-00-74-150-13 |
| 26121387 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 12/01/2025 | 4,000.00 | 10-2560-415-00-74-210-13 |
| 26121397 | 10-2560-415-97-79-600-14 | All Children Snacks | 12/01/2025 | 150.00 | 10-2560-415-97-79-600-14 |
| | | | | Total | \$47,150.00 |
| Revtrak, Inc. | | | | | |
| 26120487 | 10-2523-319-00-79-600-14 | Banking Fees | 12/01/2025 | 10,000.00 | 10-2523-319-00-79-600-14 |
| | | | | Total | \$10,000.00 |
| Rubber Stamps Unlimited | | | | | |
| | | | | | 297 |
| 20261443 | 10-2520-410-00-74-500-14 | Supplies Fiscal | 12/01/2025 | 0.00 | 10-2520-410-00-74-500-14 |
| 20261443 | 10-2520-410-00-74-500-14 | Supplies Fiscal | 12/01/2025 | 12.95 | 10-2520-410-00-74-500-14 |
| 20261443 | 10-2520-410-00-74-500-14 | Supplies Fiscal | 12/01/2025 | 113.25 | 10-2520-410-00-74-500-14 |
| | | | | Total | \$126.20 |
| Rush Truck Center Huntley | | | | | |
| 26120747 | 40-2554-410-00-79 | Fleet Supplies | 12/01/2025 | 20,000.00 | 40-2554-410-00-79 |
| | | | | Total | \$20,000.00 |
| Safety Kleen Systems Inc | | | | | |
| 20261529 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/09/2025 | 174.29 | 40-2550-310-00-79 |
| 20261529 | | | 12/09/2025 | 0.00 | |
| | | | | Total | \$174.29 |
| School Health Corporation | | | | | |
| 20261463 | 10-1110-410-50-74-100-14 | PE Supplies Leggee | 12/03/2025 | 31.94 | 10-1110-410-50-74-100-14 |
| 20261463 | 10-1110-410-50-74-100-14 | PE Supplies Leggee | 12/03/2025 | 26.08 | 10-1110-410-50-74-100-14 |
| 20261463 | 10-1110-410-50-74-100-14 | PE Supplies Leggee | 12/03/2025 | 6.95 | 10-1110-410-50-74-100-14 |
| 20261463 | 10-1110-410-50-74-100-14 | PE Supplies Leggee | 12/03/2025 | 11.94 | 10-1110-410-50-74-100-14 |
| 20261463 | 10-1110-410-50-74-100-14 | PE Supplies Leggee | 12/03/2025 | 49.58 | 10-1110-410-50-74-100-14 |
| 20261463 | 10-1110-410-50-74-100-14 | PE Supplies Leggee | 12/03/2025 | 100.91 | 10-1110-410-50-74-100-14 |
| 20261463 | 10-1110-410-50-74-100-14 | PE Supplies Leggee | 12/03/2025 | 74.80 | 10-1110-410-50-74-100-14 |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 20 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|------------------------------|--------------------------|---------------------------|------------|--------------------|--------------------------|
| 20261463 | 10-1110-410-50-74-100-14 | PE Supplies Leggee | 12/03/2025 | 59.97 | 10-1110-410-50-74-100-14 |
| 20261463 | 10-1110-410-50-74-100-14 | PE Supplies Leggee | 12/03/2025 | 45.20 | 10-1110-410-50-74-100-14 |
| 20261463 | 10-1110-410-50-74-100-14 | PE Supplies Leggee | 12/03/2025 | 59.97 | 10-1110-410-50-74-100-14 |
| 20261463 | 10-1110-410-50-74-100-14 | PE Supplies Leggee | 12/03/2025 | 107.64 | 10-1110-410-50-74-100-14 |
| 20261463 | 10-1110-410-50-74-100-14 | PE Supplies Leggee | 12/03/2025 | 0.01 | 10-1110-410-50-74-100-14 |
| 20261463 | 10-1110-410-50-74-100-14 | PE Supplies Leggee | 12/03/2025 | 3.94 | 10-1110-410-50-74-100-14 |
| Total | | | | <u>\$578.93</u> | |
| Schoolbells Ltd | | | | | |
| 26120657 | 40-2552-331-00-79 | Contracted Transportation | 12/01/2025 | 55,000.00 | 40-2552-331-00-79 |
| Total | | | | <u>\$55,000.00</u> | 298 |
| Secretary of State 12 | | | | | |
| 26120957 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| Total | | | | <u>\$4.00</u> | |
| Secretary of State 10 | | | | | |
| 26120937 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| Total | | | | <u>\$4.00</u> | |
| Secretary of State 11 | | | | | |
| 26120947 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| Total | | | | <u>\$4.00</u> | |
| Secretary of State 13 | | | | | |
| 26120967 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| Total | | | | <u>\$4.00</u> | |
| Secretary of State 1 | | | | | |
| 26120847 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| Total | | | | <u>\$4.00</u> | |
| Secretary of State 14 | | | | | |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 21 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|------------------------------|-------------------|---------------------------|--------------|-----------------|----------------------|
| 26120977 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>\$4.00</u> | |
| Secretary of State 15 | | | | | |
| 26120987 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>\$4.00</u> | |
| Secretary of State 16 | | | | | |
| 26120997 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>\$4.00</u> | 299 |
| Secretary of State 17 | | | | | |
| 26121007 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>\$4.00</u> | |
| Secretary of State 18 | | | | | |
| 26121017 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>\$4.00</u> | |
| Secretary of State 19 | | | | | |
| 26121027 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>\$4.00</u> | |
| Secretary of State 20 | | | | | |
| 26121037 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>\$4.00</u> | |
| Secretary of State 2 | | | | | |
| 26120857 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>\$4.00</u> | |
| Secretary of State 3 | | | | | |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 22 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|-----------------------------|-------------------|---------------------------|------------|-----------------|----------------------|
| 26120867 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | | Total | \$4.00 |
| Secretary of State 4 | | | | | |
| 26120877 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | | Total | \$4.00 |
| Secretary of State 5 | | | | | |
| 26120887 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | | Total | \$4.00 |
| | | | | | 300 |
| Secretary of State 6 | | | | | |
| 26120897 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | | Total | \$4.00 |
| Secretary of State 7 | | | | | |
| 26120907 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | | Total | \$4.00 |
| Secretary of State 8 | | | | | |
| 26120917 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | | Total | \$4.00 |
| Secretary of State 9 | | | | | |
| 26120927 | 40-2550-310-00-79 | Prof & Tech Service Trans | 12/01/2025 | 4.00 | 40-2550-310-00-79 |
| | | | | Total | \$4.00 |
| Secretary of State | | | | | |
| 20261464 | 40-2552-640-00-79 | Dues & Fees | 12/04/2025 | 1,680.00 | 40-2552-640-00-79 |
| 20261464 | | | 12/04/2025 | 0.00 | |
| 20261464 | 40-2552-640-00-79 | Dues & Fees | 12/04/2025 | 950.00 | 40-2552-640-00-79 |
| | | | | Total | \$2,630.00 |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 23 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|-------------------------------------|--------------------------|-------------------------------|--------------|--------------------|--------------------------|
| Senase, Judith | | | | | |
| 20261458 | 10-2150-310-92-79-600-14 | IDEA Sp Path & Audiology Serv | 12/02/2025 | 950.00 | 10-2150-310-92-79-600-14 |
| | | | Total | <u>\$950.00</u> | |
| Service Printing Corporation | | | | | |
| 20261535 | 10-2210-490-00-74-500-14 | Supplies Curr & Inst 6-12 | 12/09/2025 | 490.00 | 10-2210-490-00-74-500-14 |
| 20261535 | | | 12/09/2025 | 0.00 | |
| | | | Total | <u>\$490.00</u> | |
| South Campus | | | | | |
| | | | | | 301 |
| 26121961 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/01/2025 | 15,000.00 | 10-4220-670-00-79-600-14 |
| | | | Total | <u>\$15,000.00</u> | |
| Special Education Services | | | | | |
| 20261459 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/02/2025 | 2,069.10 | 10-4220-670-00-79-600-14 |
| 20261459 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/02/2025 | 2,069.10 | 10-4220-670-00-79-600-14 |
| 20261459 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/02/2025 | 2,069.10 | 10-4220-670-00-79-600-14 |
| | | | Total | <u>\$6,207.30</u> | |
| Specialty Floors Inc. | | | | | |
| 20261444 | 20-2542-323-00-79 | Repairs & Maint Buildings | 12/01/2025 | 6,900.00 | 20-2542-323-00-79 |
| | | | Total | <u>\$6,900.00</u> | |
| Steiner Electric Company | | | | | |
| 26121637 | 20-2542-410-00-79 | Supplies B & G | 12/01/2025 | 1,000.00 | 20-2542-410-00-79 |
| | | | Total | <u>\$1,000.00</u> | |
| Summit School Inc | | | | | |
| 26121962 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/01/2025 | 30,000.00 | 10-4220-670-00-79-600-14 |
| | | | Total | <u>\$30,000.00</u> | |
| Sunrise Southwest LLC | | | | | |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 24 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--------------------------------|--------------------------|---------------------------|--------------|--------------------|--------------------------|
| 20261530 | 40-2552-331-00-79 | Contracted Transportation | 12/09/2025 | 3,150.28 | 40-2552-331-00-79 |
| 20261530 | | | 12/09/2025 | 0.00 | |
| | | | Total | \$3,150.28 | |
| Talerico Martin Corp | | | | | |
| 26120378 | 10-2560-415-00-71-300-13 | Cafe Food HS | 12/01/2025 | 20,000.00 | 10-2560-415-00-71-300-13 |
| 26120387 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 12/01/2025 | 1,000.00 | 10-2560-415-00-72-220-13 |
| 26120377 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 12/01/2025 | 2,500.00 | 10-2560-415-00-74-210-13 |
| | | | Total | \$23,500.00 | |
| Thomson Reuters | | | | | |
| | | | | | 302 |
| 26120307 | 10-2660-319-61-79-600-14 | Software Maintenance | 12/01/2025 | 1,066.12 | 10-2660-319-61-79-600-14 |
| | | | Total | \$1,066.12 | |
| Trane | | | | | |
| 20261548 | | | 12/11/2025 | 0.00 | |
| 20261548 | 20-2542-410-00-79 | Supplies B & G | 12/11/2025 | 1,066.80 | 20-2542-410-00-79 |
| 20261531 | 20-2542-410-00-79 | Supplies B & G | 12/09/2025 | 325.02 | 20-2542-410-00-79 |
| | | | Total | \$1,391.82 | |
| Tribe Country Farms Inc | | | | | |
| 20261485 | 10-2560-415-00-71-300-13 | Cafe Food HS | 12/05/2025 | 108.00 | 10-2560-415-00-71-300-13 |
| 20261485 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 12/05/2025 | 60.75 | 10-2560-415-00-74-210-13 |
| 20261445 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 12/01/2025 | 60.75 | 10-2560-415-00-74-210-13 |
| 20261445 | 10-2560-415-00-71-300-13 | Cafe Food HS | 12/01/2025 | 108.00 | 10-2560-415-00-71-300-13 |
| 20261445 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 12/01/2025 | 74.25 | 10-2560-415-00-72-220-13 |
| 20261485 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 12/05/2025 | 74.25 | 10-2560-415-00-72-220-13 |
| | | | Total | \$486.00 | |
| UMB Bank NA | | | | | |
| 20261440 | 30-5900-690 | Bond Service Charge | 12/01/2025 | 300.00 | 30-5900-690 |
| 20261541 | 30-5220-620 | Interest on Bonds | 12/10/2025 | 183,137.50 | 30-5220-620 |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 25 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|-------------------------------------|--------------------------|--------------------------------|------------|---------------------|--------------------------|
| 20261540 | 30-5220-620 | Interest on Bonds | 12/10/2025 | 122,600.00 | 30-5220-620 |
| 20261439 | 30-5900-690 | Bond Service Charge | 12/01/2025 | 318.00 | 30-5900-690 |
| Total | | | | \$306,355.50 | |
| Verizon Wireless | | | | | |
| 26121607 | 20-2540-340-00-79 | Telephone - Districtwide | 12/01/2025 | 5,500.00 | 20-2540-340-00-79 |
| Total | | | | \$5,500.00 | |
| VILLAGE OF ALGONQUIN | | | | | |
| 26120137 | 20-2546-310-00-71-305 | Resource Officer | 12/01/2025 | 9,807.48 | 20-2546-310-00-71-305 |
| Total | | | | \$9,807.48 | 303 |
| Village of Huntley | | | | | |
| 26121517 | 20-2546-310-00-71-305 | Resource Officer | 12/01/2025 | 7,228.43 | 20-2546-310-00-71-305 |
| Total | | | | \$7,228.43 | |
| Village of Lake in the Hills | | | | | |
| 20261532 | | | 12/09/2025 | 0.00 | |
| 26120687 | 20-2546-310-00-71-305 | Resource Officer | 12/01/2025 | 6,527.00 | 20-2546-310-00-71-305 |
| 20261532 | 20-2546-310-00-71-305 | Resource Officer | 12/09/2025 | 268.14 | 20-2546-310-00-71-305 |
| Total | | | | \$6,795.14 | |
| VSP of Illinois NFP | | | | | |
| 26120457 | 10-2310-220-00-79-600-14 | Support Serv-Gen Adm Insurance | 12/01/2025 | 10,000.00 | 10-2310-220-00-79-600-14 |
| Total | | | | \$10,000.00 | |
| WEX BANK | | | | | |
| 26120777 | 10-1700-464-21-71-300-13 | Driver Education Gasoline | 12/01/2025 | 2,000.00 | 10-1700-464-21-71-300-13 |
| 26120777 | 10-1500-332-00-71-300-13 | Athletic Trips HS | 12/01/2025 | 500.00 | 10-1500-332-00-71-300-13 |
| 26120767 | 40-2552-464-00-79 | Diesel/Gasoline | 12/01/2025 | 300.00 | 40-2552-464-00-79 |
| Total | | | | \$2,800.00 | |

Wheaton Warrenville South H.S.

Specialized Data Systems, Inc.

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 26 of 27

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|---|--------------------------|-----------------------------|------------|------------------------------|--------------------------|
| 20261494 | 10-1130-410-06-71-300-13 | World Languages Supplies HS | 12/08/2025 | 30.00 | 10-1130-410-06-71-300-13 |
| | | Total | | <u>\$30.00</u> | |
| Woodstock Community Unit School Dist 200 | | | | | |
| 20261476 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/04/2025 | 5,402.20 | 10-4220-670-00-79-600-14 |
| 20261476 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/04/2025 | 5,402.20 | 10-4220-670-00-79-600-14 |
| 20261476 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/04/2025 | 5,402.20 | 10-4220-670-00-79-600-14 |
| | | Total | | <u>\$16,206.60</u> | |
| Zero Card | | | | | |
| 26120477 | 10-1100-220-00-79-600-14 | Regular Programs Insurance | 12/01/2025 | 2,500.00 | 10-1100-220-00-79-600-14 |
| | | Total | | <u>\$2,500.00</u> | 304 |
| Zieglers Ace Hardware | | | | | |
| 26120267 | 20-2542-410-00-79 | Supplies B & G | 12/01/2025 | 300.00 | 20-2542-410-00-79 |
| | | Total | | <u>\$300.00</u> | |
| | | Total | | <u><u>\$3,346,440.10</u></u> | |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/21/2025 to 12/12/2025

Printed: 12/12/2025 9:18 AM

Page 27 of 27

| <i>P.O. #</i> | <i>Account Number</i> | <i>Account# Description</i> | <i>P.O. Date</i> | <i>Original Amount</i> | <i>State Account Number</i> |
|---------------|-----------------------|-----------------------------|------------------|------------------------|-----------------------------|
|---------------|-----------------------|-----------------------------|------------------|------------------------|-----------------------------|

Fund Summary

| | |
|-------------------------|-----------------------|
| Fund 10: \$2,473,643.14 | Fund 20: \$354,259.21 |
| Fund 30: \$306,355.50 | Fund 40: \$212,182.25 |
| Fund 50: | Fund 60: |
| Fund 70: | Fund 80: |
| Fund 98: | Fund 99: |

Summary Total: \$3,346,440.10



Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 18, 2025

Subject: **Supplemental Accounts Payable Report**
Board of Education Meeting, December 18, 2025
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 | \$ | 17,993.17 |
| Operations & Maintenance Fund | | 160.09 |
| 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>18,153.26</u> |

RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Accounts Payable Report at the December 18, 2025 Regular Board meeting.



