

McLean County Unit District No. 5 Board of Education Regular Meeting Agenda

Wednesday, February 9, 2022

Public Session 6:30 PM

Normal West High School

501 N Parkside Rd

Normal, IL 61761

MASKS ARE REQUIRED.

1. CALL TO ORDER AND ROLL CALL

2. ADJOURN TO CLOSED SESSION(5:45p.m.)

Recommended motion: Move to adjourn to closed session to discuss the following matter according to the exceptions provided in the Open Meetings Act and specified as follows:

•2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity and

•2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees and

•2(c)(11) Litigation, when an action against, affecting or on behalf of the particular body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

3. RECESS

4. RETURN TO PUBLIC SESSION

5. PLEDGE OF ALLEGIANCE

6. FOCUS ON STUDENTS AND GOOD NEWS REPORTS

7. SUPERINTENDENT COMMENTS

A COVID Mitigation Updates

8. PUBLIC COMMENTS

9. REPORTS

A Five Year Forecast

B 1st Reading of Board Policies, Administrative Procedures and Exhibits

1 Section 2 - Board of Education

a. Policy 2.110 Qualifications, Term, and Duties of Board Officers

1. Board Policies, Administrative Procedures and Exhibits

4

b. Policy 2.150 Committees

1. Board Policies, Administrative Procedures and Exhibits

7

c. Policy 2.220 Board Meeting Procedure

1. Board Policies, Administrative Procedures and Exhibits

9

d. Policy 2.260 Uniform Grievance Procedure

1. Board Policies, Administrative Procedures and Exhibits

14

2 Section 3 - General School Administration

a. Policy 3.50 Administrative Personnel Other Than the Superintendent

1. Board Policies, Administrative Procedures and Exhibits

19

3 Section 4 - Operational Services

a. Policy 4.110 Transportation

1. Board Policies, Administrative Procedures and Exhibits

20

b. Policy 4.160 Environmental Quality of Buildings and Grounds

1. Board Policies, Administrative Procedures and Exhibits

22

c. Policy 4.170 Safety

1. Board Policies, Administrative Procedures and Exhibits

23

d. Policy 4.60 Purchases and Contracts

1. Board Policies, Administrative Procedures and Exhibits	26
4 Section 5 - Personnel	
a. Policy 5.10 Equal Employment Opportunity and Minority Recruitment	
1. Board Policies, Administrative Procedures and Exhibits	29
b. Policy 5.20 Workplace Harassment Prohibited	
1. Board Policies, Administrative Procedures and Exhibits	31
c. Policy 5.185 Family and Medical Leave	
1. Board Policies, Administrative Procedures and Exhibits	35
d. Policy 5.200 Terms and Conditions of Employment and Dismissal	
1. Board Policies, Administrative Procedures and Exhibits	39
e. Policy 5.210 Resignations	
1. Board Policies, Administrative Procedures and Exhibits	42
f. Policy 5.220 Substitute Teachers	
1. Board Policies, Administrative Procedures and Exhibits	43
g. Policy 5.250 Leaves of Absence	
1. Board Policies, Administrative Procedures and Exhibits	44
h. Policy 5.330 Sick Days, Vacation, Holidays, and Leaves	
i. Board Policies, Administrative Procedures and Exhibits	51
5 Section 6 - Instruction	
a. Policy 6.15 School Accountability	
1. Board Policies, Administrative Procedures and Exhibits	59
b. Policy 6.20 School Year Calendar and Day	
1. Board Policies, Administrative Procedures and Exhibits	60
c. Policy 6.50 School Wellness	
1. Board Policies, Administrative Procedures and Exhibits	62
d. Policy 6.120 Education of Children With Disabilities	
1. Board Policies, Administrative Procedures and Exhibits	66
e. Policy 6.180 Extended Instructional Programs	
1. Board Policies, Administrative Procedures and Exhibits	68
f. Policy 6.320 High School Credit for Proficiency	
1. Board Policies, Administrative Procedures and Exhibits	69
g. Policy 6.340 Student Testing and Assessment Program	
1. Board Policies, Administrative Procedures and Exhibits	70
C Requests for Information Pursuant to the Illinois Freedom of Information Act	
The District has received and processed the following requests for information:	
1 Diane Benjamin, requested 12.30.21, responded 1.20.22	
2 Angi Franklin, requested 1.17.21, responded 1.25.22	
3 Illinois Retired Teachers Assn., requested 1/18/22, responded 1.25.22	
4 Matt Strupp, requested 1.20.22, responded 1.26.22	
5 Matt Strupp, requested 1.20.22, responded 1.26.22	
6 Jeremy Rambo, requested 2.1.22, responded 2.2.22	
7 Dawn Bergeron, requested 2.2.22, responded 2.2.22	
10. ACTION	
A Approve 2022-2023 School Calendar	72
B Resolution abating the working cash fund of the District	74
C Resolution providing for the issue of not to exceed \$46,000,000 Taxable General Obligation School Bonds, Series 2022, of the District for the purpose of increasing the Working Cash Fund of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof	80
11. CONSENT AGENDA	
A Approval of Minutes	
Minutes are not released for public viewing until approved by the Board of Education	
1 Closed Session 01.19.22	

2 Regular Session 01.19.22	
B Personnel Matters	111
C Payment of Bills and Payrolls	
1 Bills & Payroll Reports	115
D Approve Finance Department Reports	
1 Financial Statements for December 2021	155
E Approve Board Policies, Administrative Procedures, and Exhibits	
1 Section 2 - Board of Education	
a. Policy 2.120 Board Member Development	163
b. Policy 2.105 Ethics and Gift Ban	165
c. Policy 2.20 Powers and Duties of the Board; Indemnification	170
2 Section 3 - General School Administration	
a. Policy 3.40 Superintendent	172
b. Policy 3.60 Administrative Responsibility of the Building Principal	173
3 Section 4 - Operational Services	
a. Policy 4.165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors	174
b. Policy 4.175 Convicted Child Sex Offender, Screening; Notifications	176
4 Section 5 - Personnel	
a. Policy 5.100 Staff Development Program	177
b. Policy 5.120 Employee Ethics; Conduct, and Conflict of Interest	179
c. Policy 5.125 Personal Technology and Social Media	183
d. Policy 5.150 Personnel Records	186
e. Policy 5.260 Student Teachers	187
f. Policy 5.30 Hiring Process and Criteria	189
g. Policy 5.50 Drug and Alcohol Free Workplace; Tobacco Prohibition	192
h. Policy 5.90 Abused and Neglected Child Reporting Approved	195
5 Section 6 - Instruction	
a. Policy 6.130 Program for the Gifted	198
b. Policy 6.135 Accelerated Placement Program	199
c. Policy 6.300 Graduation Requirements	201
d. Policy 6.60 Curriculum Content	203
6 Section 7 - Students	
a. Administrative Procedure 7.10-AP1 Transgender Students or Gender Non-Conforming Students	208
b. Administrative Procedure 7.340-AP1 School Student Records	214
c. Exhibit 7.10-E3 Name or Gender Identity Change Request	227
d. Policy 7.10 Equal Educational Opportunities	228
e. Policy 7.250 Student Support Services	229
F Approve Contract With EOSullivan Consulting For Community Engagement Services	230
G Approve Requests for Authorization to Use Fire Prevention and Safety Funds	239
12. BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS	
13. ADJOURNMENT	

Qualifications, Term, and Duties of Board Officers

The Board officers are: President, Vice President, Secretary, and Treasurer (who is not a member of the Board). These officers are elected or appointed by the Board at its organizational meeting.

President

The Board elects a President from its members for a 1-year term. The duties of the President are:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content and preside at all meetings;
23. Make all Board committee appointments, subject to Board approval;
34. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
45. Call special meetings of the Board;
56. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
67. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
78. Administer the oath of office to new Board members; and
89. Serve, or appoint a designee to serve, as the Board's official spokesperson to the media;
10. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
11. Ensure that the fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5.30, *Hiring Process and Criteria*, are completed for the Superintendent.

The President is permitted to participate in all meetings in a manner equal to all other Board members.

The Vice President fills a vacancy in the presidency.

Vice President

The Board elects a Vice President from its members for a 1-year term.

The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Board elects a Secretary from its members for a 1-year term.

The duties of the Secretary are to:

Adopted: August 9, 1995
Reviewed: ~~January 2017~~ January 2022
Amended: February 22, 2017

1. Keep minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board members before the next meeting;
3. Mail meeting notification and agenda to news media who have officially requested copies;
4. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
5. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
6. Act as the local election authority for the District;
7. Arrange public inspection of the budget before adoption;
8. Publish required notices;
9. Sign official District documents requiring the Secretary's signature; and
10. Maintain Board Policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a Secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Clerk of the Board

The Clerk of the Board, who is a staff member, is appointed annually by the Board and renders his or her services as necessitated by Board activity. The Clerk shall:

1. Assist the Secretary by taking the minutes for all open Board Meetings;
2. Assemble Board meeting material and provide it along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Clerk of the Board or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The Treasurer of the Board shall be appointed annually prior to the fiscal year and be a non-Board member who renders his or her services as necessitated by Board activity.

The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees;
- 4-3. Have a financial background or related experience, or 12 credit hours of college-level accounting;
- 2-4. Furnish a bond, which shall be approved by a majority of the full Board;
- 3-5. Maintain custody of District funds;
- 4-6. Maintain records of District funds and balances;
- 5-7. Prepare a monthly reconciliation report for the Superintendent and Board;
- 6-8. Receive, hold, and expend District funds only upon the order of the Board; and
- 7-9. Perform those duties in Section 8-17 of *The School Code*.

Adopted: August 9, 1995

Reviewed: ~~January 2017~~ January 2022

Amended: February 22, 2017

In the event of absence from the District by the Treasurer, the Secretary or President of the Board shall be automatically empowered to sign checks.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8,
5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.: 2.80, 2.210, 2.220

ADMIN. PROC.: ~~2.220-E1, 2.220-E3, 2.220-E4, 2.220-E7~~

Committees

The Board may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements ~~considering available resources (both human and financial) and the needs of the District.~~ 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 (including but not limited to: posting agendas and approved minutes). A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees include but are not limited to:

- **Board Policy Committee**
Researches policy-related issues, and provides information and recommended revisions and new policies, administrative procedures and exhibits to the Board. Committee members include: Board members, Attorney for the District, District-level administrators, and others as needed. *See Board policies 2.20, 3.40.*
- **Community Engagement Committee**
The committee promotes communication and positive engagement among students, parents, community and staff to enhance the Board's leadership and oversight of the District. It works to ensure that activities are coordinated and district resources are best-utilized to achieve common goals. Committee members include: Board members, District-level administrators, and others as appropriate. *See Board policies 2.20, 8.10.*
- **Finance Committee**
Provides on-going review concerning the status of the District's budget, remains alert to issues impacting the financial health of the District, and meets with the auditors. Committee members include Board members, District-level administrators and business office staff as appropriate. *See Board policies 2.20, 4.10.*
- **Superintendent Evaluation Committee**
This committee provides leadership to the Board in conducting evaluations of the Superintendent. Committee members are Board members. *See Board policy 3.40.*
- **Behavioral Interventions Committee**
Develops and monitors procedures for using behavioral interventions in accordance with the Board's policy addressing misconduct by students with disabilities. At the Board President's discretion the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee. Committee members include, as appropriate, Board members, District-level administrators, and others. *See Board policy 7.230.*
- **Parent-Teacher Advisory Committee**
This committee assists in the development of student ~~discipline-behavior~~ policy and procedure, and provides information and recommendations to the Board. The committee

Adopted: July 21, 1969
Reviewed: ~~June 2016~~ January 2022
Amended: August 10, 2016

reviews such issues as administering medication in the schools, reciprocal reporting between the District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information. Committee members include Board members, the Attorney for the District, the Director of Special Education, other District-level administrators, building level administrators, teachers, parents/guardians, and others whose expertise or experience is needed. See *Board policies 7.100, 7.180, 7.190, 7.220, 7.230.*

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.

Board Representation

The Board recognizes a need to participate as representatives of the District upon request by community/school agencies or organizations. Board representations include but are not limited to:

- Beyond the Books Educational Foundation Board of Directors
- Corn Belt Division of the Illinois Association of School Boards (IASB)
- McLean County Regional Planning Commission
- Unit 5 Educational Foundation Board of Directors

Superintendent Committees

Nothing in this policy limits the authority of the Superintendent to create and use committees that report to him or her or to other staff members. See *Administrative Procedure 2.150-AP1*

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

CROSS REF.: ~~2.20~~, 2.110, 2.200, ~~2.220~~, 2.240, ~~3.40~~, ~~4.10~~, ~~7.100~~, ~~7.180~~, 7.190, ~~7.220~~, 7.230

Adopted: July 21, 1969
Reviewed: ~~June 2016~~ January 2022
Amended: August 10, 2016

School Board Meeting Procedure

Agenda

The Board President is responsible for focusing the Board meeting agendas on appropriate content. Appropriate agenda content includes, without limitation: establishing Board processes, clarifying the district's purpose, delegating authority, defining operating limits, monitoring district progress, and taking legally required or permissible Board action.