Huntley Community School District 158

Accounts Payable Report

Printed: 12/12/2025 9:14 AM
Page 1 of 12

| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|--------------------------------|--------------------------|--|------------|-----------------|--------------------------|
| Allen, Jackelyn - 1233397138 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 194.18 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$194.18</u> | |
| Allen, James - 1233395811 | 10-2213-415-00-71-300-13 | Eurofresh Market & Country Donuts for GeoCon | | 201.34 | 10-2213-415-00-71-300-13 |
| | | | | <u>\$201.34</u> | |
| Allen, Kelly - 123338953 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 53.06 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$53.06</u> | |
| Allen, Michele - 123334680 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 8.40 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$8.40</u> | |
| Altmayer, Mark - 123335471 | 10-2520-332-00-74-500-14 | Travel Fiscal | | 235.41 | 10-2520-332-00-74-500-14 |
| | 10-2520-332-00-74-500-14 | Uber rides while at IASBO Conf Dallas/Ft Worth 10/ | | 113.05 | 10-2520-332-00-74-500-14 |
| | | | | <u>\$348.46</u> | |
| Babcock, Barbara - 1233400353 | 10-2560-410-00-72-220-13 | Cafe work shoes, socks and pants | | 68.78 | 10-2560-410-00-72-220-13 |
| | | | | <u>\$68.78</u> | |
| Baird, Brianna - 1233400985 | 10-3000-410-92-79-600-14 | Walmart Lifeskills cooking materials | | 108.96 | 10-3000-410-92-79-600-14 |
| | | | | <u>\$108.96</u> | |
| Benson, Amber - 1233401449 | 10-2560-410-00-72-220-13 | Cafe Work shoes and socks | | 100.00 | 10-2560-410-00-72-220-13 |
| | | | | <u>\$100.00</u> | |
| Bierma, Christian - 1233400686 | 10-1110-332-00-71-100-13 | Teacher Travel Leggee | | 42.00 | 10-1110-332-00-71-100-13 |
| | | | | <u>\$42.00</u> | |
| Bley, Lindsay - 1233397972 | 10-2210-640-92-79-605-14 | ASHA 2026 Membership Dues | | 250.00 | 10-2210-640-92-79-605-14 |

307



Huntley Community School District 158

Accounts Payable Report

Printed: 12/12/2025 9:14 AM
Page 2 of 12

| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|-----------------------------------|--------------------------|--|------------|-----------------|--------------------------|
| | | | | <u>\$250.00</u> | |
| Bolger, Laurie A - 123334652 | 10-2210-640-92-79-605-14 | ASHA 2026 Membership Dues | | 250.00 | 10-2210-640-92-79-605-14 |
| | | | | <u>\$250.00</u> | |
| Buranicz, Kelsey - 1233401407 | 10-2310-230-00-74-500-14 | Tuition Reimb-Curriculum & Instruction Design | | 420.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimb-Student Engagement | | 420.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$840.00</u> | |
| Bussone, Jared - 1233397681 | 10-2310-230-00-74-500-14 | Tuition Reimb-Principals Role in Successful School | | 420.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$420.00</u> | 308 |
| Castans, Rita M - 123334728 | 10-1500-335-00-71-300-13 | Conference Travel HS | | 57.68 | 10-1500-335-00-71-300-13 |
| | | | | <u>\$57.68</u> | |
| Colantonio, Abbe - 1233400259 | 10-3000-410-92-79-600-14 | Cash for Snap Community Outing | | 200.00 | 10-3000-410-92-79-600-14 |
| | | | | <u>\$200.00</u> | |
| Contreras, Cara - 1233400972 | 10-2210-640-92-79-605-14 | IDFPR Renewal License 25/26 | | 60.00 | 10-2210-640-92-79-605-14 |
| | | | | <u>\$60.00</u> | |
| Cornett, Brenda - 1233400062 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 127.61 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$127.61</u> | |
| Corpolongo, Mary Beth - 123333336 | 10-2560-415-00-74-210-13 | Cafe Team Treats | | 24.40 | 10-2560-415-00-74-210-13 |
| | 10-2560-415-00-74-210-13 | Cafe Food Heineman | | 23.98 | 10-2560-415-00-74-210-13 |
| | | | | <u>\$48.38</u> | |
| Czerniawski, Wioleta - 1233401193 | 10-2560-410-00-72-220-13 | Cafe Shoes and Pants | | 100.00 | 10-2560-410-00-72-220-13 |
| | | | | <u>\$100.00</u> | |



Huntley Community School District 158

Accounts Payable Report

Printed: 12/12/2025 9:14 AM
Page 3 of 12

| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|---------------------------------|--------------------------|--|------------|-----------------|--------------------------|
| Dabe, Aimee - 1233400268 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 110.74 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$110.74</u> | |
| Daffron, Jerry - 1233400186 | 10-2560-410-00-71-100-13 | Cafe Work Shoes & Pants | | 94.14 | 10-2560-410-00-71-100-13 |
| | | | | <u>\$94.14</u> | |
| Duble, Molly - 1233401208 | 10-1200-332-00-79-600-14 | 10 RT trips for student 10/2-11/1/25 | | 594.38 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$594.38</u> | |
| Escudero, Michelle - 1233399849 | 10-2561-332-00-79-605-14 | Dir Food Service Travel | | 207.20 | 10-2561-332-00-79-605-14 |
| | | | | <u>\$207.20</u> | |
| Evenson, Emily - 1233398540 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 71.40 | 10-1200-332-00-79-600-14 |
| | 10-2210-314-92-79-605-14 | ILOTA Membership | | 96.00 | 10-2210-314-92-79-605-14 |
| | 10-2210-314-92-79-605-14 | ILOTA Conf Registration 11/21/2025 | | 289.00 | 10-2210-314-92-79-605-14 |
| | | | | <u>\$456.40</u> | |
| Feinstein, Kate - 33567 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 4.62 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$4.62</u> | |
| Fisher, Leslie - 123338468 | 10-2210-314-92-79-605-14 | IL Statewide Transition Conf Meals | | 89.34 | 10-2210-314-92-79-605-14 |
| | 10-1200-332-00-79-600-14 | IL Statewide Transition Conf Mileage | | 314.00 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$403.34</u> | |
| Fishman, Elizabeth - 123336487 | 10-1120-410-00-72-220-13 | PBIS Reimb for for stolen items from POD | | 33.64 | 10-1120-410-00-72-220-13 |
| | | | | <u>\$33.64</u> | |
| Fitte, Heather - 1233400775 | 10-2310-230-00-74-500-14 | Tuition Reimb-Coaching a Growth Mindset | | 420.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$420.00</u> | |
| Fitzgerald, Cynthia - 123334580 | | | | | |

309



Huntley Community School District 158

Accounts Payable Report

Printed: 12/12/2025 9:14 AM
Page 4 of 12

| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|-------------------------------|--------------------------|--|------------|-----------------|--------------------------|
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 112.70 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$112.70</u> | |
| Frederick, Ryan - 25795 | 10-1120-332-00-72-220-13 | Teacher Travel Marlowe | | 33.60 | 10-1120-332-00-72-220-13 |
| | | | | <u>\$33.60</u> | |
| Gill, Dede - 1233400425 | 10-2210-410-92-79-600-14 | Barnes & Noble Leadership Books | | 293.89 | 10-2210-410-92-79-600-14 |
| | | | | <u>\$293.89</u> | |
| Goecke, Jodie - 123335285 | 10-2210-640-92-79-605-14 | IL Dept of Financial & Prof Regulation Renewal | | 60.00 | 10-2210-640-92-79-605-14 |
| | | | | <u>\$60.00</u> | 310 |
| Golovin, Jennifer - 123338187 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 324.80 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 67.34 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 41.58 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$433.72</u> | |
| Green, Samantha - 1233399604 | 10-3000-410-92-79-600-14 | IDEA Comm Engage Supplies | | 38.74 | 10-3000-410-92-79-600-14 |
| | | | | <u>\$38.74</u> | |
| Gullifor, Kateri - 123339409 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 177.94 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$177.94</u> | |
| Hall, Ina - 1233401377 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 46.62 | 10-1200-332-00-79-600-14 |
| | 10-1200-410-00-79-600-14 | IL Statewide Transition Conf. | | 34.95 | 10-1200-410-00-79-600-14 |
| | 10-3000-410-92-79-600-14 | Crayons for students Thriving Future Talk events | | 3.79 | 10-3000-410-92-79-600-14 |
| | | | | <u>\$85.36</u> | |
| Hill, Shannon - 1233401451 | 10-2210-640-92-79-605-14 | IL Dept of Financial & Prof Regulation Renewal | | 60.00 | 10-2210-640-92-79-605-14 |
| | | | | <u>\$60.00</u> | |

Hoffman, Margaret - 1233400394



Huntley Community School District 158

Accounts Payable Report

Printed: 12/12/2025 9:14 AM
Page 5 of 12

| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|--------------------------------------|--------------------------|--|------------|---------------|--------------------------|
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 62.58 | 10-1200-332-00-79-600-14 |
| | | | | <u>62.58</u> | |
| Hollabaugh, Jennifer - 1233397533 | 10-1120-332-00-74-210-13 | Teacher Travel Heineman | | 27.30 | 10-1120-332-00-74-210-13 |
| | | | | <u>27.30</u> | |
| Holzkamp, Jena {Chesak} - 1233400976 | 10-1110-332-00-72-110-13 | Teacher Travel Chesak | | 0.00 | 10-1110-332-00-72-110-13 |
| | | | | <u>0.00</u> | |
| Hryniewicz, Frank - 1233401409 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 21.00 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 21.00 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 21.00 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 21.00 | 10-1200-332-00-79-600-14 |
| | | | | <u>84.00</u> | |
| Johnson, Samantha - 1233396854 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 21.00 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 21.00 | 10-1200-332-00-79-600-14 |
| | | | | <u>42.00</u> | |
| Kasper, Lita - 1233400317 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 58.38 | 10-1200-332-00-79-600-14 |
| | | | | <u>58.38</u> | |
| Kempf, Thomas - 123335290 | 10-2410-332-00-71-300-13 | Prin Travel HS | | 233.80 | 10-2410-332-00-71-300-13 |
| | 10-2410-332-00-71-300-13 | Commerce Parking Deck Peoria, IL | | 60.00 | 10-2410-332-00-71-300-13 |
| | 10-2213-415-00-71-300-13 | Costoco Cookies for staff dinner for Parent Teach | | 119.88 | 10-2213-415-00-71-300-13 |
| | 10-2410-332-00-71-300-13 | Hotel Stay in Peoria for IPA Fall Conf 10/18-21/25 | | 445.05 | 10-2410-332-00-71-300-13 |
| | | | | <u>858.73</u> | |
| Kent, Laura - 1233399241 | 10-2210-640-92-79-605-14 | IL Dept of Financial & Prof Regulation Renewal | | 60.00 | 10-2210-640-92-79-605-14 |
| | | | | <u>60.00</u> | |
| Knotts, Heath - 27234 | | | | | |

311



Huntley Community School District 158

Accounts Payable Report

Printed: 12/12/2025 9:14 AM
Page 6 of 12

| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|--------------------------------------|--------------------------|---|------------|-----------------|--------------------------|
| | 10-1100-410-98-79-600-14 | Textbook for Cohort # 231- Principals of Language | | 27.80 | 10-1100-410-98-79-600-14 |
| | | | | <u>\$27.80</u> | |
| Kowalski, Kimberly - 32646 | | | | | |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 25.06 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 36.12 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 26.88 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 26.60 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$114.66</u> | |
| LaTour, Kelly A - 1233398456 | | | | | |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 83.65 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$83.65</u> | |
| Letheby, Corey - 1233398164 | | | | | |
| | 20-2540-332-00-79 | Travel | | 22.47 | 20-2540-332-00-79 |
| | | | | <u>\$22.47</u> | |
| Lindquist, Kevin - 123336625 | | | | | |
| | 20-2540-332-00-79 | Travel | | 57.68 | 20-2540-332-00-79 |
| | | | | <u>\$57.68</u> | |
| Lombard, Jessica - 32232 | | | | | |
| | 10-2321-332-00-74-500-14 | Travel Supt | | 234.68 | 10-2321-332-00-74-500-14 |
| | 10-2321-332-00-74-500-14 | Joint Annual Conference Parking 11/23/25 | | 113.01 | 10-2321-332-00-74-500-14 |
| | | | | <u>\$347.69</u> | |
| Long, Jennifer - 1233401448 | | | | | |
| | 10-2560-410-00-72-220-13 | Cafe Work Shoes | | 80.90 | 10-2560-410-00-72-220-13 |
| | | | | <u>\$80.90</u> | |
| MacCrindle, Amy - 1233397931 | | | | | |
| | 10-2212-332-00-74-500-14 | Travel & Conference Curr 6-12 | | 165.20 | 10-2212-332-00-74-500-14 |
| | | | | <u>\$165.20</u> | |
| McBean-Delaney, Colleen - 1233401385 | | | | | |
| | 10-1110-332-00-71-100-13 | Teacher Travel Leggee | | 2.10 | 10-1110-332-00-71-100-13 |
| | 10-1120-332-00-72-220-13 | Teacher Travel Marlowe | | 2.10 | 10-1120-332-00-72-220-13 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 2.10 | 10-1200-332-00-79-600-14 |

312



Huntley Community School District 158

Accounts Payable Report

Printed: 12/12/2025 9:14 AM

Page 7 of 12

| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|------------------------------------|--------------------------|--|------------|-----------------|--------------------------|
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 6.30 | 10-1200-332-00-79-600-14 |
| | 10-1110-332-00-71-100-13 | Teacher Travel Leggee | | 4.20 | 10-1110-332-00-71-100-13 |
| | 10-1110-332-00-72-120-13 | Teacher Travel Martin | | 2.10 | 10-1110-332-00-72-120-13 |
| | 10-1110-332-00-72-120-13 | Teacher Travel Martin | | 2.10 | 10-1110-332-00-72-120-13 |
| | | | | <u>\$21.00</u> | |
| Meyer, Anna - 28963 | | | | | |
| | 10-2520-332-00-74-500-14 | Travel Fiscal | | 20.23 | 10-2520-332-00-74-500-14 |
| | | | | <u>\$20.23</u> | |
| Miguel, Crystal - 1233400602 | | | | | |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 96.83 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 40.26 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$137.09</u> | |
| Mueller, Sally - 1233400878 | | | | | |
| | 10-1120-410-00-72-220-13 | Veterans Decoration | | 194.22 | 10-1120-410-00-72-220-13 |
| | | | | <u>\$194.22</u> | |
| Murphy, Kathryn - 123338302 | | | | | |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 57.40 | 10-1200-332-00-79-600-14 |
| | 10-2210-314-92-79-605-14 | ILOTA Annual Conf Virtual | | 100.00 | 10-2210-314-92-79-605-14 |
| | 10-2210-640-92-79-605-14 | ILOTA Membership | | 96.00 | 10-2210-640-92-79-605-14 |
| | 10-2210-640-92-79-605-14 | IL Dept of Financial & Prof Regulation Renewal | | 40.00 | 10-2210-640-92-79-605-14 |
| | | | | <u>\$293.40</u> | |
| Natale, Bozena - 1233400584 | | | | | |
| | 10-2560-410-00-72-220-13 | Cafe Pants, Shoes and Socks | | 100.00 | 10-2560-410-00-72-220-13 |
| | 10-2560-415-00-72-220-13 | Team Breakfast Einstein Bros Bagels | | 39.98 | 10-2560-415-00-72-220-13 |
| | | | | <u>\$139.98</u> | |
| Newman, Stephanie - 1233400129 | | | | | |
| | 10-1110-332-00-72-110-13 | Teacher Travel Chesak | | 62.58 | 10-1110-332-00-72-110-13 |
| | | | | <u>\$62.58</u> | |
| Normington, Christine - 1233400057 | | | | | |
| | 10-1110-332-00-72-120-13 | Teacher Travel Martin | | 62.72 | 10-1110-332-00-72-120-13 |
| | | | | <u>\$62.72</u> | |

313



Huntley Community School District 158

Accounts Payable Report

Printed: 12/12/2025 9:14 AM
Page 8 of 12

| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|-------------------------------|--------------------------|----------------------------------|------------|-----------------|--------------------------|
| Nunnery, Curtis - 1233401378 | 10-1543-332-00-71-305-13 | Activities Travel | | 28.00 | 10-1543-332-00-71-305-13 |
| | | | | <u>\$28.00</u> | |
| Panke, Keith - 123337962 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 44.10 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 27.30 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$71.40</u> | |
| Peterson, Kristin - 123338962 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 70.84 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 78.12 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$148.96</u> | |
| Piemonte, Sharon - 1233400713 | 10-2321-332-00-74-500-14 | Travel Supt | | 68.60 | 10-2321-332-00-74-500-14 |
| | 10-2321-332-00-74-500-14 | Travel Supt | | 30.94 | 10-2321-332-00-74-500-14 |
| | 10-2321-332-00-74-500-14 | Travel Supt | | 23.10 | 10-2321-332-00-74-500-14 |
| | | | | <u>\$122.64</u> | |
| Reckamp, Margaret - 32928 | 10-2210-640-92-79-605-14 | ASHA 2026 Dues | | 250.00 | 10-2210-640-92-79-605-14 |
| | | | | <u>\$250.00</u> | |
| Redden, Scott - 1233399930 | 20-2540-332-00-79 | Travel | | 27.86 | 20-2540-332-00-79 |
| | 20-2540-332-00-79 | Travel | | 24.22 | 20-2540-332-00-79 |
| | 20-2540-332-00-79 | Travel | | 27.86 | 20-2540-332-00-79 |
| | | | | <u>\$79.94</u> | |
| Reed, Richard - 1233398410 | 10-2561-332-00-79-605-14 | Dir Food Service Travel | | 64.40 | 10-2561-332-00-79-605-14 |
| | 10-2561-332-00-79-605-14 | Dir Food Service Travel | | 76.30 | 10-2561-332-00-79-605-14 |
| | | | | <u>\$140.70</u> | |
| Regan, Daniel - 1233397932 | 10-2310-230-00-74-500-14 | Tuition Reimb-Student Engagement | | 420.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$420.00</u> | |

314



Huntley Community School District 158

Accounts Payable Report

Printed: 12/12/2025 9:14 AM
Page 9 of 12

| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|-----------------------------------|--------------------------|---|------------|-------------------|--------------------------|
| Rewerts, Suzanne - 123337735 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 45.64 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$45.64</u> | |
| Richardson, Elizabeth - 123333784 | 10-1120-410-13-74-210-06 | 6th Grade Science Materials | | 32.70 | 10-1120-410-13-74-210-06 |
| | | | | <u>\$32.70</u> | |
| Ryan, Debra - 123336268 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 140.35 | 10-1200-332-00-79-600-14 |
| | 10-2210-314-92-79-605-14 | IL Council for Exceptional Children | | 115.00 | 10-2210-314-92-79-605-14 |
| | | | | <u>\$255.35</u> | |
| Rychtarczyk, Dorota - 1233400604 | 10-2560-410-00-72-220-13 | Cafe Pants, Shoes | | 94.76 | 10-2560-410-00-72-220-13 |
| | | | | <u>\$94.76</u> | |
| Sanchez, Kirsten - 1233397793 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 7.56 | 10-1200-332-00-79-600-14 |
| | 10-2210-670-98-79-600-14 | Dual Credit Course Social Media Mktg - SNHU | | 1,911.00 | 10-2210-670-98-79-600-14 |
| | 10-1100-410-98-79-600-14 | Textbooks for SNHU MKT555 & MKT 618 | | 71.85 | 10-1100-410-98-79-600-14 |
| | | | | <u>\$1,990.41</u> | |
| Saylor, Alexa - 1233400294 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 67.20 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 50.40 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$117.60</u> | |
| Schmuhl, Jessica - 123337461 | 10-1120-410-09-72-220-13 | Walmart parishables | | 23.43 | 10-1120-410-09-72-220-13 |
| | | | | <u>\$23.43</u> | |
| Schwerzler, Therese - 123338008 | 10-2410-332-00-71-300-13 | Prin Travel HS | | 13.58 | 10-2410-332-00-71-300-13 |
| | | | | <u>\$13.58</u> | |
| Searle, Cara - 1233400466 | 10-1110-332-00-71-100-13 | Teacher Travel Leggee | | 29.40 | 10-1110-332-00-71-100-13 |
| | | | | <u>\$29.40</u> | |