The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration. Any withdrawn item will be the first item considered after action on the consent agenda.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Board President for his or her consideration. Items submitted by a majority of Board members to the Superintendent or the Board President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda. Items not on the agenda may still be discussed.

The Superintendent or designee should provide a copy of the agenda, with adequate data and background information to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with the Board policy 2.200, *Types of School Board Meetings*.

The order of business for regular, reconvened, rescheduled, special and emergency meetings shall be as follows:

- Call to Order and Roll Call *
- Pledge of Allegiance
- Focus on Students and Good News Reports
- Superintendent Comments
- Public Comments *
- Reports and Discussion
- Action Items
- Consent Agenda
 - Approval of Minutes
 - Personnel Matters
 - Payment of Bills and Payrolls
 - Financial Reports
 - Other Items
- Reports and Discussion
- Announcements and Comments *
- Adjournment *

Items marked with an asterisk shall be included in the agenda for all Board meetings. Upon request of the Board President or consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

All votes shall be by roll call. The sequence for casting votes by all Board members shall be alphabetical by last name, with the Board President voting last.

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board unless otherwise stated in law. On a tie vote the motion is defeated.

Statutory exceptions include the following:

1. Dismissing a teacher for any reason other than reduction of staff or elimination of that position requires approval by the majority of all members. (105 ILCS 5/24-12)
2. Directing the sale of district real property or buildings thereon must be approved by at least two-thirds of the Board members. (105 ILCS 5/5-22)
3. Making or renewing a lease of school property to another school district or municipality or body politic and corporate for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds ten years, requires approval by at least two-thirds of the Board's full membership. (105 ILCS 5/10-22.11)
4. Leasing any building, rooms, grounds and appurtenances to be used by the District for school or administration purposes for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds ten years, requires approval by at least two-thirds of the Board's full membership. (105 ILCS 5/10-22.12)
5. Obtaining personal property by lease or installment contract requires approval by an affirmative vote of at least two-thirds of the Board's full membership. "Personal property" includes computer hardware and software and all equipment, fixtures, and improvements to existing district facilities to accommodate computers. (105 ILCS 5/10-22.25a)
6. Adopting a supplemental budget after a successful referendum requires approval by a majority of the full Board. (105 ILCS 5/17-3.2)
7. Petitioning the circuit court for an emergency election requires approval by a majority of the members. (10 ILCS 5/2A-1.4)
8. Expending funds in emergency situation in the absence of required bidding requires approval by at least three-quarters of the Board. (105 ILCS 5/10-20.21)
9. Exchanging school building sites requires approval by at least a two-thirds majority of the Board. (105 ILCS 5/5-23)
10. Waiving the administrative cost cap requires approval by an affirmative vote of at least two-thirds of the Board. (105 ILCS 5/17-1.5)

Adopted: August 5, 1968
Reviewed: ~~July 2020~~ January 2022
Amended: August 12, 2020

11. Authorizing an advisory question of public policy to be placed on the ballot at the next regularly scheduled election requires approval by a majority of the Board. (105 ILCS 5/9-1.5).

Minutes

The Board Secretary shall keep written minutes of all Board meetings, whether open or closed, which shall be signed by the President and the Secretary.

The minutes include:

1. the meeting's date, time and place;
2. Board members recorded as either present or absent; and if participating by audio or visual means, the reason a member is taking part in that manner;
3. a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. on all matters requiring a vote, each member shall be recorded as voting "yea", "nay", "present", or "abstain";
5. if the meeting is adjourned to another date, the time and place of the reconvened meeting;
6. the vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. a record of all motions, including individuals making and seconding motions; and
8. the type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

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

~~At least semi-annually~~Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) ~~decides-determines~~ which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a semi-annual review. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within ten days after the Board's approval; they may be inspected in the District Office, in the presence of the Secretary, the Superintendent or designated administrator, or any elected Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District Office, and (2) in the presence of the Board Secretary, the Superintendent or designated administrator, or any elected Board member.

The minutes whether reviewed by members of the public or the Board, shall not be removed from the District Office except by vote of the Board or by court order.

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

Verbatim Record of Closed Meetings

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

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

Individual Board members may access verbatim recordings in the presence of the Board Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District Office. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District Office, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in Board policy 2.80, *Board Member Oath and Conduct* and Exhibit 2.80-E1. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

Except as provided below during a disaster declaration, a quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

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

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the Quorum and Participation by Audio or Video Means subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.

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

Rules of Order

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

Broadcasting and Recording Board Meetings

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

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

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

CROSS REF.: 2.80, 2.150, 2.200, 2.210, 2.230

~~ADMIN. PROC.: 2.10-AP1, 2.80-E1, 2.200-AP1, 2.220-E1, 2.220-E2, 2.220-E3, 2.220-E4,
2.220-E5,
2.220-E6, 2.220-E7, 2.220-E8~~

Adopted: August 5, 1968
Reviewed: ~~July 2020~~ January 2022
Amended: August 12, 2020

Uniform Grievance Procedure

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

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

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7.180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5.20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except:

- 1) as required by law, ~~or this policy~~, or any collective bargaining agreement;
- 2) as necessary to fully investigate the complaint; or
- 3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except:

- 1) as required by law, this policy, or any collective bargaining agreement;
- 2) as necessary to fully investigate the complaint; or
- 3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

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

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

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

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

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

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

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

Appointing Nondiscrimination Coordinator and Complaint Managers

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

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

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

Nondiscrimination Coordinator:	Name: M. Curt Richardson
	Address: 1809 West Hovey Ave, Normal, IL 61761
	Email: richardmc@unit5.org
	Telephone: (309) 557-4082

Complaint Manager:	Name: Roger Baldwin
	Address: 1809 West Hovey Ave, Normal, IL 61761
	Email: baldwinr@unit5.org
	Telephone: (309) 557-4026

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

820 ILCS 70/, Employee Credit Privacy Act, 70/10(b), and 70/2523 Ill. Admin. Code §§1.240, 200.40, 226.50, and 226.570.

CROSS REF.: 2.105, 2.265, 5.10, 5.20, 5.30, 5.90, 6.120, 6.140, 6.170, 6.260, 7.10, 7.15, 7.20, 7.180, 7.185, 7.310, 7.315, 8.70, 8.95, 8.110

~~ADMIN. PROC.: 2.260-AP1, 2.260-AP2, 5.10-AP1, 5.20-AP1, 5.30-AP1, 5.30-AP2, 6.140-AP1, 6.170-AP2, 6.260-AP1, 6.260-E1, 7.20-AP1, 7.180-AP1, 8.110-AP1~~

Administrative Personnel Other Than the Superintendent

Duties and Authority

The Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, other District-wide and Building level administrators. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and the Illinois State Board of Education rules.

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board in a timely manner.

LEGAL REF.: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.
23 Ill. Admin. Code §§1.310, 1.750, and 50.300; and Parts 25 and 29.

CROSS REF.: 3.60, [4.165](#), [4.175](#), 5.30, [5.90](#), [5.120](#), [5.150](#), [5.210](#), 5.250, [5.290](#)

Adopted: June 7, 1976
Reviewed: ~~March 2017~~ [January 2022](#)
Amended: April 12, 2017

Transportation

The District shall provide free transportation for any student in the District who resides:

- 1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board has certified to the ~~Illinois~~ Ill. State Board of Education that adequate public transportation is available, or
- 2) ~~if adequate public transportation is not available,~~ within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious* safety hazard due to either:
 - (a) vehicular traffic or rail crossing; or
 - (a)(b) a course or pattern of criminal activity, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/., and adequate public transportation is not available.

A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.

Free transportation services and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and ~~Illinois~~ Ill. Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and:

- 1) is stopping or stopped for loading or discharging students on a highway outside an urban area, ~~or~~ or
- 2) is bearing one or more students.

The Superintendent or designee shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

Adopted: January 17, 1972

Reviewed: ~~November 2017~~ January 2022

Amended: December 13, 2017

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver:

- 1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, ~~and~~ and
- 2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.: 20 U.S.C. §6312(c)(5)(B), Elementary and Secondary Education Act.
~~McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act~~
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15 and /1-17.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, ~~5/12-813~~, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.
23 Ill. Admin. Code §§1.510 and 226.750; Part 120.
92 Ill. Admin. Code ~~§Part 440-3~~.

CROSS REF.: 4.170, 5.100, 5.120, 5.280, 6.140, 7.220
~~ADMIN. PROC.: 4.110-AP1, 4.110-AP2, 4.110-AP3, 4.110-E1, 6.140-AP1~~

Adopted: January 17, 1972
Reviewed: ~~November 2017~~ January 2022
Amended: December 13, 2017

Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect:

- (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials~~;~~ and
- (2) the environmental quality of the District's buildings and grounds.

Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Coal Tar Sealant

Beginning on January 1, 2023, before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.: 29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill. Admin. Code §350.300(c).
29 C.R.F. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/10-20.17a~~;~~ 5/10-20.~~4648;~~
105 ILCS 135/, Toxic Art Supplies in Schools Act;
105 ILCS and 140/, Green Cleaning School Act;
225 ILCS 235/, Structural Pest Control Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
415 ILCS 60/14, Illinois Pesticide Act.
415 ILCS 65/, Lawn Care Products Application and Notice Act.
820 ILCS 255/, Toxic Substances Disclosure to Employees Act.
23 Ill. Admin. Code §1.330, Toxic Materials Training.
56 Ill. Admin. Code Part 205, Toxic Substances Disclosure to Employees.

CROSS REF.: 4.150, 4.170

~~ADMIN. PROC.: 4.160-AP1, 4.160-E1~~

Adopted: September 25, 1996
Reviewed: ~~June 2014~~ January 2022
Amended: July 9, 2014

Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations plan template addressing prevention, protection, mitigation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Attorney for the District;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, ~~or~~ school support personnel, or a parent/guardian.

Annual Review

The Board or its designee will annually review each school building's emergency operations plan, protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the ~~Illinois~~ Ill. State Board of Education (29 Ill. Admin. Code Part 1500).

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public

Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings must be equipped with approved *carbon monoxide alarms or carbon monoxide detectors* as required by State law;
2. Locate any required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device; and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Illinois Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

The Superintendent or designee is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.56, 5/18-12, and 5/18-12.5.
105 ILCS 128/, School Safety Drill Act, ~~implemented by~~ 29 Ill. Admin. Code Part 1500.
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4.110, 4.175, 4.180, 5.30, 6.190, 6.250, 7.300, 8.30, 8.100

Purchases and Contracts

The Superintendent or designee shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Attorney for the District shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable federal and State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and *Board policy 4.150, Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of:
 - (1) each vendor, product, or service provided,
 - (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and
 - (3) how the revenue was used and to whom the non-monetary remuneration was distributed.

The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and *Board policy 4.70, Resource Conversation.*
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f):
 - (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s);
 - (2) prohibits any of the contractor's employees from having direct, daily contact at a District school or school-related activity with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and
 - (3) require each of its employees who will have direct, daily contact at a District school or school-related activity with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with 105 ILCS 5/24-5:
 - (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and
 - (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

9. After January 1, 2023, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.

10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

The Superintendent or designee shall:

- (1) execute the reporting and website posting mandates in State law concerning District contracts, and
- (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 2 C.F.R. Part 200.
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq.,
and 5/24-5.
30 ILCS 708/, Grant Accountability and Transparency Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2.100, 4.70, 4.150, 4.175

ADMIN. PROC.: ~~4.60-AP1, 4.60-AP2, 4.60-AP3, 4.60-E1, 5.30-AP2~~

General Personnel – Equal Employment Opportunity

The District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; 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, ~~or~~ gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories.