315



Huntley Community School District 158

Accounts Payable Report

Printed: 12/12/2025 9:14 AM

Page 10 of 12

| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|---------------------------------|--------------------------|--|------------|-------------------|--------------------------|
| Severin, Nicole - 1233400441 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 33.60 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$33.60</u> | |
| Shanklin, Jessica - 1233400322 | 10-2310-230-00-74-500-14 | Tuition Reimb-Methods & Materials for Teaching Eng | | 420.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimb-Cross Cultural Studies | | 420.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$840.00</u> | |
| Shields, Elizabeth - 1233401031 | 10-2310-230-00-74-500-14 | Tuition Reimb-Method & Cnt in Math fro St./Disb | | 420.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimb-SM/Teaching child/Adols w/Sp Need | | 140.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimb-Human Learning & Development | | 280.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimb-Social Justice Perspective on Hist | | 280.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$1,120.00</u> | |
| Spoeth, Holly - 123334104 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 125.09 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$125.09</u> | |
| Stanton, Abby - 1233401447 | 10-2560-410-00-71-300-13 | Work Shoes for Cafe | | 43.94 | 10-2560-410-00-71-300-13 |
| | | | | <u>\$43.94</u> | |
| Sykora, Jennifer - 1233400234 | 10-2520-332-00-74-500-14 | Travel Fiscal | | 8.40 | 10-2520-332-00-74-500-14 |
| | | | | <u>\$8.40</u> | |
| Taylor, Nicole - 1233400789 | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 4.48 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 4.48 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 9.52 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 9.52 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 9.52 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 9.52 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 9.52 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 9.52 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 98.00 | 10-1200-332-00-79-600-14 |

316



Huntley Community School District 158

Accounts Payable Report

Printed: 12/12/2025 9:14 AM

Page 11 of 12

| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|--------------------------------|--------------------------|--|------------|-----------------|--------------------------|
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 9.52 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 9.52 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 9.52 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 9.52 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 9.52 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 9.52 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 9.52 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 9.52 | 10-1200-332-00-79-600-14 |
| | 10-2210-640-92-79-605-14 | ILOTA Membership | | 96.00 | 10-2210-640-92-79-605-14 |
| | 10-2210-314-92-79-605-14 | ILOTA Conf Registration 11/21/2025 | | 389.00 | 10-2210-314-92-79-605-14 |
| | | | | <u>\$725.24</u> | |
| Utterback, Mary - 1233401452 | | | | | 317 |
| | 10-3000-410-92-79-600-14 | Friendsgiving Social Emotional Develop | | 73.33 | 10-3000-410-92-79-600-14 |
| | | | | <u>\$73.33</u> | |
| Wagner, Erin - 123337655 | | | | | |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 23.10 | 10-1200-332-00-79-600-14 |
| | | | | <u>\$23.10</u> | |
| Whalen, Erika - 1233401379 | | | | | |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 3.50 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 11.06 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 7.00 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 7.00 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 3.50 | 10-1200-332-00-79-600-14 |
| | 10-1200-332-00-79-600-14 | Travel Sp Ed | | 3.50 | 10-1200-332-00-79-600-14 |
| | 10-2150-410-92-79-605-14 | Misc room essentials | | 40.97 | 10-2150-410-92-79-605-14 |
| | | | | <u>\$76.53</u> | |
| Wille, Sarah - 1233399225 | | | | | |
| | 10-2210-640-92-79-605-14 | ASHA 2026 Dues | | 250.00 | 10-2210-640-92-79-605-14 |
| | | | | <u>\$250.00</u> | |
| Wimderlich, Ellie - 1233401450 | | | | | |
| | 10-2560-410-00-72-220-13 | Cafe work pants and shoes | | 100.00 | 10-2560-410-00-72-220-13 |
| | | | | <u>\$100.00</u> | |



Huntley Community School District 158

Accounts Payable Report

Printed: 12/12/2025 9:14 AM
Page 12 of 12

| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|-------------------------------|--------------------------|-------------------------------------|------------|--------------------|--------------------------|
| Yonker, Joanne - 1233400655 | 10-2210-314-92-79-605-14 | 2025 ILOTA Annual Conf Registration | | 289.00 | 10-2210-314-92-79-605-14 |
| | 10-2210-314-92-79-605-14 | 2025 ILOTA Annual Membership | | 72.00 | 10-2210-314-92-79-605-14 |
| | | | | <u>\$361.00</u> | |
| Zell, Alexandria - 1233400399 | 10-2210-640-92-79-605-14 | ILOTA Membership | | 96.00 | 10-2210-640-92-79-605-14 |
| | 10-2210-314-92-79-605-14 | 2025 ILOTA Annual Conf Registration | | 289.00 | 10-2210-314-92-79-605-14 |
| | | | | <u>\$385.00</u> | |
| Report Total | | | | <u>\$18,153.26</u> | |



Huntley Community School District 158

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

To: Board of Education and Administration
From: Mark Altmayer, Chief Financial Officer
Date: December 18, 2025
Subject: **Little City Payable Report**
Board of Education Meeting, December 18, 2025
Action Items

Little City provides residential, therapeutic day, community, employment and clinical services to children and adults with intellectual and developmental disabilities.

The following is a summary of the payables associated with Little City for the month.

| | | |
|---|----|------------------|
| Education Fund | \$ | 13,000.00 |
| Operations & Maintenance Fund | | 0.00 |
| 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>13,000.00</u> |

RECOMMENDATION

The Finance Committee recommends the Board of Education approve the Little City Accounts Payable Report at the December 18, 2025 Regular Board meeting.



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/7/2025 to 12/12/2025

Printed: 12/12/2025 6:03 AM

Page 1 of 2

| <i>P.O. #</i> | <i>Account Number</i> | <i>Account# Description</i> | <i>P.O. Date</i> | <i>Original Amount</i> | <i>State Account Number</i> |
|-------------------------------|--------------------------|-----------------------------|------------------|---------------------------|-----------------------------|
| Little City Foundation | | | | | |
| 26120587 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 12/01/2025 | 13,000.00 | 10-4220-670-00-79-600-14 |
| | | | Total | <u>\$13,000.00</u> | |
| | | | Total | <u><u>\$13,000.00</u></u> | |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/7/2025 to 12/12/2025

Printed: 12/12/2025 6:03 AM

Page 2 of 2

| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--------|----------------|----------------------|-----------|-----------------|----------------------|
|--------|----------------|----------------------|-----------|-----------------|----------------------|

Fund Summary

| | |
|----------------------|----------|
| Fund 10: \$13,000.00 | Fund 20: |
| Fund 30: | Fund 40: |
| Fund 50: | Fund 60: |
| Fund 70: | Fund 80: |
| Fund 98: | Fund 99: |

Summary Total: \$13,000.00



Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 18, 2025

Subject: **Abatement Options**
 Board of Education Meeting, December 18, 2025
 Action Items

Levy Abatement Options

As discussed in previous Board meetings, in an effort to minimize the tax impact to the community, the Board requested information regarding the use of District funds to abate property taxes associated with levy year 2025 for property tax bills in 2026. **This memo serves as informational background in order to have dialogue regarding the amount of the levy year 2025 abatement.**

Background

Over the last 14 years, the district has abated approximately \$11.3 million in an effort to reduce the property tax impact to the community.

Below is a chart outlining the history of board approved debt abatements (excluding the Marlowe expansion debt), CPI and the impact of the abatement resulting in the Extended CPI increase. Please note, 2025 has yet to be determined and is highlighted below. **Please note, with CPI at 2.9% combined with a reduction in extended debt service, the current extended CPI, before any abatement, approximates 2.76%**

| LY | Abatement | CPI | Ext. CPI |
|------|----------------------|-------|----------|
| 2011 | \$ 2,353,615 | 1.50% | 0.00% |
| 2012 | \$ 4,569,660 | 3.00% | 0.00% |
| 2013 | \$ 400,000 | 1.70% | 0.95% |
| 2014 | \$ 400,000 | 1.50% | 0.77% |
| 2015 | \$ 400,000 | 0.80% | 0.10% |
| 2016 | \$ 400,000 | 0.70% | 0.02% |
| 2017 | \$ 400,000 | 2.10% | 1.45% |
| 2018 | \$ 400,000 | 2.10% | 1.47% |
| 2019 | \$ - | 1.90% | 1.90% |
| 2020 | \$ - | 2.30% | 2.30% |
| 2021 | \$ - | 1.40% | 1.40% |
| 2022 | \$ 750,000 | 5.00% | 4.12% |
| 2023 | \$ 1,161,786 | 5.00% | 3.65% |
| 2024 | \$ 110,000 | 3.40% | 3.28% |
| | \$ 11,345,061 | | |

Debt by Levy Year

Below is a chart that outlines the District’s remaining debt by levy year. Please note, the extended debt for levy year 2025 is relatively flat with levy year 2024. As a result, this reduces the impact of the 2.9% consumer price index to that of 2.76%. As requested by the Board, in an effort to reduce the 2.76% impact to property tax payers, options of various debt abatements are presented below.

| Levy Year | Extended Debt Payment |
|--------------|-----------------------|
| 2024 | 10,320,664 |
| 2025 | 10,399,501 |
| 2026 | 10,151,639 |
| 2027 | 10,145,859 |
| 2028 | 10,085,998 |
| 2029 | 10,084,798 |
| 2030 | 10,086,717 |
| 2031 | 10,086,626 |
| 2032 | 10,082,062 |
| 2033 | 10,084,405 |
| 2034 | 10,084,197 |
| Total | 101,291,802 |

Options

The following abatement options outline the impact to the 2025 Levy and homeowner.

| Including the LY25 Debt | | | | | |
|-------------------------|------------------|----------|-----------------|-------------------------|----------|
| Option | Abatement Amount | LY25 CPI | Levy % Increase | \$ Impact (\$300k Home) | % Impact |
| 1 | \$ - | 2.90% | 2.76% | \$ - | 0.00% |
| 2 | \$ 125,000 | 2.90% | 2.63% | \$ 5.60 | -0.13% |
| 3 | \$ 250,000 | 2.90% | 2.50% | \$ 11.20 | -0.26% |
| 4 | \$ 500,000 | 2.90% | 2.24% | \$ 22.40 | -0.52% |
| 5 | \$ 730,000 | 2.90% | 2.00% | \$ 32.72 | -0.76% |

Recommendation

Based upon the current financial position of the District, combined with the State of Illinois recently reducing the District from Tier 1 Evidence Based Funding Adequacy Level, to Tier II Adequacy Level, thus reducing the District's FY26 State funding by approximately (\$926k), Administration recommends no abatement for levy year 2025.



Huntley Community School District 158

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

To: Board of Education and Administration
From: Mark Altmayer, Chief Financial Officer
Date: December 18, 2025
Subject: **2025 Preliminary Tax Levy**
Board of Education Meeting, December 18, 2025

General

For your review there are several documents that will help guide you through the 2025 Tax Levy.

Attachment A – McHenry & Kane Assessor PRELIMINARY Estimated EAV Reports

Attachment B – 2025 Levy Calculation Page – Ballooned. See Tax Levy Summary below.

Attachment C – Certificate of Tax Levy – (Signatures required after final Board approval in December)

Attachment D - 2025 Levy Calculation Page – Not Ballooned. See Tax Levy Summary below.

Attachment E – Historical Tax Levy Extension Worksheet by Fund – Includes Estimated Tax Rates for Levy Year 2025

District's Recommendation

Administration is recommending extending the 2025 Levy with the increase of 2.9% Consumer Price Index (CPI) in accordance with the Property Tax Extension Limitation Law (PTELL). See below.

Section 18-185 of the Property Tax Code defines CPI as "the Consumer Price Index for All Urban Consumers for all items published by the United States Department of Labor." This index is sometimes referred to as CPI-U. Section 18-185 defines "extension limitation" and "debt service extension base" as "...the lesser of 5% or the percentage increase in the Consumer Price Index during the 12-month calendar year preceding the levy year...". For 2025, CPI was 2.9%. In accordance with PTELL, the CPI to be used for computing the extension limitation is 2.9%.

With the tax extension calculated using the 2.9% rate for Levy Year 2025 (tax bills paid in 2026), excluding new construction, the District will extend approximately \$2.47M in additional operating property taxes in accordance with PTELL. As a result of estimated \$60M in new construction, approximately \$2.35M will be levied, which has no impact on existing homeowners.

With the extension increase of 2.9%, combined with the District's bond and interest payments levied, a homeowner with a \$300,000 home will see an approximate \$135 increase in the property tax bill for the school district. ***Please note, exclusive of the 2.9%, taxpayers should be aware that individual bills may go up or down based on individual assessments as determined by the township assessor, and/or fluctuations of apportionment between Kane and McHenry Counties.***

Truth in Taxation

In accordance with the Truth in Taxation law – A school district proposing to increase its aggregate levy more than 105% of its prior year’s extension must publish notice prior to such a hearing as required by law. As such, with the CPI extension rate at 2.9% combined with new construction and the ballooning of the levy at 1.0% (to cover the estimate on new construction), the District’s aggregate levy will be more than 105% of prior year’s extension, thus requiring a levy hearing.

The 2025 Tax Levy Summary as well as the timeline of the levy process follows:

- Levy Hearing - Thursday, December 18, 2025 – Request under separate cover
- 2025 Property Tax Extensions Approval at Regular Board Meeting - Thursday, December 18, 2025
- File Certificate of Tax Levy with county clerks no later than the last Tuesday in December.

Tax Levy Summary

Using the McHenry and Kane County assessor estimated EAV reports with new construction, the levy year 2025 EAV (before Board of Review) is expected to increase 10.5% to approximately \$2.30B from \$2.085B in levy year 2024. ***EAV less new construction approximates \$2.24B, and reflects an estimated 7.42% increase in home/property value.***

Estimated new construction, which approximates \$60M, increased from prior year’s \$50.7M, driven by an increase in residential property in McHenry County. Preliminary new construction at \$60M represents additional taxes to the District approximating \$2.35M. Again, please note that this is an estimated new construction number that may change.

Kane County’s EAV including new construction, representing approximately 20% of the overall assessed value of the District, is estimated to increase 7.8% from \$422.3M to \$455.4M. Estimated new construction, decreased from \$19.6M in levy year 2024 to approximately the current \$2.94M estimate for levy year 2025. Please note that prior year’s new construction was primarily driven by an increase in commercial and industrial property.

McHenry County’s EAV including current year’s new construction, is estimated to increase 11.0% from \$1,664B to \$1,845B. Estimated new construction, driven by residential property, has increased from prior year’s actual of \$31.4M to this year’s estimate of \$57.08M.

Primarily driven by the increase in preliminary assessed values, combined with the 2.9% extension rate, the operating funds capped tax rate is expected to decrease (4.16%) to approximate \$3.91, down from last year’s \$4.08.



Consistent with prior year, the 2025 levy is ballooned so that if new construction comes in higher than the estimated \$66.0M, the levy request will be enough to cover any underestimate by the county on new construction. With a 1.0% balloon, the levy is in excess of the current estimated extension by approximately \$899k. Although highly unlikely, this overestimate will cover the District on an additional \$23.0M of new construction.

RECOMMENDATION

Administration recommends the Board of Education approve the 2025 Tax Levy at the December 18th Regular Board Meeting.

Illinois Dept. of Revenue
History of CPI's Used for the PTELL
01/15/2025

| Year | December CPI-U | % Change From Previous December | % Use for PTELL | Comments | Levy Year | Years Taxes Paid |
|------|----------------|---------------------------------|-----------------|----------------|-----------|------------------|
| 1991 | 137.900 | -- | | | | |
| 1992 | 141.900 | 2.9% | 2.9% | | 1993 | 1994 |
| 1993 | 145.800 | 2.7% | 2.7% | (5 % for Cook) | 1994 | 1995 |
| 1994 | 149.700 | 2.7% | 2.7% | | 1995 | 1996 |
| 1995 | 153.500 | 2.5% | 2.5% | | 1996 | 1997 |
| 1996 | 158.960 | 3.6% | 3.6% | | 1997 | 1998 |
| 1997 | 161.300 | 1.5% | 1.5% | | 1998 | 1999 |
| 1998 | 163.900 | 1.6% | 1.6% | | 1999 | 2000 |
| 1999 | 168.300 | 2.7% | 2.7% | | 2000 | 2001 |
| 2000 | 174.000 | 3.4% | 3.4% | | 2001 | 2002 |
| 2001 | 176.700 | 1.6% | 1.6% | | 2002 | 2003 |
| 2002 | 180.900 | 2.4% | 2.4% | | 2003 | 2004 |
| 2003 | 184.300 | 1.9% | 1.9% | | 2004 | 2005 |
| 2004 | 190.300 | 3.3% | 3.3% | | 2005 | 2006 |
| 2005 | 196.800 | 3.4% | 3.4% | | 2006 | 2007 |
| 2006 | 201.800 | 2.5% | 2.5% | | 2007 | 2008 |
| 2007 | 210.036 | 4.08% | 4.1% | | 2008 | 2009 |
| 2008 | 210.228 | 0.1% | 0.1% | | 2009 | 2010 |
| 2009 | 215.949 | 2.7% | 2.7% | | 2010 | 2011 |
| 2010 | 219.179 | 1.5% | 1.5% | | 2011 | 2012 |
| 2011 | 225.672 | 3.0% | 3.0% | | 2012 | 2013 |
| 2012 | 229.601 | 1.7% | 1.7% | | 2013 | 2014 |
| 2013 | 233.049 | 1.5% | 1.5% | | 2014 | 2015 |
| 2014 | 234.812 | 0.8% | 0.8% | | 2015 | 2016 |
| 2015 | 236.525 | 0.7% | 0.7% | | 2016 | 2017 |
| 2016 | 241.432 | 2.1% | 2.1% | | 2017 | 2018 |
| 2017 | 246.524 | 2.1% | 2.1% | | 2018 | 2019 |
| 2018 | 251.233 | 1.9% | 1.9% | | 2019 | 2020 |
| 2019 | 256.974 | 2.3% | 2.3% | | 2020 | 2021 |
| 2020 | 260.474 | 1.4% | 1.4% | | 2021 | 2022 |
| 2021 | 278.802 | 7.0% | 5.0% | | 2022 | 2023 |
| 2022 | 296.797 | 6.5% | 5.0% | | 2023 | 2024 |
| 2023 | 306.746 | 3.4% | 3.4% | | 2024 | 2025 |
| 2024 | 315.605 | 2.9% | 2.9% | | 2025 | 2026 |