No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated against because he or she:

- (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or
- (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:	Name: M. Curt Richardson Address: 1809 West Hovey Ave, Normal, IL 61761 Email: richardmc@unit5.org Telephone: (309) 557-4082
---------------------------------------	--

Complaint Manager:	Name: Roger Baldwin Address: 1809 West Hovey Ave; Normal IL 61761 Email: baldwinr@unit5.org Telephone: (309) 557-4026
---------------------------	--

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

- LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, implemented by 29 C.F.R. Part 1601.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 513/25, Genetic Information Protection Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D), and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.
- CROSS REF.: 2.260, 2.265, 5.20, 5.30, 5.40, 5.50, 5.70, 5.180, 5.200, 5.250, 5.270, 5.300, 5.330, 7.10, 7.180, 8.70

General Personnel – Workplace Harassment Prohibited

The District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, color, religion, national origin, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5.10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2.260, Uniform Grievance Procedure; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7.20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

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

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

Making a Report or Complaint

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

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

Whom to Contact with a Report or Complaint

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

using Board policy 2.260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2.260, the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

Please see Board policy 2.260, *Uniform Grievance Procedure* for the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:	Name: M. Curt Richardson Address: 1809 West Hovey Ave, Normal, IL 61761 Email: richardmc@unit5.org Telephone: (309) 557-4082
Complaint Manager:	Name: Roger Baldwin Address: 1809 West Hovey Ave, Normal IL 61761 Email: baldwinr@unit5.org Telephone: (309) 557-4026

Investigation Process

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

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

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

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

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

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

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

Enforcement

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

Retaliation Prohibited

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

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

LEGAL REF.: ~~Title VII of the Civil Rights Act of 1964~~, 42 U.S.C. §2000e ~~et seq.~~, Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
~~Title IX of the Education Amendments of 1972~~, 20 U.S.C. §1681 ~~et seq.~~, Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
~~State Officials and Employees Ethics Act~~, 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
~~Ill. Human Rights Act~~, 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act,
56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.
Burlington Industries v. Ellerth, 524 U.S. 742 (1998).
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001)
Crawford v. Metro. Gov't of Nashville Davidson County, 555 U.S. 271 (2009).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Franklin V. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).

Adopted: October 6, 1997
Reviewed: ~~September 2020~~ January 2022
Amended: September 29, 2020

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Oncale v. Sundown Offshore Services, 523 U.S. 75 (1998).
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).
Vance v. Ball State University, 133 S.Ct. 2434 (2013).
Williams v. West Mgmt., 361 F.3d 1021 (7th Cir. 2004)

CROSS REF.: 2.260, 2.265, 4.60, 5.10, 5.90, 5.120, 7.20, 8.30

General Personnel – Family and Medical Leave

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, measured backward from the date the employee desires to use FMLA leave.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Board policies and rules. In addition, All-all policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of family and medical FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of family and medical FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or a daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, the employee: must have been employed by the District for at least 12 months and have been employed for at least ~~1,250-000~~ hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, et seq., National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs a FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide:
 - (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and
 - (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the:

1. employee requests a leave extension;
2. circumstances described by the original certification change significantly; or
3. District receives information that casts doubt upon the continuing validity of the original certification.

Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. The District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to:

- (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations; and
- (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by FMLA regulations.

Implementations

The Superintendent or designee shall ensure that:

1. all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and
2. this policy is implemented in accordance with the FMLA.

In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: ~~Family and Medical Leave Act~~, 29 U.S.C. §2601 et seq., Family and Medical Leave Act, 29 C.F.R. Part 825.
~~III. Family Military Leave Act, 820 ILCS 151/105 ILCS 5/24-6.4.~~

CROSS REF.: 5.180, 5.250, 5.310, 5.330

~~ADMIN. PROC.: 5.185-AP1~~

Adopted: April 23, 1997
Reviewed: ~~April 2016~~ January 2022
Amended: April 27, 2016

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 and Day

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 workdays, including teacher institute days. Additionally, five emergency days shall be included for a minimum calendar of 185 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 such days; i.e. 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).

All teachers new to the District shall report two days prior to the opening of school for an orientation workshop.

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

The District accommodates employees who are nursing mothers according to provisions in the Nursing Mothers in the Workplace Act.

Experience Credit

New certified employees shall be given full credit for the first ten years of teaching experience. No credit shall be given on the salary schedule beyond ten years provided, however, the Superintendent or designee shall have the discretion to give credit beyond ten years for hard to fill positions.

For purposes of this policy, "teaching experience" shall be interpreted as full-time teaching in a pre-K-12 position in a public school. Part-time, partial year and private school experience shall not be recognized as teaching experience for the purposes of determining credit on the salary schedule.

Salary

Teachers shall be paid according to the salary schedule adopted by the Board, but in no case less than the minimum salary provided by *The School Code*. Teachers shall be paid on the basis of 24 equal payments (September-August), by direct check deposit to approved financial institutions.

If a regular pay date during the school term falls on a day when school is not in session, teachers shall receive their checks on the last working day prior thereto. Paydays shall be the 15th and 30th of the month.

Teachers resigning at the end of the school year may receive total payment of salary due the 30th of June by requesting the advance payment in writing prior to June 1.

Payroll Deductions

Payroll deductions shall be made for Federal and State Income Tax, Teachers' Retirement System, Illinois Municipal Retirement Fund, Medicare, Social Security (FICA) and Teachers' Health Insurance Security. Upon the written request of an employee, payroll deductions shall be made for group health insurance, flex plan, savings bonds, United Way Fund, Beyond the Books Educational Foundation, tax-sheltered annuities, TRS 2.2, TRS Optional Service, membership dues in professional associations and unions, and other purposes as may be approved by the Board.

The dues deduction for membership in professional organizations shall be from each regular payroll period for nine months and shall be of an amount equal to the pro rata share of the annual membership dues.

The Board shall remit such deductions to the specified groups.

Assignments and Transfers

The Superintendent or designee is authorized to make teaching, study hall, extra class duty, and co-curricular assignments. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

Dismissal

The District will follow State law when dismissing a teacher.

Evaluation

The evaluation of teachers of the District shall serve a dual purpose:

1. To provide a sound basis for improvement of instruction.
2. To provide an objective measure of teachers' effectiveness.

Probationary teachers shall be evaluated at least two times per year. Tenured teachers shall be evaluated at least once every other year. The Building Principal and the teacher shall confer before and after each formal evaluative observation and sign the evaluation form which shall be placed in the teacher's personnel folder.

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

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

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2,
5/24-8, 5/24-9, 5/24-11, 5/24-12,
5/24-21, 5.5/24A-1 through 24A-20.
820 ILCS 260/1 ~~et seq.~~, Nursing Mothers in the Workplace Act
23 Ill. Admin. Code Parts 50 and 51.
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487 (1985).

CROSS REF.: 5.290, 6.20

Professional Personnel – Resignations

Tenured teachers may resign at any time with consent of the Board or by written notice sent to the Board ~~secretary~~ Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board.

LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill.App.3d 433 (1st Dist. 2006).

Adopted: April 23, 1997
Reviewed: ~~March 2012~~ January 2022
Amended: April 25, 2012

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 or short-term 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 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 school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The ~~Illinois~~ Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, ~~2021~~2023, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The School 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. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within 5 business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).
23 Ill. Admin. Code §1.790 and §25.520.