Assessor Estimated EAV Report by Tax District McHenry County

| | | | | | | | | | |
|--------------------|--|---------------------------------|--|----------------------|--|-------------------------|--|-------------------|--|
| Totals | | Board of Review Abstract | | 2,050,910,356 | | New Construction | | 1,316,859 | |
| - Exemptions | | - Under Assessed | | 197,405,603 | | Commercial | | 351,264 | |
| + State Assessed | | + State Assessed | | 0 | | Farm | | 0 | |
| Total EAV | | - TIF Increment / Ezone | | 1,854,695,436 | | Local Rail Road | | 0 | |
| - Rate Setting EAV | | Rate Setting EAV | | 9,260,183 | | Mineral | | 0 | |
| | | | | 1,845,435,253 | | Residential | | 55,415,872 | |
| | | | | | | Total | | 57,083,995 | |

| Exemption Category | Commercial | | Farm | | Industrial | | Local Rail Road | | Mineral | | Residential | | State Rail Road | | Totals | |
|----------------------------|------------|-------|------------|-------|------------|-------|-----------------|-------|---------|-------|---------------|--------|-----------------|--------|---------------|--------|
| | Value | Count | Value | Count | Value | Count | Value | Count | Value | Count | Value | Count | Value | Count | Value | Count |
| Parcel Count | | 267 | | 498 | | 143 | | 0 | | 3 | | 15,239 | | 0 | | 16,150 |
| Board of Review Abstract | 70,947,662 | | 31,431,693 | | 32,248,096 | | 0 | | 122,799 | | 1,916,160,106 | | 0 | | 2,050,910,356 | |
| - Home Improvement | 0 | 0 | 86,157 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 404,446 | 75 | 0 | 0 | 490,603 | 79 |
| - Veteran's | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| + State Assessed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| = EAV | 70,947,662 | 0 | 31,345,536 | 4 | 32,248,096 | 0 | 0 | 0 | 122,799 | 0 | 1,915,755,660 | 77 | 1,190,683 | 0 | 2,051,610,436 | 81 |
| - Senior Assessment Freeze | 0 | 0 | 385,020 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 24,733,380 | 618 | 0 | 0 | 25,118,400 | 627 |
| - Owner Occupied | 24,000 | 3 | 928,000 | 116 | 8,000 | 1 | 0 | 0 | 0 | 0 | 105,958,799 | 13,354 | 0 | 0 | 106,918,799 | 13,474 |
| - Senior Citizen's | 0 | 0 | 400,000 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 27,889,250 | 3,493 | 0 | 0 | 28,289,250 | 3,543 |
| - Disabled Person | 0 | 0 | 2,000 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 484,000 | 232 | 0 | 0 | 486,000 | 233 |
| - Disabled Veteran | 0 | 0 | 249,999 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 35,767,822 | 294 | 0 | 0 | 36,017,821 | 295 |
| - Returning Veteran | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,000 | 1 | 0 | 0 | 5,000 | 1 |
| - Natural Disaster | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| - Fraternal Freeze | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| - Vet Freeze | 99,730 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 99,730 | 1 | 0 |
| - Under Assessed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| - E-Zone | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| - TIF | 7,612,886 | 0 | 0 | 0 | 519,875 | 0 | 0 | 0 | 0 | 0 | 1,127,422 | 0 | 0 | 0 | 9,260,183 | 0 |
| - Drainage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| = Taxable Value | 63,211,046 | | 29,380,517 | | 31,720,221 | | 0 | | 122,799 | | 1,719,809,987 | | 1,190,683 | | 1,845,435,253 | |

Assessor Estimated EAV Report by Tax District Kane County

| Totals | | New Construction | |
|--------------------------|--------------------|------------------|-----------|
| Board of Review Abstract | 530,570,251 | | 1,512,558 |
| - Exemptions | 75,289,695 | | 0 |
| - Under Assessed | 0 | | 0 |
| + State Assessed | 155,549 | | 0 |
| Total EAV | 455,436,105 | | 0 |
| - Tif Increment / Ezone | 0 | | 1,428,060 |
| Rate Setting EAV | 455,436,105 | | 2,940,618 |

| Exemption Category | Commercial | | Farm | | Industrial | | Local Rail Road | | Mineral | | Residential | | State Rail Road | | Totals | |
|----------------------------|------------|-------|-----------|-------|------------|-------|-----------------|-------|---------|-------|-------------|-------|-----------------|-------|-------------|-------|
| | Value | Count | Value | Count | Value | Count | Value | Count | Value | Count | Value | Count | Value | Count | Value | Count |
| Parcel Count | | 209 | | 83 | | 35 | | 0 | | 0 | | 0 | | 0 | | 3,911 |
| Board of Review Abstract | 87,313,236 | | 4,125,429 | | 27,691,916 | | 0 | | 0 | | 411,439,670 | | 0 | | 530,570,251 | |
| - Home Improvement | 0 | | 0 | | 0 | | 0 | | 0 | | 174,839 | | 27 | | 174,839 | 27 |
| - Veteran's | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 0 |
| + State Assessed | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 155,549 | 0 |
| = EAV | 87,313,236 | | 4,125,429 | | 27,691,916 | | 0 | | 0 | | 411,264,831 | | 27 | | 530,550,961 | 27 |
| - Senior Assessment Freeze | 0 | | 0 | | 0 | | 0 | | 0 | | 20,922,846 | | 514 | | 20,922,846 | 514 |
| - Owner Occupied | 0 | | 64,000 | | 8 | | 0 | | 0 | | 24,856,000 | | 3,107 | | 24,920,000 | 3,115 |
| - Senior Citizen's | 0 | | 24,000 | | 3 | | 0 | | 0 | | 19,371,658 | | 2,426 | | 19,395,658 | 2,429 |
| - Disabled Person | 0 | | 0 | | 0 | | 0 | | 0 | | 154,000 | | 77 | | 154,000 | 77 |
| - EAV | 0 | | 0 | | 0 | | 0 | | 0 | | 9,722,352 | | 94 | | 9,722,352 | 94 |
| - Returning Veteran | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 0 |
| - Natural Disaster | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 0 |
| - Fraternal Freeze | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 0 |
| - Vet Freeze | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 0 |
| - Under Assessed | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 0 |
| - E-Zone | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 0 |
| - TIF | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 0 |
| - Drainage | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | 0 |
| = Taxable Value | 87,313,236 | | 4,037,429 | | 27,691,916 | | 0 | | 0 | | 336,237,975 | | 155,549 | | 455,436,105 | |

2025 LEVY CALCULATION PAGE

Original Assumptions

Legend

| | |
|---------------------------|-----------------|
| Consumer Price Index | 2.90% |
| Actual Total EAV for 2024 | \$2,085,997,950 |

| |
|-----------------------------------|
| District Assumptions & Data Entry |
| Calculated Values |
| Review Needed |

Limiting Rate: $(\text{Prior Year Extension} \times (1 + \text{Lesser of 5\% or CPI}))$
 (Total EAV - New Property)

| | |
|--|-----------------|
| Estimated Existing EAV % change for 2025 | 7.42% |
| Estimated Existing EAV Value for 2025 | \$2,240,778,998 |

| | |
|---------------------------------|--------------|
| Estimated New Property for 2025 | \$60,024,613 |
|---------------------------------|--------------|

| | |
|----------------------------|-----------------|
| Limiting Rate | 3.9102 |
| Estimated Capped Extension | \$89,966,000.76 |

| | | |
|---------------------------------------|-----------------|------------------------------|
| Estimated Total EAV for 2025 | \$2,300,803,611 | <i>Includes New Property</i> |
| Estimated Total EAV % change for 2025 | 10.30% | <i>Includes New Property</i> |

| | Prior Year Extension | Statutory Maximum Tax Rate | Individual Fund Estimated Maximum Extension | Weighted Extension Based on Prior Year Extension | Levy Amount \$ | Levy Increase % | Final Levy Amount |
|----------------------------|----------------------|----------------------------|---|--|----------------|-----------------|-------------------|
| Educational | \$62,543,850.76 | | | \$66,081,594.94 | \$68,611,790 | 1.00% | \$69,297,908.00 |
| Operations & Maintenance | \$9,023,130.15 | 0.00 | \$0.00 | \$9,533,516.47 | | 1.00% | \$9,628,852.00 |
| Transportation | \$4,279,716.83 | | | \$4,521,795.68 | \$2,000,000 | 1.00% | \$2,020,000.00 |
| Working Cash | \$515,929.87 | 0.00 | \$0.00 | \$545,113.04 | | 1.00% | \$550,565.00 |
| Municipal Retirement | \$2,216,414.54 | | | \$2,341,784.30 | \$1,600,070 | 1.00% | \$1,616,070.00 |
| Social Security | \$1,354,542.77 | | | \$1,431,161.43 | \$2,164,475 | 1.00% | \$2,186,119.00 |
| Fire Prevention & Safety * | \$0.00 | 0.00 | \$0.00 | \$0.00 | | | \$0.00 |
| Tort Immunity | \$0.00 | | | \$0.00 | | | \$0.00 |
| Special Education | \$5,215,996.15 | 0.00 | \$0.00 | \$5,511,034.91 | | 1.00% | \$5,566,146.00 |
| Leasing | \$0.00 | 0.00 | \$0.00 | \$0.00 | | | \$0.00 |
| | \$0.00 | 0.00 | \$0.00 | \$0.00 | | | \$0.00 |

330

Truth in Taxation

| | |
|------------------|-----------------|
| Capped Extension | \$85,149,581.07 |
|------------------|-----------------|

| |
|-----------------|
| \$89,966,000.76 |
|-----------------|

| | | | |
|-------------|-----------------|-------|-----------------------------------|
| Capped Levy | \$90,865,660.00 | 6.71% | YES |
| | | | <i>Truth in Taxation Required</i> |

| | |
|---------------------------------------|--------------|
| Levy Amount Above Estimated Extension | \$899,659.24 |
|---------------------------------------|--------------|

| | |
|----------------------|--------|
| SEDOL IMRF Extension | \$0.00 |
|----------------------|--------|

Estimated SEDOL IMRF Levy \$0.00
(Lake County Only, Included in Truth in Taxation Calculation)

| | |
|-----------------|--------|
| SEDOL IMRF Levy | \$0.00 |
|-----------------|--------|

| | |
|---------------------------|-----------------|
| Bond & Interest Extension | \$10,231,902.83 |
|---------------------------|-----------------|

Estimated Bond and Interest Levy \$10,399,501.00
(County Clerk Levies Bond & Interest for the District, Verify Records with County Clerk)

| | | |
|------------------|-----------------|-------|
| Bond & Int. Levy | \$10,399,501.00 | 1.64% |
|------------------|-----------------|-------|

| | |
|-----------------|-----------------|
| Total Extension | \$95,381,483.90 |
|-----------------|-----------------|

| | | |
|------------|------------------|-------|
| Total Levy | \$101,265,161.00 | 6.17% |
|------------|------------------|-------|

Original:
 Amended:

ILLINOIS STATE BOARD OF EDUCATION
 School Business and Support Services Division
 (217) 785-8779

CERTIFICATE OF TAX LEVY

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

| | | |
|--|------------------------|-------------------------|
| District Name Huntley Community School District 158 | District Number 158 | County McHenry, Cook |
|--|------------------------|-------------------------|

Amount of Levy

| | | | |
|--------------------------|---------------|----------------------------|----------------------|
| Educational | \$ 69,297,908 | Fire Prevention & Safety * | \$ 0 |
| Operations & Maintenance | \$ 9,628,852 | Tort Immunity | \$ 0 |
| Transportation | \$ 2,020,000 | Special Education | \$ 5,566,146 |
| Working Cash | \$ 550,565 | Leasing | \$ 0 |
| Municipal Retirement | \$ 1,616,070 | | \$ 0 |
| Social Security | \$ 2,186,119 | Other | \$ 0 |
| | | Total Levy | \$ 90,865,660 |

* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 69,297,908 dollars to be levied as a special tax for educational purposes; and
 the sum of 9,628,852 dollars to be levied as a special tax for operations and maintenance purposes; and
 the sum of 2,020,000 dollars to be levied as a special tax for transportation purposes; and
 the sum of 550,565 dollars to be levied as a special tax for a working cash fund; and
 the sum of 1,616,070 dollars to be levied as a special tax for municipal retirement purposes; and
 the sum of 2,186,119 dollars to be levied as a special tax for social security purposes; and
 the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
 the sum of 0 dollars to be levied as a special tax for tort immunity purposes; and
 the sum of 5,566,146 dollars to be levied as a special tax for special education purposes; and
 the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
 the sum of 0 dollars to be levied as a special tax for _____; and
 the sum of 0 dollars to be levied as a special tax for _____
 on the taxable property of our school district for the year 2025

Signed this [Day] day of [Month] 2025 .

 (President)

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

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

Number of bond issues of said school district that have not been paid in full 6 .

 (Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 158 , McHenry, Cook County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2025 was filed in the office of the County Clerk of this County on 2025 .

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2025 , is \$.

 (Signature of County Clerk)

 (Date)

 (County)

2025 LEVY CALCULATION PAGE

Original Assumptions

Legend

| | |
|---------------------------|-----------------|
| Consumer Price Index | 2.90% |
| Actual Total EAV for 2024 | \$2,085,997,950 |

| |
|-----------------------------------|
| District Assumptions & Data Entry |
| Calculated Values |
| Review Needed |

Limiting Rate: $(\text{Prior Year Extension} \times (1 + \text{Lesser of 5\% or CPI}))$
 (Total EAV - New Property)

| | |
|--|-----------------|
| Estimated Existing EAV % change for 2025 | 7.42% |
| Estimated Existing EAV Value for 2025 | \$2,240,778,998 |

| | |
|---------------------------------|--------------|
| Estimated New Property for 2025 | \$60,024,613 |
|---------------------------------|--------------|

| | |
|----------------------------|-----------------|
| Limiting Rate | 3.9102 |
| Estimated Capped Extension | \$89,966,000.76 |

| | | |
|---------------------------------------|-----------------|------------------------------|
| Estimated Total EAV for 2025 | \$2,300,803,611 | <i>Includes New Property</i> |
| Estimated Total EAV % change for 2025 | 10.30% | <i>Includes New Property</i> |

| | Prior Year Extension | Statutory Maximum Tax Rate | Individual Fund Estimated Maximum Extension | Weighted Extension Based on Prior Year Extension | Levy Amount \$ | Levy Increase % | Final Levy Amount |
|----------------------------|----------------------|----------------------------|---|--|----------------|-----------------|-------------------|
| Educational | \$62,543,850.76 | | | \$66,081,594.94 | \$68,611,790 | | \$68,611,790.00 |
| Operations & Maintenance | \$9,023,130.15 | 0.00 | \$0.00 | \$9,533,516.47 | | | \$9,533,517.00 |
| Transportation | \$4,279,716.83 | | | \$4,521,795.68 | \$2,000,000 | | \$2,000,000.00 |
| Working Cash | \$515,929.87 | 0.00 | \$0.00 | \$545,113.04 | | | \$545,114.00 |
| Municipal Retirement | \$2,216,414.54 | | | \$2,341,784.30 | \$1,600,070 | | \$1,600,070.00 |
| Social Security | \$1,354,542.77 | | | \$1,431,161.43 | \$2,164,475 | | \$2,164,475.00 |
| Fire Prevention & Safety * | \$0.00 | 0.00 | \$0.00 | \$0.00 | | | \$0.00 |
| Tort Immunity | \$0.00 | | | \$0.00 | | | \$0.00 |
| Special Education | \$5,215,996.15 | 0.00 | \$0.00 | \$5,511,034.91 | | | \$5,511,035.00 |
| Leasing | \$0.00 | 0.00 | \$0.00 | \$0.00 | | | \$0.00 |
| | \$0.00 | 0.00 | \$0.00 | \$0.00 | | | \$0.00 |

332

Truth in Taxation

| | |
|------------------|-----------------|
| Capped Extension | \$85,149,581.07 |
|------------------|-----------------|

| |
|-----------------|
| \$89,966,000.76 |
|-----------------|

| | | | |
|-------------|-----------------|-------|-----------------------------------|
| Capped Levy | \$89,966,001.00 | 5.66% | YES |
| | | | <i>Truth in Taxation Required</i> |

| | |
|---------------------------------------|--------|
| Levy Amount Above Estimated Extension | \$0.24 |
|---------------------------------------|--------|

| | |
|----------------------|--------|
| SEDOL IMRF Extension | \$0.00 |
|----------------------|--------|

Estimated SEDOL IMRF Levy \$0.00
 (Lake County Only, Included in Truth in Taxation Calculation)

| | |
|-----------------|--------|
| SEDOL IMRF Levy | \$0.00 |
|-----------------|--------|

| | |
|---------------------------|-----------------|
| Bond & Interest Extension | \$10,231,902.83 |
|---------------------------|-----------------|

Estimated Bond and Interest Levy \$10,399,501.00
 (County Clerk Levies Bond & Interest for the District, Verify Records with County Clerk)

| | | |
|------------------|-----------------|-------|
| Bond & Int. Levy | \$10,399,501.00 | 1.64% |
|------------------|-----------------|-------|

| | |
|-----------------|-----------------|
| Total Extension | \$95,381,483.90 |
|-----------------|-----------------|

| | | |
|------------|------------------|-------|
| Total Levy | \$100,365,502.00 | 5.23% |
|------------|------------------|-------|



Huntley Community School District 158
Property Tax Levy
2025 Levy

% Chg in EAV 8.078%

% Chg in EAV 9.258%

% Chg in EAV 13.593%

% Chg in EAV 10.298%

EAV
New Growth

1,680,763,232
26,253,581

1,836,371,195
31,487,339

2,085,997,950
50,729,836

2,300,803,611
60,024,613

| Fund | |
|--|--|
| Education | |
| Bond & Interest | |
| Operations & Maintenance | |
| IMRF | |
| Transportation | |
| Working Cash | |
| Life Safety | |
| Special Education | |
| Revenue Recapture (PTELL/Cert of Error Bill) | |
| Social Security | |
| Operating Funds Capped | |
| Total | |

| 2022 Levy Actual Extension | |
|-------------------------------|-------------------|
| Rate | Actual |
| 3.287048 | 55,247,494 |
| 0.661345 | 11,115,638 |
| 0.558105 | 9,380,424 |
| 0.116486 | 1,957,854 |
| 0.141036 | 2,370,481 |
| 0.027115 | 455,739 |
| 0.000000 | 0 |
| 0.274131 | 4,607,493 |
| 0.009717 | 163,313 |
| 0.071189 | 1,196,519 |
| 4.475110 | 75,216,003 |
| 5.146171 | 86,494,954 |

| 2023 Levy Actual Extension | |
|-------------------------------|-------------------|
| Rate | Actual |
| 3.214050 | 59,021,888 |
| 0.605378 | 11,116,996 |
| 0.463687 | 8,515,014 |
| 0.113899 | 2,091,608 |
| 0.219929 | 4,038,713 |
| 0.026513 | 486,877 |
| 0.000000 | 0 |
| 0.268044 | 4,922,283 |
| 0.008368 | 153,662 |
| 0.069608 | 1,278,261 |
| 4.375730 | 80,354,644 |
| 4.989476 | 91,625,302 |

| 2024 Levy Actual Extension | |
|-------------------------------|-------------------|
| Rate | Actual |
| 2.998270 | 62,543,850 |
| 0.490504 | 10,231,901 |
| 0.432557 | 9,023,130 |
| 0.106252 | 2,216,414 |
| 0.205164 | 4,279,717 |
| 0.024733 | 515,929 |
| 0.000000 | 0 |
| 0.250048 | 5,215,996 |
| 0.011879 | 247,789 |
| 0.064935 | 1,354,543 |
| 4.081959 | 85,149,579 |
| 4.584341 | 95,629,269 |

| 2025 Levy Estimated Extension | |
|----------------------------------|--------------------|
| Rate | Actual |
| 2.982079 | 68,611,790 |
| 0.451994 | 10,399,501 |
| 0.414356 | 9,533,517 |
| 0.069544 | 1,600,070 |
| 0.086926 | 2,000,000 |
| 0.023692 | 545,114 |
| 0.000000 | 0 |
| 0.239527 | 5,511,035 |
| 0.000000 | 0 |
| 0.094075 | 2,164,475 |
| 3.910199 | 89,306,001 |
| 4.362193 | 100,365,502 |



Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 18, 2025

Subject: **Equipment Declared as Surplus**
Board of Education Meeting, December 18, 2025
Action Items

Please consider the attached list of equipment for surplus. The equipment listed is either non-functional or it has exceeded its useful life for the District.

RECOMMENDATION

Administration recommends the Board of Education approve the surplus list attached at the December 18, 2025 Board of Education Meeting.

| Resource Name | Barcode |
|---------------------------------|----------------|
| Acer Chromebook Tablet 10 | 059175 |
| Airtame Wireless Presenter 2 | 080073 |
| Airtame Wireless Presenter 2 | 080539 |
| Apple iPad WiFi 128GB MP2H2LL/A | 039041 |
| Apple iPad WiFi 128GB MP2H2LL/A | 039042 |
| Apple MacBook Pro 13" | 059235 |
| Dell Laptop 5300 Latitude | 059198 |
| Dell Laptop 5300 Latitude | 059199 |
| Dell Laptop 5300 Latitude | 059226 |
| Dell Laptop 5300 Latitude | 059229 |
| Dell Laptop 5300 Latitude | 059230 |
| Dell Laptop 5300 Latitude | 059232 |
| Dell Laptop 5300 Latitude | 059233 |
| Dell Laptop 5300 Latitude | 059246 |
| Dell Laptop 5300 Latitude | 062445 |
| Dell Laptop 5300 Latitude | 067501 |
| Dell Laptop 5300 Latitude | 067502 |
| Dell Laptop 5300 Latitude | 067504 |
| Dell Laptop 5300 Latitude | 067505 |
| Dell Laptop 5300 Latitude | 067507 |
| Dell Laptop 5300 Latitude | 067508 |
| Dell Laptop 5320 | 069364 |
| Dell Laptop 5320 | 069366 |
| Dell Laptop 5320 | 069368 |
| Dell Laptop 5320 | 069369 |
| Dell Laptop 5320 | 069371 |
| Dell Laptop 5320 | 069372 |
| Dell Laptop 5320 | 069376 |
| Dell Laptop 5320 | 069377 |
| Dell Laptop 5320 | 069378 |
| Dell Laptop 5420 | 069536 |
| Dell Laptop 5420 | 069540 |
| Dell Laptop 5420 | 069541 |
| Dell Laptop 5420 | 069542 |
| Dell Laptop 5420 | 069543 |
| Dell Laptop 5420 | 069545 |
| Dell Laptop 5420 | 069546 |
| Dell Laptop 5420 | 069547 |
| Dell Laptop 5420 | 069550 |
| Dell Laptop 5420 | 069551 |
| Dell Laptop 5420 | 069554 |
| Dell Laptop 5420 | 069555 |
| Dell Laptop 5420 | 069556 |
| Dell Laptop 5420 | 069557 |
| Dell Laptop 5420 | 069558 |
| Dell Laptop 5420 | 069559 |

| Resource Name | Barcode |
|---------------------------|----------------|
| Dell Laptop 5420 | 069562 |
| Dell Laptop 5420 | 069563 |
| Dell Laptop 5420 | 069564 |
| Dell Laptop 5420 | 069568 |
| Dell Laptop 5420 | 069570 |
| Dell Laptop 5420 | 069571 |
| Dell Laptop 5420 | 069572 |
| Dell Laptop 5420 | 069574 |
| Dell Laptop 5420 | 069575 |
| Dell Laptop 5420 | 069577 |
| Dell Laptop 5420 | 069578 |
| Dell Laptop 5420 | 069579 |
| Dell Laptop 5420 | 069580 |
| Dell Laptop 5500 Latitude | 058336 |
| Dell Laptop 5500 Latitude | 058337 |
| Dell Laptop 5500 Latitude | 058356 |
| Dell Laptop 5500 Latitude | 058357 |
| Dell Laptop 5500 Latitude | 058358 |
| Dell Laptop 5500 Latitude | 058359 |
| Dell Laptop 5500 Latitude | 058361 |
| Dell Laptop 5500 Latitude | 058362 |
| Dell Laptop 5500 Latitude | 058363 |
| Dell Laptop 5500 Latitude | 058365 |
| Dell Laptop 5500 Latitude | 058366 |
| Dell Laptop 5500 Latitude | 058367 |
| Dell Laptop 5500 Latitude | 058368 |
| Dell Laptop 5500 Latitude | 058369 |
| Dell Laptop 5500 Latitude | 058371 |
| Dell Laptop 5500 Latitude | 058372 |
| Dell Laptop 5500 Latitude | 058374 |
| Dell Laptop 5500 Latitude | 058375 |
| Dell Laptop 5500 Latitude | 058376 |
| Dell Laptop 5500 Latitude | 058378 |
| Dell Laptop 5500 Latitude | 058379 |
| Dell Laptop 5500 Latitude | 058380 |
| Dell Laptop 5500 Latitude | 058381 |
| Dell Laptop 5500 Latitude | 058382 |
| Dell Laptop 5500 Latitude | 058383 |
| Dell Laptop 5500 Latitude | 058384 |
| Dell Laptop 5500 Latitude | 058386 |
| Dell Laptop 5500 Latitude | 058388 |
| Dell Laptop 5500 Latitude | 058389 |
| Dell Laptop 5500 Latitude | 058390 |
| Dell Laptop 5500 Latitude | 058391 |
| Dell Laptop 5500 Latitude | 058393 |
| Dell Laptop 5500 Latitude | 058395 |

| Resource Name | Barcode |
|---------------------------|----------------|
| Dell Laptop 5500 Latitude | 058396 |
| Dell Laptop 5500 Latitude | 058397 |
| Dell Laptop 5500 Latitude | 058398 |
| Dell Laptop 5500 Latitude | 058399 |
| Dell Laptop 5500 Latitude | 058400 |
| Dell Laptop 5500 Latitude | 058401 |
| Dell Laptop 5500 Latitude | 059249 |
| Dell Laptop 5500 Latitude | 059250 |
| Dell Laptop 5500 Latitude | 059259 |
| Dell Laptop 5500 Latitude | 059264 |
| Dell Laptop 5500 Latitude | 059268 |
| Dell Laptop 5500 Latitude | 059269 |
| Dell Laptop 5500 Latitude | 061656 |
| Dell Laptop 5500 Latitude | 061897 |
| Dell Laptop 5500 Latitude | 062429 |
| Dell Laptop 5500 Latitude | 062432 |
| Dell Laptop 5500 Latitude | 062440 |
| Dell Laptop 5500 Latitude | 062441 |
| Dell Laptop 5500 Latitude | 062442 |
| Dell Laptop 5500 Latitude | 062443 |
| Dell Laptop 5500 Latitude | 067335 |
| Dell Laptop 5500 Latitude | 067337 |
| Dell Laptop 5500 Latitude | 067338 |
| Dell Laptop 5500 Latitude | 067341 |
| Dell Laptop 5500 Latitude | 067342 |
| Dell Laptop 5500 Latitude | 067343 |
| Dell Laptop 5500 Latitude | 067344 |
| Dell Laptop 5500 Latitude | 067346 |
| Dell Laptop 5500 Latitude | 067347 |
| Dell Laptop 5500 Latitude | 067348 |
| Dell Laptop 5500 Latitude | 067351 |
| Dell Laptop 5500 Latitude | 067352 |
| Dell Laptop 5500 Latitude | 067353 |
| Dell Laptop 5500 Latitude | 067354 |
| Dell Laptop 5500 Latitude | 067355 |
| Dell Laptop 5500 Latitude | 067356 |
| Dell Laptop 5500 Latitude | 067357 |
| Dell Laptop 5500 Latitude | 067358 |
| Dell Laptop 5500 Latitude | 067359 |
| Dell Laptop 5500 Latitude | 067361 |
| Dell Laptop 5500 Latitude | 067362 |
| Dell Laptop 5500 Latitude | 067363 |
| Dell Laptop 5500 Latitude | 067364 |
| Dell Laptop 5500 Latitude | 067365 |
| Dell Laptop 5500 Latitude | 067369 |
| Dell Laptop 5500 Latitude | 067370 |

| Resource Name | Barcode |
|---------------------------|----------------|
| Dell Laptop 5500 Latitude | 067371 |
| Dell Laptop 5500 Latitude | 067372 |
| Dell Laptop 5500 Latitude | 067373 |
| Dell Laptop 5500 Latitude | 067374 |
| Dell Laptop 5500 Latitude | 067375 |
| Dell Laptop 5500 Latitude | 067379 |
| Dell Laptop 5500 Latitude | 067380 |
| Dell Laptop 5500 Latitude | 067383 |
| Dell Laptop 5500 Latitude | 067392 |
| Dell Laptop 5500 Latitude | 067393 |
| Dell Laptop 5500 Latitude | 067395 |
| Dell Laptop 5500 Latitude | 067396 |
| Dell Laptop 5500 Latitude | 067397 |
| Dell Laptop 5500 Latitude | 067398 |
| Dell Laptop 5500 Latitude | 067399 |
| Dell Laptop 5500 Latitude | 067400 |
| Dell Laptop 5500 Latitude | 067401 |
| Dell Laptop 5500 Latitude | 067402 |
| Dell Laptop 5500 Latitude | 067403 |
| Dell Laptop 5500 Latitude | 067404 |
| Dell Laptop 5500 Latitude | 067405 |
| Dell Laptop 5500 Latitude | 067406 |
| Dell Laptop 5500 Latitude | 067407 |
| Dell Laptop 5500 Latitude | 067408 |
| Dell Laptop 5500 Latitude | 067409 |
| Dell Laptop 5500 Latitude | 067427 |
| Dell Laptop 5500 Latitude | 067440 |
| Dell Laptop 5500 Latitude | 067441 |
| Dell Laptop 5500 Latitude | 067443 |
| Dell Laptop 5500 Latitude | 067444 |
| Dell Laptop 5500 Latitude | 067465 |
| Dell Laptop 5500 Latitude | 067478 |
| Dell Laptop 5500 Latitude | 067480 |
| Dell Laptop 5500 Latitude | 067484 |
| Dell Laptop 5500 Latitude | 067485 |
| Dell Laptop 5500 Latitude | 067486 |
| Dell Laptop 5500 Latitude | 067487 |
| Dell Laptop 5500 Latitude | 067491 |
| Dell Laptop 5500 Latitude | 067492 |
| Dell Laptop 5500 Latitude | 067494 |
| Dell Laptop 5500 Latitude | 067495 |
| Dell Laptop 5500 Latitude | 067496 |
| Dell Laptop 5510 | 069194 |
| Dell Laptop Latitude 3490 | 057872 |
| Dell Laptop Latitude 5400 | 059203 |
| Dell Laptop Latitude 5400 | 059204 |

| Resource Name | Barcode |
|---------------------------|----------------|
| Dell Laptop Latitude 5400 | 059205 |
| Dell Laptop Latitude 5400 | 059207 |
| Dell Laptop Latitude 5400 | 059208 |
| Dell Laptop Latitude 5400 | 059209 |
| Dell Laptop Latitude 5400 | 059210 |
| Dell Laptop Latitude 5400 | 059212 |
| Dell Laptop Latitude 5400 | 059213 |
| Dell Laptop Latitude 5400 | 059214 |
| Dell Laptop Latitude 5400 | 059215 |
| Dell Laptop Latitude 5400 | 059216 |
| Dell Laptop Latitude 5400 | 059217 |
| Dell Laptop Latitude 5400 | 059218 |
| Dell Laptop Latitude 5400 | 059219 |
| Dell Laptop Latitude 5400 | 059221 |
| Dell Laptop Latitude 5400 | 059222 |
| Dell Laptop Latitude 5400 | 059224 |
| Dell Laptop Latitude 5400 | 059225 |
| Dell Laptop Latitude 5400 | 059248 |
| Dell Laptop Latitude 5400 | 059300 |
| Dell Laptop Latitude 5400 | 059307 |
| Dell Laptop Latitude 5400 | 062444 |
| Dell Laptop Latitude 5400 | 066716 |
| Dell Laptop Latitude 5400 | 067193 |
| Dell Laptop Latitude 5400 | 067196 |
| Dell Laptop Latitude 5400 | 067197 |
| Dell Laptop Latitude 5400 | 067198 |
| Dell Laptop Latitude 5400 | 067199 |
| Dell Laptop Latitude 5400 | 067200 |
| Dell Laptop Latitude 5400 | 067202 |
| Dell Laptop Latitude 5400 | 067203 |
| Dell Laptop Latitude 5400 | 067204 |
| Dell Laptop Latitude 5400 | 067205 |
| Dell Laptop Latitude 5400 | 067206 |
| Dell Laptop Latitude 5400 | 067207 |
| Dell Laptop Latitude 5400 | 067208 |
| Dell Laptop Latitude 5400 | 067209 |
| Dell Laptop Latitude 5400 | 067210 |
| Dell Laptop Latitude 5400 | 067211 |
| Dell Laptop Latitude 5400 | 067212 |
| Dell Laptop Latitude 5400 | 067214 |
| Dell Laptop Latitude 5400 | 067215 |
| Dell Laptop Latitude 5400 | 067218 |
| Dell Laptop Latitude 5400 | 067219 |
| Dell Laptop Latitude 5400 | 067221 |
| Dell Laptop Latitude 5400 | 067222 |
| Dell Laptop Latitude 5400 | 067223 |

| Resource Name | Barcode |
|----------------------------|----------------|
| Dell Laptop Latitude 5400 | 067224 |
| Dell Laptop Latitude 5400 | 067225 |
| Dell Laptop Latitude 5400 | 067226 |
| Dell Laptop Latitude 5400 | 067227 |
| Dell Laptop Latitude 5400 | 067228 |
| Dell Laptop Latitude 5400 | 067235 |
| Dell Laptop Latitude 5400 | 067254 |
| Dell Laptop Latitude 5400 | 067308 |
| Dell Laptop Latitude 5490 | 054851 |
| Dell Laptop Latitude 5490 | 054869 |
| Dell Laptop Latitude 5490 | 057731 |
| Dell Laptop Latitude 5490 | 057733 |
| Dell Laptop Latitude 5490 | 057735 |
| Dell Laptop Latitude 5490 | 057737 |
| Dell Laptop Latitude 5490 | 057745 |
| Dell Laptop Latitude 5490 | 057746 |
| Dell Laptop Latitude 5490 | 057747 |
| Dell Laptop Latitude 5490 | 057748 |
| Dell Laptop Latitude 5490 | 057749 |
| Dell Laptop Latitude 5490 | 057750 |
| Dell Laptop Latitude 5490 | 057752 |
| Dell Laptop Latitude 5490 | 057753 |
| Dell Laptop Latitude 5490 | 057755 |
| Dell Laptop Latitude 5490 | 057757 |
| Dell Laptop Latitude 5490 | 057758 |
| Dell Laptop Latitude 5530 | 070483 |
| Dell Laptop Latitude 5530 | 070488 |
| Dell Laptop Latitude 5590 | 057902 |
| Dell Laptop Latitude 5590 | 057996 |
| Dell Laptop Latitude 5590 | 058038 |
| Dell Laptop Latitude E6440 | 028690 |
| Dell Laptop Latitude E6440 | 036016 |
| Dell Laptops 5520 | 052939 |
| Dell Laptops 5520 | 069381 |
| Dell Laptops 5520 | 069384 |
| Dell Laptops 5520 | 069385 |
| Dell Laptops 5520 | 069386 |
| Dell Laptops 5520 | 069387 |
| Dell Laptops 5520 | 069388 |
| Dell Laptops 5520 | 069389 |
| Dell Laptops 5520 | 069391 |
| Dell Laptops 5520 | 069392 |
| Dell Laptops 5520 | 069393 |
| Dell Laptops 5520 | 069394 |
| Dell Laptops 5520 | 069395 |
| Dell Laptops 5520 | 069396 |

| Resource Name | Barcode |
|----------------------|----------------|
| Dell Laptops 5520 | 069399 |
| Dell Laptops 5520 | 069400 |
| Dell Laptops 5520 | 069401 |
| Dell Laptops 5520 | 069402 |
| Dell Laptops 5520 | 069403 |
| Dell Laptops 5520 | 069404 |
| Dell Laptops 5520 | 069405 |
| Dell Laptops 5520 | 069406 |
| Dell Laptops 5520 | 069407 |
| Dell Laptops 5520 | 069408 |
| Dell Laptops 5520 | 069409 |
| Dell Laptops 5520 | 069410 |
| Dell Laptops 5520 | 069411 |
| Dell Laptops 5520 | 069413 |
| Dell Laptops 5520 | 069414 |
| Dell Laptops 5520 | 069415 |
| Dell Laptops 5520 | 069416 |
| Dell Laptops 5520 | 069420 |
| Dell Laptops 5520 | 069421 |
| Dell Laptops 5520 | 069422 |
| Dell Laptops 5520 | 069423 |
| Dell Laptops 5520 | 069424 |
| Dell Laptops 5520 | 069425 |
| Dell Laptops 5520 | 069426 |
| Dell Laptops 5520 | 069427 |
| Dell Laptops 5520 | 069429 |
| Dell Laptops 5520 | 069430 |
| Dell Laptops 5520 | 069431 |
| Dell Laptops 5520 | 069432 |
| Dell Laptops 5520 | 069433 |
| Dell Laptops 5520 | 069434 |
| Dell Laptops 5520 | 069435 |
| Dell Laptops 5520 | 069436 |
| Dell Laptops 5520 | 069437 |
| Dell Laptops 5520 | 069438 |
| Dell Laptops 5520 | 069439 |
| Dell Laptops 5520 | 069440 |
| Dell Laptops 5520 | 069441 |
| Dell Laptops 5520 | 069442 |
| Dell Laptops 5520 | 069443 |
| Dell Laptops 5520 | 069444 |
| Dell Laptops 5520 | 069445 |
| Dell Laptops 5520 | 069446 |
| Dell Laptops 5520 | 069447 |
| Dell Laptops 5520 | 069448 |
| Dell Laptops 5520 | 069449 |