CROSS REF.: 5.30

Adopted: March 18, 1968
Reviewed: ~~September 2020~~ January 2022
Amended: September 29, 2020

Professional Personnel – Vacation, Holidays, and Leaves of Absence

This policy applies to all professional personnel (e.g. employees with a Professional Educator License (“PEL”)) to the extent 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 collective bargaining agreement or individual agreement will control.

Professional Non-Administrative Personnel

All professional personnel represented by the Unit Five Education Association-IEA/NEA (the “Association”) shall be entitled to the leaves provided in the Negotiated Contract between the Association and the Board.

Professional Administrative Personnel

Vacation

Professional administrative personnel shall be entitled to the vacation, if applicable, provided in their individual employment contracts.

Leaves

All professional administrative personnel shall be entitled to the following leaves:

Sick Leave

Each full-time 9 ½-month or 10-month professional administrative employee is granted 14 paid sick leave days per school year which shall entitle the employee to be absent for reasons as defined below without loss of pay. Each full-time 11-month professional administrative employee is granted 15 paid sick leave days per school year which shall entitle the employee to be absent for reasons as defined below without loss of pay. Each full-time 12-month professional administrative employee is granted 16 paid sick leave days per school year which shall entitle the employee to be absent for reasons as defined below without loss of pay. Each full-time professional administrative employee who has completed at least 10 years of consecutive full-time employment with the District shall receive two additional sick leave days per year. Unused sick leave days shall accumulate and may be used as needed up to the accumulated amount.

Sick leave is defined in State law as personal illness, 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 immediate family shall include parents, legal guardians, children, spouse, partner in a civil union, brothers, sisters, grandparents, great grandparents, grandchildren, parents-in-law, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, great-grandparents-in-law, aunts, uncles, and all step relatives in the aforementioned relationships.

As a condition for paying sick leave after three days absence for personal illness ~~or 30 days for birth~~—or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the employee provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or

Adopted: September 16, 1968
Reviewed: ~~June 2021~~ January 2022
Amended: August 11, 2021

practitioner of the employee's faith. If the Board or Superintendent requires a certificate as a basis for pay during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee in obtaining the certificate (e.g. if the employee has already seen a medical provider listed above, the Board will not be required to pay for the services provided to the employee solely by requesting a certificate).

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 Superintendent may require medical certification.

The use of paid sick leave for purposes of adoption, or 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, 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.

Medical Leave

Each full-time 9 ½-month or 10-month professional administrative employee is granted 12 days unpaid medical leave annually. Each full-time 11-month professional administrative employee is granted 13 days unpaid medical leave annually. Each full-time 12-month professional administrative employee is granted 14 days unpaid medical leave annually.

Unused days of medical leave shall accumulate up to a maximum of 132 days for 9 ½-month and 10-month professional administrative employees, 144 days for 11-month professional administrative employees, and 156 days for 12-month professional administrative employees.

Medical leave may only be used for personal illness and only after accumulated sick leave has been exhausted.

As proof of illness or fitness to resume duties after any absence, the Board may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches.

Use of allotted medical leave days in a 12-month professional administrative employee's contract year will not affect the vacation days to which the employee would otherwise be entitled.

During a leave for personal illness in any employee's contract year, the medical leave days the employee would otherwise be entitled to for that year will not be affected.

During that period of time an employee is utilizing medical leave benefits, the Board will maintain the health insurance coverage for the employee, if allowable by the insurer.

Leave for Personal Illness

The decision to grant a leave for personal illness for any length of time shall only be made by the Board.

Leave for personal illness may only be used at such time as accumulated sick leave and accumulated medical leave has been exhausted.

Requests for leave for personal illness should be made of the Board prior to such time as accumulated medical leave has been exhausted and accompanied by a doctor's certificate as proof of disability.

When granted a leave for personal illness, the Board will maintain the health insurance coverage for an employee through the month following the date of the beginning of such leave and/or according to provisions set forth in the Family and Medical Leave Act of 1993. Coverage beyond the Board's contribution will be an option of the employee by remitting the premium on a monthly basis; however, the last day of coverage will not be extended beyond the last day the employee is considered employed by the District unless the employee is eligible for coverage as a retiree.

Leave for personal illness is terminated on the last day of an employee's contract year.

Permission Absence

"Permission absence" is a term denoting an excused absence from job duties, with pay. It is not a right, but a privilege. Professional administrative personnel are not granted personal leave. Rather a professional administrative employee may request an excused absence be granted by the Superintendent or designee to conduct personal business, for significant lifetime events, or for other reasons that do not occur on a frequent basis. The circumstances may differ with each case and the length of time granted for a permission absence may vary.

Bereavement Leave

A bereavement leave will be granted to allow a professional administrative employee to be absent for up to three days to deal with funeral matters of the immediate family as defined in this policy. These days will not be charged against the employee's sick leave allotment. In addition, employees may use paid sick leave for death in the immediate family or household.

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved employee at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the employee's child, or (3) grieving the death of the employee's child, without any adverse employment action.

The child bereavement leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act

Emergency Leave

Professional administrative personnel may request up to fifteen (15) days of paid emergency leave to accommodate extreme situations when other paid leaves do not apply and all other paid leaves

have been exhausted. A member must give a reason for the request, and such leave will be approved or denied by the Superintendent or designee.

Professional Leave

Professional administrative personnel may request professional leave day(s) for professional development activities. The employee shall request professional leave in writing at least one (1) week prior to the day of the requested absence. The Superintendent or designee will approve or deny such requests.

Family Hardship Leave

The Board may grant a professional administrative employee a family hardship leave of absence without pay for a specific period of time up to six months. In no instance shall this leave be granted unless the Board determines that a suitable replacement can be hired.

1. The employee shall not be eligible for sick leave pay during the period of a family hardship leave, nor will the employee be eligible for family hardship leave if the employee has applied for or used sick leave, medical leave and/or personal illness leave in reference to the reason the family hardship leave is being requested.
2. All benefits available to the employee shall be suspended during a family hardship leave. The employee may maintain membership in the group health insurance program during the leave, according to provisions of the Family and Medical Leave Act of 1993. The employee may maintain the group health insurance after the benefit from FMLA has expired by remitting in advance payments of all premiums due. These payments shall be made to the District Office.
3. Professional administrative employees will retain their tenure status during a family hardship leave of absence.
4. An employee on leave for a full school year shall not receive a salary increase while on leave.

At the expiration of the leave period, the employee will be placed in an administrative or non-administrative position for which the employee is qualified.