| Resource Name | Barcode |
|----------------------|----------------|
| Dell Laptops 5520 | 069450 |
| Dell Laptops 5520 | 069451 |
| Dell Laptops 5520 | 069452 |
| Dell Laptops 5520 | 069453 |
| Dell Laptops 5520 | 069455 |
| Dell Laptops 5520 | 069456 |
| Dell Laptops 5520 | 069457 |
| Dell Laptops 5520 | 069469 |
| Dell Laptops 5520 | 069471 |
| Dell Laptops 5520 | 069474 |
| Dell Laptops 5520 | 069475 |
| Dell Laptops 5520 | 069476 |
| Dell Laptops 5520 | 069477 |
| Dell Laptops 5520 | 069478 |
| Dell Laptops 5520 | 069479 |
| Dell Laptops 5520 | 069480 |
| Dell Laptops 5520 | 069481 |
| Dell Laptops 5520 | 069482 |
| Dell Laptops 5520 | 069483 |
| Dell Laptops 5520 | 069484 |
| Dell Laptops 5520 | 069486 |
| Dell Laptops 5520 | 069487 |
| Dell Laptops 5520 | 069488 |
| Dell Laptops 5520 | 069490 |
| Dell Laptops 5520 | 069491 |
| Dell Laptops 5520 | 069492 |
| Dell Laptops 5520 | 069493 |
| Dell Laptops 5520 | 069494 |
| Dell Laptops 5520 | 069495 |
| Dell Laptops 5520 | 069496 |
| Dell Laptops 5520 | 069497 |
| Dell Laptops 5520 | 069498 |
| Dell Laptops 5520 | 069499 |
| Dell Laptops 5520 | 069500 |
| Dell Laptops 5520 | 069501 |
| Dell Laptops 5520 | 069503 |
| Dell Laptops 5520 | 069504 |
| Dell Laptops 5520 | 069505 |
| Dell Laptops 5520 | 069507 |
| Dell Laptops 5520 | 069508 |
| Dell Laptops 5520 | 069509 |
| Dell Laptops 5520 | 069510 |
| Dell Laptops 5520 | 069511 |
| Dell Laptops 5520 | 069513 |
| Dell Laptops 5520 | 069514 |
| Dell Laptops 5520 | 069515 |

| Resource Name | Barcode |
|----------------------|----------------|
| Dell Laptops 5520 | 069516 |
| Dell Laptops 5520 | 069517 |
| Dell Laptops 5520 | 069518 |
| Dell Laptops 5520 | 069519 |
| Dell Laptops 5520 | 069520 |
| Dell Laptops 5520 | 069521 |
| Dell Laptops 5520 | 069523 |
| Dell Laptops 5520 | 069524 |
| Dell Laptops 5520 | 069525 |
| Dell Laptops 5520 | 069526 |
| Dell Laptops 5520 | 069527 |
| Dell Laptops 5520 | 069528 |
| Dell Laptops 5520 | 069529 |
| Dell Laptops 5520 | 069530 |
| Dell Laptops 5520 | 069531 |
| Dell Laptops 5520 | 069532 |
| Dell Laptops 5520 | 069533 |
| Dell Laptops 5520 | 069534 |
| Dell Laptops 5520 | 069581 |
| Dell Laptops 5520 | 069583 |
| Dell Laptops 5520 | 069585 |
| Dell Laptops 5520 | 069586 |
| Dell Laptops 5520 | 069587 |
| Dell Laptops 5520 | 069588 |
| Dell Laptops 5520 | 069589 |
| Dell Laptops 5520 | 069590 |
| Dell Laptops 5520 | 069591 |
| Dell Laptops 5520 | 069592 |
| Dell Laptops 5520 | 069594 |
| Dell Laptops 5520 | 069596 |
| Dell Laptops 5520 | 069597 |
| Dell Laptops 5520 | 069598 |
| Dell Laptops 5520 | 069599 |
| Dell Laptops 5520 | 069600 |
| Dell Laptops 5520 | 069606 |
| Dell Laptops 5520 | 069608 |
| Dell Laptops 5520 | 069609 |
| Dell Laptops 5520 | 069611 |
| Dell Laptops 5520 | 069612 |
| Dell Laptops 5520 | 069613 |
| Dell Laptops 5520 | 069614 |
| Dell Laptops 5520 | 069616 |
| Dell Laptops 5520 | 069617 |
| Dell Laptops 5520 | 069618 |
| Dell Laptops 5520 | 069619 |
| Dell Laptops 5520 | 069620 |

| Resource Name | Barcode |
|----------------------|----------------|
| Dell Laptops 5520 | 069622 |
| Dell Laptops 5520 | 069623 |
| Dell Laptops 5520 | 069624 |
| Dell Laptops 5520 | 069625 |
| Dell Laptops 5520 | 069627 |
| Dell Laptops 5520 | 069628 |
| Dell Laptops 5520 | 069630 |
| Dell Laptops 5520 | 069633 |
| Dell Laptops 5520 | 069635 |
| Dell Laptops 5520 | 069636 |
| Dell Laptops 5520 | 069637 |
| Dell Laptops 5520 | 069638 |
| Dell Laptops 5520 | 069639 |
| Dell Laptops 5520 | 069641 |
| Dell Laptops 5520 | 069642 |
| Dell Laptops 5520 | 069643 |
| Dell Laptops 5520 | 069644 |
| Dell Laptops 5520 | 069646 |
| Dell Laptops 5520 | 069647 |
| Dell Laptops 5520 | 069648 |
| Dell Laptops 5520 | 069649 |
| Dell Laptops 5520 | 069651 |
| Dell Laptops 5520 | 069653 |
| Dell Laptops 5520 | 069654 |
| Dell Laptops 5520 | 069657 |
| Dell Laptops 5520 | 069658 |
| Dell Laptops 5520 | 069659 |
| Dell Laptops 5520 | 069660 |
| Dell Laptops 5520 | 069661 |
| Dell Laptops 5520 | 069662 |
| Dell Laptops 5520 | 069665 |
| Dell Laptops 5520 | 069666 |
| Dell Laptops 5520 | 069667 |
| Dell Laptops 5520 | 069669 |
| Dell Laptops 5520 | 069670 |
| Dell Latitude 5410 | 068851 |
| Dell Latitude 5410 | 068852 |
| Dell Latitude 5410 | 068853 |
| Dell Latitude 5410 | 068855 |
| Dell Latitude 5410 | 068858 |
| Dell Latitude 5410 | 068859 |
| Dell Latitude 5410 | 068862 |
| Dell Latitude 5410 | 068863 |
| Dell Latitude 5450 | 084189 |
| Dell Latitude 5480 | 051951 |
| Dell Latitude 5580 | 038746 |

| Resource Name | Barcode |
|---|----------------|
| Dell Latitude 5580 | 051182 |
| Dell Latitude 5580 | 051238 |
| Dell Latitude 5580 | 051910 |
| Dell Latitude 5580 | 051919 |
| Dell Latitude 5580 | 051925 |
| Dell Latitude 5580 | 051993 |
| Dell Latitude 5580 | 052865 |
| Dell Latitude 7370 | 042958 |
| Dell Latitude 7370 | 042978 |
| Dell Latitude 7370 | 046910 |
| Dell Latitude Laptop 5490 (Special Services) | 053254 |
| Dell Latitude Laptop 5490 (Special Services) | 053261 |
| Dell Latitude Laptop 5490 (Special Services) | 053263 |
| Dell OptiPlex 5250 AIO | 053436 |
| Dell OptiPlex 5250 AIO | 053443 |
| Dell OptiPlex 5250 AIO | 053445 |
| Dell OptiPlex 5250 AIO | 053447 |
| Dell OptiPlex 5250 AIO | 053450 |
| Dell OptiPlex 5250 AIO | 053455 |
| Dell OptiPlex 5250 AIO | 053456 |
| Eiki CD / Cassette Player 7070A | 010465 |
| Hewlett Packard HP Chromebook 14 inch TOUCHSCREEN G7 3V2T7UT G7 | 070908 |
| HP Chromebook 11 G6 | 053738 |
| HP Chromebook 11 G6 | 054759 |
| HP Chromebook 11 G6 | 055726 |
| HP Chromebook 11 G6 | 061714 |
| HP Chromebook 11 G6 | 061884 |
| HP Chromebook G8 | 028589 |
| HP Chromebook G8 | 029557 |
| HP Chromebook G8 | 029559 |
| HP Chromebook G8 | 029566 |
| HP Chromebook G8 | 029568 |
| HP Chromebook G8 | 029581 |
| HP Chromebook G8 | 029584 |
| HP Chromebook G8 | 029589 |
| HP Chromebook G8 | 029592 |
| HP Chromebook G8 | 029597 |
| HP Chromebook G8 | 053342 |
| HP Chromebook G8 | 053343 |
| HP Chromebook G8 | 053350 |
| HP Chromebook G8 | 058269 |
| HP Chromebook G8 | 063333 |
| HP Chromebook G8 | 063336 |
| HP Chromebook G8 | 063345 |
| HP Chromebook G8 | 063513 |
| HP Chromebook G8 | 063565 |

| Resource Name | Barcode |
|----------------------|----------------|
| HP Chromebook G8 | 063680 |
| HP Chromebook G8 | 063851 |
| HP Chromebook G8 | 063869 |
| HP Chromebook G8 | 063892 |
| HP Chromebook G8 | 064117 |
| HP Chromebook G8 | 064210 |
| HP Chromebook G8 | 064219 |
| HP Chromebook G8 | 064509 |
| HP Chromebook G8 | 064571 |
| HP Chromebook G8 | 064852 |
| HP Chromebook G8 | 065060 |
| HP Chromebook G8 | 065081 |
| HP Chromebook G8 | 065479 |
| HP Chromebook G8 | 065548 |
| HP Chromebook G8 | 065599 |
| HP Chromebook G8 | 065617 |
| HP Chromebook G8 | 065740 |
| HP Chromebook G8 | 065930 |
| HP Chromebook G8 | 065970 |
| HP Chromebook G8 | 066178 |
| HP Chromebook G8 | 066189 |
| HP Chromebook G8 | 066259 |
| HP Chromebook G8 | 066442 |
| HP Chromebook G8 | 066668 |
| HP Chromebook G8 | 066681 |
| HP Chromebook G8 | 068040 |
| HP Chromebook G8 | 068726 |
| HP Chromebook G8 | 068736 |
| HP Chromebook G8 | 068743 |
| HP Chromebook G8 | 068750 |
| HP Chromebook G8 | 068767 |
| HP Chromebook G8 | 068828 |
| HP Chromebook G8 | 068999 |
| HP Chromebook G8 | 069348 |
| HP Chromebook G8 | 070963 |
| HP Chromebook G8 | 070993 |
| HP Chromebook G8 | 071024 |
| HP Chromebook G8 | 071031 |
| HP Chromebook G8 | 071060 |
| HP Chromebook G8 | 071103 |
| HP Chromebook G8 | 071122 |
| HP Chromebook G8 | 071147 |
| HP Chromebook G8 | 071159 |
| HP Chromebook G8 | 071184 |
| HP Chromebook G8 | 071192 |
| HP Chromebook G8 | 071234 |

| Resource Name | Barcode |
|----------------------|----------------|
| HP Chromebook G8 | 071292 |
| HP Chromebook G8 | 071304 |
| HP Chromebook G8 | 071381 |
| HP Chromebook G8 | 071383 |
| HP Chromebook G8 | 071402 |
| HP Chromebook G8 | 071405 |
| HP Chromebook G8 | 071423 |
| HP Chromebook G8 | 071424 |
| HP Chromebook G8 | 071444 |
| HP Chromebook G8 | 071484 |
| HP Chromebook G8 | 071488 |
| HP Chromebook G8 | 071518 |
| HP Chromebook G8 | 071562 |
| HP Chromebook G8 | 071571 |
| HP Chromebook G8 | 071600 |
| HP Chromebook G8 | 071623 |
| HP Chromebook G8 | 071644 |
| HP Chromebook G8 | 071658 |
| HP Chromebook G8 | 071665 |
| HP Chromebook G8 | 071688 |
| HP Chromebook G8 | 071704 |
| HP Chromebook G8 | 071740 |
| HP Chromebook G8 | 071743 |
| HP Chromebook G8 | 071768 |
| HP Chromebook G8 | 071790 |
| HP Chromebook G8 | 071810 |
| HP Chromebook G8 | 071851 |
| HP Chromebook G8 | 071868 |
| HP Chromebook G8 | 071877 |
| HP Chromebook G8 | 071919 |
| HP Chromebook G8 | 071931 |
| HP Chromebook G8 | 071938 |
| HP Chromebook G8 | 071963 |
| HP Chromebook G8 | 071987 |
| HP Chromebook G8 | 072023 |
| HP Chromebook G8 | 072039 |
| HP Chromebook G8 | 072047 |
| HP Chromebook G8 | 072082 |
| HP Chromebook G8 | 072094 |
| HP Chromebook G8 | 072096 |
| HP Chromebook G8 | 072115 |
| HP Chromebook G8 | 072190 |
| HP Chromebook G8 | 072237 |
| HP Chromebook G8 | 072270 |
| HP Chromebook G8 | 072285 |
| HP Chromebook G8 | 072295 |

| Resource Name | Barcode |
|----------------------|----------------|
| HP Chromebook G8 | 072315 |
| HP Chromebook G8 | 072317 |
| HP Chromebook G8 | 072336 |
| HP Chromebook G8 | 072343 |
| HP Chromebook G8 | 072345 |
| HP Chromebook G8 | 072349 |
| HP Chromebook G8 | 072354 |
| HP Chromebook G8 | 072407 |
| HP Chromebook G8 | 072543 |
| HP Chromebook G8 | 072545 |
| HP Chromebook G8 | 072635 |
| HP Chromebook G8 | 072639 |
| HP Chromebook G8 | 072644 |
| HP Chromebook G8 | 072652 |
| HP Chromebook G8 | 072664 |
| HP Chromebook G8 | 072669 |
| HP Chromebook G8 | 072682 |
| HP Chromebook G8 | 072709 |
| HP Chromebook G8 | 072726 |
| HP Chromebook G8 | 072731 |
| HP Chromebook G8 | 072751 |
| HP Chromebook G8 | 072757 |
| HP Chromebook G8 | 072817 |
| HP Chromebook G8 | 072844 |
| HP Chromebook G8 | 072855 |
| HP Chromebook G8 | 072867 |
| HP Chromebook G8 | 072988 |
| HP Chromebook G8 | 072998 |
| HP Chromebook G8 | 073097 |
| HP Chromebook G8 | 073360 |
| HP Chromebook G8 | 073389 |
| HP Chromebook G8 | 073420 |
| HP Chromebook G8 | 073444 |
| HP Chromebook G8 | 073445 |
| HP Chromebook G8 | 073446 |
| HP Chromebook G8 | 073483 |
| HP Chromebook G8 | 073489 |
| HP Chromebook G8 | 073491 |
| HP Chromebook G8 | 073512 |
| HP Chromebook G8 | 073535 |
| HP Chromebook G8 | 073564 |
| HP Chromebook G8 | 073565 |
| HP Chromebook G8 | 073589 |
| HP Chromebook G8 | 073591 |
| HP Chromebook G8 | 073632 |
| HP Chromebook G8 | 073640 |

| Resource Name | Barcode |
|----------------------|----------------|
| HP Chromebook G8 | 073650 |
| HP Chromebook G8 | 073657 |
| HP Chromebook G8 | 073665 |
| HP Chromebook G8 | 073687 |
| HP Chromebook G8 | 073688 |
| HP Chromebook G8 | 073691 |
| HP Chromebook G8 | 073695 |
| HP Chromebook G8 | 073713 |
| HP Chromebook G8 | 073724 |
| HP Chromebook G8 | 073727 |
| HP Chromebook G8 | 073736 |
| HP Chromebook G8 | 073741 |
| HP Chromebook G8 | 073747 |
| HP Chromebook G8 | 073755 |
| HP Chromebook G8 | 073782 |
| HP Chromebook G8 | 073786 |
| HP Chromebook G8 | 073794 |
| HP Chromebook G8 | 073797 |
| HP Chromebook G8 | 073799 |
| HP Chromebook G8 | 073811 |
| HP Chromebook G8 | 073817 |
| HP Chromebook G8 | 073819 |
| HP Chromebook G8 | 073820 |
| HP Chromebook G8 | 073825 |
| HP Chromebook G8 | 073836 |
| HP Chromebook G8 | 073852 |
| HP Chromebook G8 | 073857 |
| HP Chromebook G8 | 073861 |
| HP Chromebook G8 | 073864 |
| HP Chromebook G8 | 073865 |
| HP Chromebook G8 | 073867 |
| HP Chromebook G8 | 073872 |
| HP Chromebook G8 | 073874 |
| HP Chromebook G8 | 073891 |
| HP Chromebook G8 | 073898 |
| HP Chromebook G8 | 073907 |
| HP Chromebook G8 | 073913 |
| HP Chromebook G8 | 073922 |
| HP Chromebook G8 | 073942 |
| HP Chromebook G8 | 073945 |
| HP Chromebook G8 | 073955 |
| HP Chromebook G8 | 073957 |
| HP Chromebook G8 | 073968 |
| HP Chromebook G8 | 073971 |
| HP Chromebook G8 | 073991 |
| HP Chromebook G8 | 073995 |

| Resource Name | Barcode |
|----------------------|----------------|
| HP Chromebook G8 | 073998 |
| HP Chromebook G8 | 074016 |
| HP Chromebook G8 | 074017 |
| HP Chromebook G8 | 074024 |
| HP Chromebook G8 | 074026 |
| HP Chromebook G8 | 074027 |
| HP Chromebook G8 | 074028 |
| HP Chromebook G8 | 074035 |
| HP Chromebook G8 | 074039 |
| HP Chromebook G8 | 074041 |
| HP Chromebook G8 | 074050 |
| HP Chromebook G8 | 074056 |
| HP Chromebook G8 | 074074 |
| HP Chromebook G8 | 074087 |
| HP Chromebook G8 | 074089 |
| HP Chromebook G8 | 074090 |
| HP Chromebook G8 | 074092 |
| HP Chromebook G8 | 074107 |
| HP Chromebook G8 | 074112 |
| HP Chromebook G8 | 074124 |
| HP Chromebook G8 | 074129 |
| HP Chromebook G8 | 074134 |
| HP Chromebook G8 | 074142 |
| HP Chromebook G8 | 074143 |
| HP Chromebook G8 | 074148 |
| HP Chromebook G8 | 074150 |
| HP Chromebook G8 | 074155 |
| HP Chromebook G8 | 074159 |
| HP Chromebook G8 | 074163 |
| HP Chromebook G8 | 074179 |
| HP Chromebook G8 | 074184 |
| HP Chromebook G8 | 074186 |
| HP Chromebook G8 | 074197 |
| HP Chromebook G8 | 074199 |
| HP Chromebook G8 | 074200 |
| HP Chromebook G8 | 074202 |
| HP Chromebook G8 | 074222 |
| HP Chromebook G8 | 074223 |
| HP Chromebook G8 | 074226 |
| HP Chromebook G8 | 074232 |
| HP Chromebook G8 | 074237 |
| HP Chromebook G8 | 074249 |
| HP Chromebook G8 | 074255 |
| HP Chromebook G8 | 074261 |
| HP Chromebook G8 | 074266 |
| HP Chromebook G8 | 074272 |