All Professional Personnel

Holidays

Except as provided in Board Policy 6.20, all professional personnel, whether represented by the Association or administrative personnel, will not be required to work on the legal school holidays listed in Board Policy 6.20 School Year Calendar and Day.

Leaves

In addition to the leaves provided above, all professional personnel, whether represented by the Association or administrative personnel, shall be entitled to the following leaves:

Family and Medical Leave

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act as provided in Board policy 5.185, *Family and Medical Leave*.

Military Leave

The District will comply with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("ISERRA"), 330 ILCS 61/1-1 et seq., and Section 10-20.7b of the Illinois School Code (105 ILCS 5/10-20.7b), as amended from time to time.

A professional employee who is a "service member" as defined in ISERRA, is entitled to military leave while performing "active service".

During such leaves, the employee's seniority, tenure track, and other benefits shall continue to accrue. An employee who is absent on military leave shall, minimally, for the period of military leave, be credited with the average of the performance ratings or evaluations received for the three years immediately before the absence for military leave. Additionally, the rating shall not be less than the rating that he or she received for the rated period immediately prior to his or her absence on military leave. The contractual continued service status of a teacher or other professional employee shall not be affected because of absence while in the military service of the United States.

During periods of military leave for annual training, the employee shall continue to receive full compensation (i.e. concurrent compensation) for up to 30 days per calendar year.

During periods of military leave for active service, the employee shall receive differential compensation subject to the following:

1. Differential compensation for voluntary active service is limited to 60 work days in a calendar year.
2. Differential compensation shall not be paid for active service without pay.

Employees who have exhausted concurrent compensation for annual training in a calendar year shall receive differential compensation when authorized in the same calendar year.

School Visitation Leave

An eligible professional employee is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the employee's child, if the conference or meeting cannot be scheduled during non-work hours. Professional employees must first use all accrued vacation leave, personal leave, and any other leave that may be granted to the professional employee, except sick and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leave to Serve as an Election Judge

Any professional employee who has been appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The employee is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

Adopted: September 16, 1968
Reviewed: ~~June 2021~~ January 2022
Amended: August 11, 2021

General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional employee hired to replace one in the General Assembly does not acquire tenure.

Leaves for Victims of Domestic Violence, Sexual Violence, ~~or Gender Violence~~, or Other Crime of Violence

An unpaid leave from work is available to any employee who: (1) is a victim of domestic violence, sexual violence, ~~or gender violence~~, or any other crime of violence, or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, ~~or gender violence~~, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, since the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leave Without Pay

The Board recognizes that a leave without pay is sometimes necessary due to circumstances beyond an individual's control. Therefore, requests for absences from work beyond an individual's control and that do not fall under any other leave policy may be granted by the building administrator or a District Office administrator without pay on a day for day basis. A leave without pay shall not be granted for vacation. Personnel assigned to a specific building or homebased at a specific building shall submit their request to the building administrator. Other personnel shall submit their request to the District Office administrator responsible for their performance.

Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations.

Employees who are granted a leave without pay shall have their pay reduced at a per diem rate based on the number of days paid in the current contract year.

Leave to Serve as an Officer or Trustee of a Specific Organization

The Board provides for Association Leave in the Negotiated Contract with the Association. In addition, upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, and (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3.

Injury During Performance of Duties

An employee injured during the performance of duties shall be entitled to a maximum of three consecutive days absence with pay provided a licensed physician certifies the employee is unable to perform the duties of the position. If after three days the employee is still unable to perform the duties of the position, accumulated sick leave may be used. A licensed physician must certify at

Adopted: September 16, 1968
Reviewed: ~~June 2021~~ January 2022
Amended: August 11, 2021

the end of each pay period that the employee is unable to perform the duties of the position. The employee, in addition, shall be entitled to benefits pursuant to the Worker's Compensation Act but in no event shall the employee receive more than a regular day's pay. Sick leave pay shall be utilized, if needed, to supplement worker's compensation benefits so as to ensure a regular day's pay.

LEGAL REF.: 10 ILCS 5/13-2.5.
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
CROSS REF.: 5.180, 5.185, 5.330

Educational Support Personnel – Vacation, Holidays, and Leaves

This policy applies to all educational support personnel (e.g. employees without a Professional Educator License (“PEL”)) to the extent 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 collective bargaining agreement or individual agreement will control.

Represented Educational Support Personnel

All educational support personnel represented by the Unit Five Support Professionals Association (“UFSPA”) shall be entitled to the vacation, holidays, and leaves, if applicable, provided in the Negotiated Contract between UFSPA and the Board. All educational support personnel represented by the Laborer’s International Union of North America, Local 362 (“LIUNA Local 362”) shall be entitled to the vacation, holidays, and leaves, if applicable, provided in the Negotiated Contract between LIUNA Local 362 and the Board.

Unrepresented Non-Administrative Educational Support Personnel

Personal Leave

Full-time non-administrative educational support personnel shall be granted two paid personal leave days per school year to be used at the convenience of the employee. Requests to use personal leave must be approved in advance by the administrative supervisor. A request for personal leave may be denied if approval would adversely impact operations or the provision of services due to absence of too many employees. Unused personal leave will be added to an employee’s accumulated personal leave and/or sick leave at the end of each school year. Unrepresented non-administrative educational support employees may not accumulate a total of more than four (4) personal days.

Vacation

Full-time exempt educational office personnel who work at least 240 days per school year shall be granted 15 paid vacation days per school year. Full-time technology employees who work at least 240 days per school year shall be granted 10 paid vacation days per school year. Beginning with their fifth year of consecutive employment, full-time technology employees who work at least 240 days per school year shall be granted 15 paid vacation days per school year. Full-time special warehouse/transportation employees who work at least 260 days per school year shall be granted the following paid vacation days per school year:

After One (1) Full Year of Service	10 vacation days
After Eight (8) Full Years of Service	15 vacation days
After Twenty (20) Full Years of Service	20 vacation days

Requests to use vacation days must be approved in advance by the employee’s administrative supervisor. Vacation days cannot be accumulated and must be used prior to July 31st following the school year in which they are accrued. The employee and administrative supervisor must work together to ensure that vacation time is taken at a mutually agreeable time.

Maternity Leave

The Board may grant an unrepresented educational support employee a maternity leave without pay for a specified period of time with a 1-year maximum.

All benefits available to an employee shall be suspended during a maternity leave unless otherwise allowed according to provisions set forth in the Family and Medical Leave Act of 1993, and the employee shall not advance on a salary schedule or receive a salary increase for the year in which the leave is taken. The employee may maintain membership in the group health insurance program during the leave by remitting in advance payments of all premiums due. These payments shall be made to the District Office.