| Resource Name | Barcode |
|----------------------|----------------|
| HP Chromebook G8 | 074275 |
| HP Chromebook G8 | 074282 |
| HP Chromebook G8 | 074284 |
| HP Chromebook G8 | 074293 |
| HP Chromebook G8 | 074297 |
| HP Chromebook G8 | 074310 |
| HP Chromebook G8 | 074312 |
| HP Chromebook G8 | 074321 |
| HP Chromebook G8 | 074344 |
| HP Chromebook G8 | 074348 |
| HP Chromebook G8 | 074422 |
| HP Chromebook G8 | 074447 |
| HP Chromebook G8 | 074483 |
| HP Chromebook G8 | 074513 |
| HP Chromebook G8 | 074523 |
| HP Chromebook G8 | 074543 |
| HP Chromebook G8 | 074548 |
| HP Chromebook G8 | 074555 |
| HP Chromebook G8 | 074564 |
| HP Chromebook G8 | 074568 |
| HP Chromebook G8 | 074570 |
| HP Chromebook G8 | 074579 |
| HP Chromebook G8 | 074582 |
| HP Chromebook G8 | 074601 |
| HP Chromebook G8 | 074612 |
| HP Chromebook G8 | 074634 |
| HP Chromebook G8 | 074635 |
| HP Chromebook G8 | 074664 |
| HP Chromebook G8 | 074671 |
| HP Chromebook G8 | 074673 |
| HP Chromebook G8 | 074675 |
| HP Chromebook G8 | 074693 |
| HP Chromebook G8 | 074695 |
| HP Chromebook G8 | 074701 |
| HP Chromebook G8 | 074704 |
| HP Chromebook G8 | 074708 |
| HP Chromebook G8 | 074710 |
| HP Chromebook G8 | 074713 |
| HP Chromebook G8 | 074716 |
| HP Chromebook G8 | 074721 |
| HP Chromebook G8 | 074722 |
| HP Chromebook G8 | 074727 |
| HP Chromebook G8 | 074729 |
| HP Chromebook G8 | 074741 |
| HP Chromebook G8 | 074763 |
| HP Chromebook G8 | 074764 |

| Resource Name | Barcode |
|----------------------|----------------|
| HP Chromebook G8 | 074777 |
| HP Chromebook G8 | 074784 |
| HP Chromebook G8 | 074791 |
| HP Chromebook G8 | 074795 |
| HP Chromebook G8 | 074805 |
| HP Chromebook G8 | 074867 |
| HP Chromebook G8 | 074875 |
| HP Chromebook G8 | 074957 |
| HP Chromebook G8 | 074961 |
| HP Chromebook G8 | 074973 |
| HP Chromebook G8 | 075005 |
| HP Chromebook G8 | 075107 |
| HP Chromebook G8 | 075125 |
| HP Chromebook G8 | 075128 |
| HP Chromebook G8 | 075145 |
| HP Chromebook G8 | 075170 |
| HP Chromebook G8 | 075182 |
| HP Chromebook G8 | 075194 |
| HP Chromebook G8 | 075208 |
| HP Chromebook G8 | 075218 |
| HP Chromebook G8 | 075236 |
| HP Chromebook G8 | 075247 |
| HP Chromebook G8 | 075249 |
| HP Chromebook G8 | 075262 |
| HP Chromebook G8 | 075266 |
| HP Chromebook G8 | 075283 |
| HP Chromebook G8 | 075310 |
| HP Chromebook G8 | 075311 |
| HP Chromebook G8 | 075340 |
| HP Chromebook G8 | 075344 |
| HP Chromebook G8 | 075362 |
| HP Chromebook G8 | 075384 |
| HP Chromebook G8 | 075391 |
| HP Chromebook G8 | 075394 |
| HP Chromebook G8 | 075398 |
| HP Chromebook G8 | 075399 |
| HP Chromebook G8 | 075405 |
| HP Chromebook G8 | 075407 |
| HP Chromebook G8 | 075423 |
| HP Chromebook G8 | 075426 |
| HP Chromebook G8 | 075680 |
| HP Chromebook G8 | 075941 |
| HP Chromebook G8 | 075946 |
| HP Chromebook G8 | 075953 |
| HP Chromebook G8 | 075964 |
| HP Chromebook G8 | 075965 |

| Resource Name | Barcode |
|----------------------|----------------|
| HP Chromebook G8 | 075976 |
| HP Chromebook G8 | 075983 |
| HP Chromebook G8 | 076006 |
| HP Chromebook G8 | 076025 |
| HP Chromebook G8 | 076027 |
| HP Chromebook G8 | 076039 |
| HP Chromebook G8 | 076043 |
| HP Chromebook G8 | 076050 |
| HP Chromebook G8 | 076054 |
| HP Chromebook G8 | 076060 |
| HP Chromebook G8 | 076071 |
| HP Chromebook G8 | 076084 |
| HP Chromebook G8 | 076090 |
| HP Chromebook G8 | 076107 |
| HP Chromebook G8 | 076113 |
| HP Chromebook G8 | 076123 |
| HP Chromebook G8 | 076137 |
| HP Chromebook G8 | 076147 |
| HP Chromebook G8 | 076148 |
| HP Chromebook G8 | 076149 |
| HP Chromebook G8 | 076154 |
| HP Chromebook G8 | 076161 |
| HP Chromebook G8 | 076166 |
| HP Chromebook G8 | 076175 |
| HP Chromebook G8 | 076191 |
| HP Chromebook G8 | 076203 |
| HP Chromebook G8 | 076241 |
| HP Chromebook G8 | 076256 |
| HP Chromebook G8 | 076261 |
| HP Chromebook G8 | 076264 |
| HP Chromebook G8 | 076273 |
| HP Chromebook G8 | 076275 |
| HP Chromebook G8 | 076277 |
| HP Chromebook G8 | 076318 |
| HP Chromebook G8 | 076328 |
| HP Chromebook G8 | 076332 |
| HP Chromebook G8 | 076336 |
| HP Chromebook G8 | 076337 |
| HP Chromebook G8 | 076407 |
| HP Chromebook G8 | 076422 |
| HP Chromebook G8 | 076576 |
| HP Chromebook G8 | 076624 |
| HP Chromebook G8 | 076626 |
| HP Chromebook G8 | 076655 |
| HP Chromebook G8 | 076671 |
| HP Chromebook G8 | 076762 |

| Resource Name | Barcode |
|----------------------|----------------|
| HP Chromebook G8 | 076779 |
| HP Chromebook G8 | 076831 |
| HP Chromebook G8 | 076847 |
| HP Chromebook G8 | 076901 |
| HP Chromebook G8 | 076990 |
| HP Chromebook G8 | 077016 |
| HP Chromebook G8 | 077041 |
| HP Chromebook G8 | 077046 |
| HP Chromebook G8 | 077135 |
| HP Chromebook G8 | 077176 |
| HP Chromebook G8 | 077204 |
| HP Chromebook G8 | 077239 |
| HP Chromebook G8 | 077258 |
| HP Chromebook G8 | 077391 |
| HP Chromebook G8 | 077401 |
| HP Chromebook G8 | 077415 |
| HP Chromebook G8 | 077448 |
| HP Chromebook G8 | 077459 |
| HP Chromebook G8 | 077470 |
| HP Chromebook G8 | 077504 |
| HP Chromebook G8 | 077579 |
| HP Chromebook G8 | 077595 |
| HP Chromebook G8 | 077630 |
| HP Chromebook G8 | 077729 |
| HP Chromebook G8 | 077759 |
| HP Chromebook G8 | 077765 |
| HP Chromebook G8 | 077816 |
| HP Chromebook G8 | 077855 |
| HP Chromebook G8 | 077874 |
| HP Chromebook G8 | 077889 |
| HP Chromebook G8 | 077892 |
| HP Chromebook G8 | 077897 |
| HP Chromebook G8 | 077925 |
| HP Chromebook G8 | 077937 |
| HP Chromebook G8 | 078032 |
| HP Chromebook G8 | 078050 |
| HP Chromebook G8 | 078079 |
| HP Chromebook G8 | 078120 |
| HP Chromebook G8 | 078122 |
| HP Chromebook G8 | 078160 |
| HP Chromebook G8 | 078165 |
| HP Chromebook G8 | 078192 |
| HP Chromebook G8 | 078269 |
| HP Chromebook G8 | 078280 |
| HP Chromebook G8 | 078359 |
| HP Chromebook G8 | 078367 |

| Resource Name | Barcode |
|----------------------|----------------|
| HP Chromebook G8 | 078391 |
| HP Chromebook G8 | 078428 |
| HP Chromebook G8 | 078436 |
| HP Chromebook G8 | 078521 |
| HP Chromebook G8 | 078530 |
| HP Chromebook G8 | 078565 |
| HP Chromebook G8 | 078705 |
| HP Chromebook G8 | 078706 |
| HP Chromebook G8 | 080823 |
| HP Chromebook G8 | 080829 |
| HP Chromebook G8 | 080830 |
| HP Chromebook G8 | 080854 |
| HP Chromebook G8 | 087264 |
| HP Chromebook G8 | 087983 |
| HP Chromebook G9 | 078804 |
| HP Chromebook G9 | 079021 |
| HP Chromebook G9 | 079193 |
| HP Chromebook G9 | 079231 |
| HP Chromebook G9 | 079238 |
| HP Chromebook G9 | 079251 |
| HP Chromebook G9 | 079253 |
| HP Chromebook G9 | 079284 |
| HP Chromebook G9 | 079307 |
| HP Chromebook G9 | 079309 |
| HP Chromebook G9 | 079322 |
| HP Chromebook G9 | 079369 |
| HP Chromebook G9 | 080845 |
| HP Chromebook G9 | 081768 |
| HP Chromebook G9 | 081774 |
| HP Chromebook G9 | 081776 |
| HP Chromebook G9 | 081778 |
| HP Chromebook G9 | 081783 |
| HP Chromebook G9 | 081784 |
| HP Chromebook G9 | 081787 |
| HP Chromebook G9 | 081792 |
| HP Chromebook G9 | 081814 |
| HP Chromebook G9 | 081850 |
| HP Chromebook G9 | 081870 |
| HP Chromebook G9 | 081880 |
| HP Chromebook G9 | 081883 |
| HP Chromebook G9 | 081887 |
| HP Chromebook G9 | 081893 |
| HP Chromebook G9 | 081895 |
| HP Chromebook G9 | 081896 |
| HP Chromebook G9 | 081917 |
| HP Chromebook G9 | 081978 |

| Resource Name | Barcode |
|----------------------|----------------|
| HP Chromebook G9 | 082022 |
| HP Chromebook G9 | 082023 |
| HP Chromebook G9 | 082026 |
| HP Chromebook G9 | 082028 |
| HP Chromebook G9 | 082035 |
| HP Chromebook G9 | 082037 |
| HP Chromebook G9 | 082048 |
| HP Chromebook G9 | 082049 |
| HP Chromebook G9 | 082060 |
| HP Chromebook G9 | 082063 |
| HP Chromebook G9 | 082067 |
| HP Chromebook G9 | 082068 |
| HP Chromebook G9 | 082069 |
| HP Chromebook G9 | 082148 |
| HP Chromebook G9 | 082246 |
| HP Chromebook G9 | 082272 |
| HP Chromebook G9 | 082297 |
| HP Chromebook G9 | 082393 |
| HP Chromebook G9 | 082498 |
| HP Chromebook G9 | 082594 |
| HP Chromebook G9 | 082600 |
| HP Chromebook G9 | 082613 |
| HP Chromebook G9 | 082643 |
| HP Chromebook G9 | 082693 |
| HP Chromebook G9 | 082726 |
| HP Chromebook G9 | 082736 |
| HP Chromebook G9 | 082784 |
| HP Chromebook G9 | 082789 |
| HP Chromebook G9 | 082806 |
| HP Chromebook G9 | 082891 |
| HP Chromebook G9 | 082942 |
| HP Chromebook G9 | 083248 |
| HP Chromebook G9 | 083249 |
| HP Chromebook G9 | 083395 |
| HP Chromebook G9 | 083408 |
| HP Chromebook G9 | 083428 |
| HP Chromebook G9 | 083431 |
| HP Chromebook G9 | 083442 |
| HP Chromebook G9 | 083467 |
| HP Chromebook G9 | 083587 |
| HP Chromebook G9 | 083589 |
| HP Chromebook G9 | 084584 |
| HP Chromebook G9 | 084987 |
| HP Chromebook G9 | 085030 |
| HP Chromebook G9 | 085113 |
| HP Chromebook G9 | 085125 |

| Resource Name | Barcode |
|---|---------|
| HP Chromebook G9 | 085145 |
| HP Chromebook G9 | 085197 |
| HP Chromebook G9 | 085239 |
| HP Chromebook G9 | 085305 |
| HP Chromebook G9 | 085328 |
| HP Chromebook G9 | 086500 |
| HP Chromebook G9 | 086618 |
| HP Chromebook G9 | 086690 |
| HP Chromebook G9 | 086801 |
| HP Chromebook G9 | 086877 |
| HP Chromebook G9 | 086907 |
| HP Chromebook G9 | 087103 |
| HP Chromebook G9 | 090142 |
| HP Chromebook G9 | 090737 |
| Lenovo ThinkPad Chromebook Yoga 11e | 039218 |
| NEC 2800-Lumen Portable Projector NP-M282X | 022246 |
| NEC 2800-Lumen Portable Projector NP-M282X | 034857 |
| Panasonic Portable Stereo CD System RX-D20 | 006337 |
| Sony CD Player CDP-CE335 | 3247 |
| Apple 10.5 inch iPad 10th Gen | 083681 |
| Apple 10.5 inch iPad 10th Gen | 083771 |
| Apple Ipads 32 GB 3G | 018832 |
| APC Battery Backup SMT1500C | 068091 |
| HP Chromebook G8 | 063257 |
| HP Chromebook G8 | 072941 |
| HP Chromebook G8 | 073494 |
| HP Chromebook G8 | 073560 |
| HP Chromebook G8 | 074135 |
| HP Chromebook G8 | 074160 |
| HP Chromebook G8 | 074167 |
| HP Chromebook G8 | 074175 |
| HP Chromebook G8 | 074195 |
| HP Chromebook G8 | 074219 |
| HP Chromebook G8 | 074273 |
| HP Chromebook G8 | 074311 |
| HP Chromebook G8 | 075027 |
| HP Chromebook G8 | 075122 |
| HP Chromebook G9 | 085279 |
| Apple iPad 64 GB 9th generation 10.2 inch 64 GB | 070843 |
| HP Chromebook 11 G6 | 062091 |
| HP Chromebook 11 G6 | 062646 |
| HP Chromebook G8 | 053349 |
| HP Chromebook G8 | 063230 |
| HP Chromebook G8 | 063831 |
| HP Chromebook G8 | 071108 |
| HP Chromebook G8 | 071949 |

| Resource Name | Barcode |
|---|---------|
| HP Chromebook G8 | 073692 |
| HP Chromebook G8 | 073806 |
| HP Chromebook G8 | 073809 |
| HP Chromebook G8 | 073859 |
| HP Chromebook G8 | 073868 |
| HP Chromebook G8 | 074015 |
| HP Chromebook G8 | 074594 |
| HP Chromebook G8 | 075328 |
| HP Chromebook G8 | 076056 |
| HP Chromebook G8 | 076108 |
| HP Chromebook G8 | 076258 |
| HP Chromebook G8 | 077390 |
| HP Chromebook G8 | 077786 |
| HP Chromebook G9 | 082850 |
| HP Chromebook G9 | 090568 |
| RODE Lightweight Directional Shotgun Video Mic GO | 062806 |
| Apple iPad WiFi 128GB (6TH Generation) MR7J2LL/A | 052965 |
| Apple iPod Touch 128GB A1574 | 038750 |
| HP Chromebook G9 | 081823 |
| HP Chromebook G9 | 082061 |
| HP Chromebook G9 | 084517 |
| HP Chromebook G9 | 084641 |
| HP Chromebook G9 | 084691 |
| HP Chromebook G9 | 084729 |
| Casio Projector XJ-M246 | 038486 |
| Hitachi LCD Multimedia Projector CP-X2011 | 010009 |
| Hitachi LCD Multimedia Projector CP-X2011 | 010069 |
| HP Chromebook G8 | 077798 |
| HP Chromebook G9 | 083160 |
| HP Chromebook G9 | 084776 |
| HP Chromebook G9 | 084868 |
| Logitech Wireless Mouse M325 | 035189 |
| Logitech Wireless Mouse M325 | 035192 |
| Logitech Wireless Mouse M325 | 035203 |
| Logitech Wireless Mouse M325 | 035260 |
| Airtame Wireless Presenter 2 | 080238 |
| HP Chromebook G8 | 075695 |
| HP Chromebook G8 | 075809 |
| HP Chromebook G9 | 081351 |
| HP Chromebook G9 | 088683 |
| Verizon Hot Spot MiFi 8800L | 067759 |
| Apple 10.5 inch iPad 10th Gen | 083769 |
| HP Chromebook G8 | 063381 |
| HP Chromebook G8 | 065727 |
| HP Chromebook G8 | 066692 |
| HP Chromebook G8 | 072520 |

| Resource Name | Barcode |
|----------------------|----------------|
| HP Chromebook G8 | 073043 |
| HP Chromebook G9 | 079508 |
| HP Chromebook G9 | 085803 |
| HP Chromebook G9 | 087159 |
| HP Chromebook G9 | 089595 |

**Huntley Community School District 158 – Board of Education
Personnel Report
December 18, 2025**

2025-2026 Staff Retirements

Regina Eppley

- Teacher/Chesak
- 20 Years of Service

Eddie Gogny

- Teacher/Conley
- 21 Years of Service

Kathi Schuldt

- Paraprofessional/High School
- 3 Years of Service

Holly Spoeth

- Paraprofessiona/Job Coach/LIGHT
- 17 Years of Service

Susan Kahl

- Bus Driver/Transportation
- 31 Years of Service

Administration

| Resignations | Location | Name | Salary/Reason | Effective Date |
|---------------------|-----------------|----------------|-----------------------|-----------------------|
| Assistant Principal | Heineman | Jeanne Salazar | \$79,695.00/Voluntary | December 19, 2025 |

| Remove from the Employment Rolls | Location | Name | Salary/Reason | Effective Date |
|---|-----------------|-------------------|--|-----------------------|
| Director of Curriculum | District Office | Lissette Jacobson | \$111,135.71/Failure to Return from a Leave of Absence | December 15, 2025 |

Certified

| Replacements | Location | Name | Salary | Effective Date |
|---------------------------|-----------------|-------------|---|-----------------------|
| Teacher/Special Education | ECC | Alyssa Kent | B0/1 \$24,801.26 (Salary prorated to 95 days) | December 17, 2025 |

| Resignations | Location | Name | Salary/Reason | Effective Date |
|---------------------|-----------------|---------------|------------------------|-----------------------|
| Teacher/First Grade | Chesak | Regina Eppley | \$77,071.68/Retirement | May 21, 2026 |
| Teacher/Fifth Grade | Conley | Eddie Gogny | \$85,302.48/Retirement | May 21, 2026 |

**Huntley Community School District 158 – Board of Education
Personnel Report
December 18, 2025**

Educational Support

| Replacements | Location | Name | Salary | Effective Date |
|---------------------|-----------------|--------------------|------------------|-----------------------|
| Bus Driver | Transportation | Frank Gelasi (N) | \$22.58 per hour | December 1, 2025 |
| Bus Driver | Transportation | Kimberly Tyree (N) | \$23.00 per hour | December 10, 2025 |
| Media Aide | Heineman | Karen Heflin (T) | \$24.28 per hour | December 8, 2025 |

| Resignations | Location | Name | Salary/Reason | Effective Date |
|----------------------------|-----------------|-----------------|---------------------------------|-----------------------|
| Elementary Supervisor | Leggee | Lindsay DeVries | \$16.28 per hour/ Voluntary | November 28, 2025 |
| Cook | High School | Mario Lopez | \$17.30 per hour/ Voluntary | December 5, 2025 |
| Paraprofessional | High School | Kathi Schuldt | \$18.56 per hour/ Retirement | December 19, 2025 |
| Paraprofessional/Job Coach | LIGHT | Holly Spoeth | \$23.15 per hour/ Retirement | January 30, 2026 |
| Bus Driver | Transportation | Susan Kahl | \$33.86 per hour/ Retirement | November 14, 2025 |
| Bus Aide | Transportation | Pam Silvestri | \$16.28 per hour/ Voluntary | December 9, 2025 |

Extra-Curricular

| Sport/Activity | Home School | Name | Amount | Effective |
|-------------------------|--------------------|--------------|---------------|---------------------|
| Softball (Asst) | Marlowe | Ann Mowers | \$5,674.00 | 2025-26 School Year |
| Play Director Assistant | Out of District | Evan Neilson | \$2,198.00 | 2025-26 School Year |

**Huntley Community School District 158 – Board of Education
Personnel Report
December 18, 2025**

Mandated Leaves

| Type | Location | Number of Staff |
|-------------------|-----------------|------------------------|
| FMLA | Chesak | 1 |
| FMLA | Martin | 2 |
| FMLA | Heineman | 2 |
| FMLA | Marlowe | 2 |
| FMLA | High School | 2 |
| FMLA/Intermittent | ECC | 1 |
| FMLA/Intermittent | Leggee | 3 |
| FMLA/Intermittent | Marlowe | 1 |

Non-Mandated Leaves

| Type | Location | Number of Staff |
|-------------|-----------------|------------------------|
| Medical | Transportation | 1 |



Huntley Community School District 158

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

To: Board of Education and Administration
From: Mark Altmayer, Chief Financial Officer
Date: December 18, 2025
Subject: **Revenue Contract Approval**
Board of Education Meeting – December 18, 2025
Finance Committee

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

| <u>Organization Benefited</u> | <u>Vendor</u> | <u>Net Revenue</u> |
|-------------------------------|---------------------|--------------------|
| HHS Girl's Track & Field | Effinger Consulting | \$15,000 |
| HHS Boy's Track & Field | Effinger Consulting | \$15,000 |

RECOMMENDATION

The Finance Committee recommends the Board of Education approve the Fundraising/Crowdfunding Authorization forms at the December 18, 2025 Regular Board Meeting.

Fundraising Authorization Form Fiscal Services

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

Today's Date: 10/28/2025 School: Huntley High School

Name of School Organization: Girl's Track & Field

Sponsor / Coach's Name: Jason Monson Phone: 2246290540

Starting Date of Event: March 30, 2026 Ending Date of Event: April 3, 2026

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 15,000.00 ✓

Type of Sale / Event: Digital Donation Fundraiser ✓

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

Name of Vendor (if applicable): Effinger Consulting- Fundraising University

Type of Product or Service Provided by Vendor: Fundraising Consulting

Purpose of Fundraiser: Build track account for future large purchases (Mats, Ohm Machine, throwing implements, etc) ✓

Name of Activity Account: Girl's Track Activity Account #: 543

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

Jason Monson
Sponsor Signature

10/30/25
Date

[Signature]
Athletic / Activities Director Signature

11/6/25
Date

Monson
Principal/Signature – *certify that it is a minimum of 45 days prior to the desired starting date of the event*

11-6-25
Date

[Signature]
Chief Financial Officer Signature

11-11-25
Date

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

Superintendent's Copy Fiscal Services Copy **364** Date of Board Approval: _____



FUNDRAISING UNIVERSITY
CELEBRATING 15 YEARS IN SCHOOLS

FUNDRAISING UNIVERSITY - FUNDRAISER AGREEMENT

Effinger Consulting, LLC DBA FUNDRAISING UNIVERSITY ["PROVIDER"] AND ORGANIZATION IDENTIFIED BELOW ENTER INTO THE FOLLOWING FUNDRAISER AGREEMENT ["AGREEMENT"] FOR THE PURPOSE OF PROVIDING A FUNDRAISING PROGRAM ["PROGRAM"] DESIGNED TO FACILITATE ORGANIZATION'S FUNDRAISING EFFORTS:

FUNDRAISING PERIOD

START DATE: 3/30/2026 **END DATE:** 4/3/2026

| ITEM | SELLING PRICE | PROFIT BREAKDOWN | |
|----------|---------------|------------------|--------------------------|
| | | UNITS SOLD | GROUP EARNING PERCENTAGE |
| FundUNOW | \$35.00 | 0+ | 70% |

TERMS & CONDITIONS

75 % net

1. PROGRAM TERMS.

PROVIDER AND ORGANIZATION AGREE TO THE INDICATED FUNDRAISING PERIOD, PRODUCT, QUANTITY AND PRICE.

2. PROVIDER OBLIGATIONS.

PROVIDER AGREES TO USE ITS BEST EFFORTS TO ASSIST ORGANIZATION WITH ITS FUNDRAISING EFFORTS.

PROVIDER AGREES, AT ITS DISCRETION, TO PROVIDE TRAINING AND INCENTIVES TO INDIVIDUALS INVOLVED IN FUNDRAISING PROCESS ALONG WITH THE PROGRAM MATERIALS APPROPRIATE TO FACILITATE ORGANIZATION'S EFFORTS.

PROVIDER AGREES TO SUPPLY NECESSARY MERCHANT DISCOUNTS FOR THE DISCOUNT PRODUCT.

PROVIDER AGREES TO PAY FOR PRINTING AND PRODUCTION COSTS ASSOCIATED WITH THE SALE OF DISCOUNT AND NON-DISCOUNT PRODUCTS.

3. ORGANIZATION OBLIGATIONS.

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ORGANIZATION ACKNOWLEDGES THAT PROVIDER DEVOTES SIGNIFICANT TIME, EFFORT AND EXPENSE IN FORMING AND MAINTAINING RELATIONSHIPS WITH MERCHANTS USED ON ITS DISCOUNT PRODUCT, AND MAY CONTINUE THOSE RELATIONSHIPS WITH OTHER PROVIDER FUNDRAISING PROGRAMS AFTER TERMINATION OF THIS AGREEMENT. ACCORDINGLY, ORGANIZATION AGREES TO PROTECT PROVIDER'S MERCHANT RELATIONSHIPS FOR A PERIOD OF TWELVE (12) MONTHS FOLLOWING TERMINATION OF THIS AGREEMENT.

ORGANIZATIONS SHALL NOT PRODUCE OR PARTICIPATE WITH ANY DISCOUNT PRODUCT USING ANY OF THE MERCHANTS FROM PROVIDER'S DISCOUNT PRODUCT PREPARED FOR OR SOLD BY ORGANIZATION. ORGANIZATION AGREES TO PAY PROVIDER \$1,500 (ONE

THOUSAND FIVE HUNDRED DOLLARS) AS COMPENSATION SHOULD IT CHOOSE TO USE ANY OF THE SAME MERCHANTS UTILIZED IN THE MOST RECENT PROVIDER DISCOUNT PRODUCT ON A NON-PROVIDER DISCOUNT PRODUCT DURING THE TWELVE (12) MONTHS FOLLOWING AGREEMENT TERMINATION.

ORGANIZATION ACKNOWLEDGES THAT FROZEN PRODUCTS ARE SOLD IN CASES OF EIGHT (8) BOXES PER FLAVOR, MUST BE PURCHASED IN FULL CASES WITH A MINIMUM ORDER OF TWENTY (20) CASES REQUIRED.

4. DURATION, TERMS AND TERMINATION.

DURATION. PROVIDER AND ORGANIZATION AGREE THAT PROVIDER SHALL BE THE EXCLUSIVE PROVIDER FOR THIS FUNDRAISER FOR ORGANIZATION FOR 1 YEAR TERM. TERMINATION. IN THE EVENT THAT ORGANIZATION DOES NOT RUN THE PROGRAM AGREED TO HEREIN, ORGANIZATION SHALL REIMBURSE PROVIDER FOR EACH UNFULFILLED YEAR OF THE AGREEMENT IN AN AMOUNT CALCULATED AS FOLLOWS: 25% X QTY ORDERED X PRICE. ORGANIZATION AGREES THAT THIS REFLECTS COSTS ASSOCIATED WITH THE PROGRAM AND IS A REASONABLE APPROXIMATION OF ACTUAL DAMAGES TO PROVIDER.

IN THE EVENT OF A CANCELLATION OF A CONSUMABLE PRODUCT THAT DOES NOT PROVIDE SIXTY (60) DAYS WRITTEN NOTICE, THE SCHOOL/GROUP IS SUBJECT TO A \$250 (TWO HUNDRED FIFTY DOLLAR) FEE, WHICH IS A GOOD FAITH ESTIMATE OF COGS FOR SHIPPING AND STORAGE OF THE PRODUCT.

IN THE EVENT THAT A SCHOOL OR GROUP SIGNS A FUNDRAISER AGREEMENT FOR A DISCOUNT PRODUCT AND, FOR WHATEVER REASON, BACKS OUT, THE SCHOOL/GROUP WILL INCUR AN EXPENSE OF \$50 (FIFTY DOLLARS) PER MERCHANT SIGNED AS A GOOD FAITH ESTIMATE OF COGS TO SECURE MERCHANTS. SCHOOL/GROUP MUST ALSO PROVIDE A WRITTEN LETTER THAT CAN BE SHARED WITH THE MERCHANTS TO ENSURE GOOD STANDING FOR BOTH PARTIES.

IF THE PROGRAM IS CANCELLED, ANY ARTWORK OR SHIPPING COMPLETED WILL ALSO BE THE RESPONSIBILITY OF THE SCHOOL/GROUP FOR COGS. THESE COGS WOULD BE PROVIDED IN AN INVOICE FORM FROM THE SUPPLIERS PARTNERED WITH **Effinger Consulting, LLC** DBA Fundraising University.

5. INTELLECTUAL PROPERTY OWNERSHIP AND PRODUCT DISTRIBUTION.

PROVIDER RETAINS ALL INTELLECTUAL PROPERTY RIGHTS ASSOCIATED WITH THE PRODUCTS BUT AGREES TO LICENSE THESE RIGHTS FOR THE LIMITED PURPOSE OF PRODUCT DISTRIBUTION PURSUANT TO THE PROGRAM. ORGANIZATION AGREES NOT TO USE OR DISCLOSE ANY PRODUCT, FORMS, MATERIALS, TECHNICAL INFORMATION OR METHODS EMPLOYED BY PROVIDER OR INTELLECTUAL PROPERTY RIGHTS OWNED BY PROVIDER FOR ANY PURPOSE EXCEPT IN ASSOCIATION WITH THE PROGRAM ABSENT PROVIDER'S EXPRESS WRITTEN CONSENT.

PROVIDER RETAINS THE RIGHT TO DISTRIBUTE FUNDRAISING PRODUCTS AS IT SEES FIT FOLLOWING THE CONCLUSION OF THE PROGRAM OR IN THE EVENT THAT THE PROGRAM IS NOT RUN.

6. AUTHORIZATION AND IMPLEMENTATION.

ORGANIZATION HEREBY ASSERTS THAT THE REPRESENTATIVE SIGNING BELOW UNDERSTANDS THE TERMS AND CONDITIONS OF THE AGREEMENT, AGREES TO BE BOUND BY THEM AND HAS THE AUTHORITY TO BIND ORGANIZATION.

ORGANIZATION HOLDS PROVIDER HARMLESS OF ANY LIABILITY REGARDING THE ACTIONS AND/OR INJURIES TO PROGRAM PARTICIPANTS.

7. MARKETING OPT-IN.

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OTHER ORGANIZATION ANNOUNCEMENTS. PROVIDER CAN UNSUBSCRIBE AT ANY TIME AND PROVIDER INFORMATION IS NEVER SHARED EXTERNALLY.

AUTHORIZED ORGANIZATION REPRESENTATION [SIGNATURE]


NAME / TITLE

DATE

Signed by:
Jason Monson
1E73614893E84B7...

Jason
Jason Monson

10/29/2025

| SCHOOL / ORGANIZATION | GROUP | # OF STUDENTS SELLING | |
|---|-------------------|-----------------------|-------------------------|
| Huntley High School | Track | 100 | |
| ADDRESS / DELIVERY LOCATIONS | CITY | STATE | ZIP CODE |
| 13719 Harmony Rd | Huntley | Illinois | 60142 |
| CONTACT NAME | BEST TIME TO CALL | CONTACT CELL # | CONTACT EMAIL ADDRESS |
| Jason Jason Monson | | 2246290540 | jmonson@district158.org |
|  | | | |

DocuSigned by:
Michael Effinger
0503486FB397470..

10/29/2025

Fundraising Authorization Form Fiscal Services

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

Today's Date: 10/28/2025 School: Huntley High School

Name of School Organization: Boy's Track & Field

Sponsor / Coach's Name: Chris Maxedon Phone: 224-402-3965

Starting Date of Event: March 30, 2026 Ending Date of Event: April 3, 2026

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 15,000.00 ✓

Type of Sale / Event: Digital Donation Fundraiser

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

Name of Vendor (if applicable): Effinger Consulting- Fundraising University ✓

Type of Product or Service Provided by Vendor: Fundraising Consulting


Purpose of Fundraiser: Build track account for future large purchases (mats, throwing implements, travel, etc) ✓

Name of Activity Account: Boy's Track Activity Account #: 515

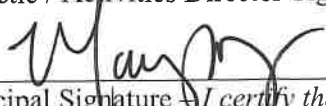
Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).


Sponsor Signature


10/28/25
Date


Athletic / Activities Director Signature

11/6/25
Date


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

11-6-25
Date


Chief Financial Officer Signature

11-11-25
Date

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

Superintendent's Copy Fiscal Services Copy 368 Date of Board Approval: _____



FUNDRAISING UNIVERSITY - FUNDRAISER AGREEMENT

Effinger Consulting, LLC DBA FUNDRAISING UNIVERSITY ["PROVIDER"] AND ORGANIZATION IDENTIFIED BELOW ENTER INTO THE FOLLOWING FUNDRAISER AGREEMENT ["AGREEMENT"] FOR THE PURPOSE OF PROVIDING A FUNDRAISING PROGRAM ["PROGRAM"] DESIGNED TO FACILITATE ORGANIZATION'S FUNDRAISING EFFORTS:

FUNDRAISING PERIOD

START DATE: 3/30/2026 **END DATE:** 4/3/2026

| ITEM | SELLING PRICE | PROFIT BREAKDOWN | |
|----------|---------------|------------------|--------------------------|
| | | UNITS SOLD | GROUP EARNING PERCENTAGE |
| FundUNOW | \$35.00 | 0+ | 70% |

TERMS & CONDITIONS

75% *M*

1. PROGRAM TERMS.

PROVIDER AND ORGANIZATION AGREE TO THE INDICATED FUNDRAISING PERIOD, PRODUCT, QUANTITY AND PRICE.

2. PROVIDER OBLIGATIONS.

PROVIDER AGREES TO USE ITS BEST EFFORTS TO ASSIST ORGANIZATION WITH ITS FUNDRAISING EFFORTS.

PROVIDER AGREES, AT ITS DISCRETION, TO PROVIDE TRAINING AND INCENTIVES TO INDIVIDUALS INVOLVED IN FUNDRAISING PROCESS ALONG WITH THE PROGRAM MATERIALS APPROPRIATE TO FACILITATE ORGANIZATION'S EFFORTS.

PROVIDER AGREES TO SUPPLY NECESSARY MERCHANT DISCOUNTS FOR THE DISCOUNT PRODUCT.

PROVIDER AGREES TO PAY FOR PRINTING AND PRODUCTION COSTS ASSOCIATED WITH THE SALE OF DISCOUNT AND NON-DISCOUNT PRODUCTS.

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AUTHORIZED ORGANIZATION REPRESENTATION [SIGNATURE]

NAME / TITLE


DATE

Signed by:
Chris Maxedon
98595AF522FC4A3...

Chris

10/29/2025

Chris Maxedon

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| Huntley High School | Track | 100 | |
| ADDRESS / DELIVERY LOCATIONS | CITY | STATE | ZIP CODE |
| 13719 Harmony Rd | Huntley | Illinois | 60142 |
| CONTACT NAME | BEST TIME TO CALL | CONTACT CELL # | CONTACT EMAIL ADDRESS |
| Chris | PM | 2244023965 | Chmaxedon@district158.org |
| Chris Maxedon | | | |
|  | | | |

DocuSigned by:

Michael Effinger
0503486FB397470...

10/29/2025