An employee who is granted a maternity leave of absence shall be required to notify the secretary of the Board in writing stating whether or not said employee requests to return to his or her position. For an employee on a leave during the second semester, the request to return must be received by the secretary of the Board on or before March 1. Failure of the employee to make proper notification by March 1 will terminate that person's further employment in the District.

At the expiration of the leave period, the employee will return to the same position as that which was held prior to the leave of absence.

Administrative Educational Support Personnel

Permission Absence

"Permission absence" is a term denoting an excused absence from job duties with pay. It is not a right, but a privilege. Administrative educational support personnel are not granted personal leave. Rather an administrative educational support employee may request a permission absence be granted by the Superintendent or designee to conduct personal business, for significant lifetime events, or for other reasons that do not occur on a frequent basis. The circumstances may differ with each case and the length of time granted for a permission absence may vary.

Vacation

Full-time administrative educational support personnel who work at least 240 days per school year shall be entitled to 15 paid vacation days per school year. Vacation days cannot be accumulated and must be used prior to July 31st following the school year in which they are accrued.

Professional Leave

Administrative educational support personnel may request paid professional leave days for professional development activities. The employee shall request professional leave in writing at least one (1) week prior to the day of the requested absence. The Superintendent or designee will approve or deny such requests.

All Unrepresented Educational Support Personnel

In addition to the leaves provided above, all unrepresented educational support personnel shall be entitled to the following leaves:

Sick Leave

Annually, each unrepresented full-time or part-time educational support employee who works at least 600 hours per year shall be granted the following paid sick leave days per school year equal to the hours worked per day:

<u>Position</u>	<u>Work Year</u>	<u>#Paid Sick Leave Days</u>
Admin. Educ. Support Personnel	240 days	15 days/Negotiated
Exempt EOP	250 days	15 days
Food Service	173 days	11 days
Food Service Manager	174 days	11 days
Healthcare Assistant	180 days	12 days
Occupational Therapist	180 days	12 days
Physical Therapist	180 days	12 days
RN	180 days	12 days
Safety Monitor	180 days	12 days
School Community Representative	180 days	12 days
Special Transportation	173 days	11 days
Special Warehouse/Trans.	260 or 261 days	14 days
Technology	240 days	14 days

Unused sick leave days shall accumulate and may be used as needed up to the accumulated amount.

Sick leave is defined as personal illness, 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 immediate family shall include parents, legal guardians, children, spouse, partner in a civil union, brothers, sisters, grandparents, great grandparents, grandchildren, parents-in-law, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, great-grandparents-in-law, aunts, uncles, and all step relatives in the aforementioned relationships.

As a condition for paying sick leave after three days absence for personal illness ~~or 30 days for birth~~—or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the employee provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate as a basis for pay during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee in obtaining the required certificate (e.g. if the employee has already seen a medical provider listed above, the Board will not be required to pay for the services provided to the employee solely by requesting a certificate).

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 Superintendent may require medical certification.

The use of paid sick leave for purpose of adoption, ~~or~~ 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

Adopted: October 21, 1968
 Reviewed: ~~June 2021~~ January 2022
 Amended: August 11, 2021

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, 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.

Medical Leave

Each unrepresented educational support employee shall be granted the following unpaid medical leave annually:

<u>Position</u>	<u>Work Year</u>	<u>#Unpaid Medical Leave Days</u>	<u>Cap on Medical Leave Days</u>
Admin. Educ. Support Personnel	240 days	13 days	156 days
Exempt EOP	250 days	13 days	156 days
Food Service	173 days	10 days	120 days
Food Service Manager	174 days	10 days	120 days
Healthcare Assistant	180 days	10 days	120 days
Occupational Therapist	180 days	10 days	120 days
Physical Therapist	180 days	10 days	120 days
RN	180 days	10 days	120 days
Safety Monitor	180 days	10 days	120 days
School Community Representative	180 days	10 days	120 days
Special Transportation	173 days	10 days	120 days
Special Warehouse/Trans.	260 or 261 days	13 days	156 days
Technology	240 days	13 days	156 days

Unused days of medical leave shall accumulate up to the maximum listed in the table above, usable in any one year.

Medical leave may only be used for personal illness and only after accumulated sick leave has been exhausted.

As proof of illness or fitness to resume duties after any absence, the Board may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches.

Use of allotted medical leave days in any one contract year will not affect the vacation days to which the employee would otherwise be entitled.

During a leave for personal illness in any employee's contract year, the medical leave days the employee would otherwise be entitled to for that year will not be affected.

During that period of time an employee is utilizing medical leave benefits, the Board will maintain the health insurance coverage for the employee, if allowable by the insurer.

Leave for Personal Illness

The decision to grant a leave for personal illness for any length of time shall only be made by the Board.

Leave for personal illness may only be used at such time as accumulated sick leave and accumulated medical leave has been exhausted.

Requests for leave for personal illness should be made of the Board prior to such time as accumulated medical leave has expired and the request should be accompanied by a doctor's certificate as proof of disability.

When granted a personal illness leave, the Board will maintain the health insurance coverage for said employee through the month following the date of the beginning of such leave and/or according to provisions set forth in the Family and Medical Leave Act of 1993. The employee can continue coverage by remitting the insurance premium on a monthly basis; however, the last day of coverage will not be extended beyond the last day the employee is considered employed by the District unless the employee is eligible for coverage as a retiree.

Leave for personal illness is terminated on the last day of an employee's contract year.

Bereavement Leave

A bereavement leave shall be granted to allow an unrepresented educational support employee to be absent for up to three days with pay to attend to funeral matters of the immediate family as defined in this policy. These days will not be charged against the employee's sick leave allotment. In addition, employees may use paid sick leave for death in the immediate family or household.

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved employee at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the employee's child, or (3) grieving the death of the employee's child, without any adverse employment action.

The child bereavement leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act

Emergency Leave

Unrepresented educational support employees may request up to fifteen (15) days of paid emergency leave to accommodate extreme situations when other paid leaves do not apply and all other paid leaves have been exhausted. A member must give a reason for the request, and such leave will be approved or denied by the Superintendent or designee.

Family Hardship Leave

The Board may grant an unrepresented educational support employee a family hardship leave of absence without pay for a specified period of time with a one-year maximum for non-administrative employees and up to six months for administrative employees. In no instance shall this leave be granted unless the Board determines that a suitable replacement can be hired.

1. An employee shall not be eligible for sick leave pay during the period of a family hardship leave, nor will an employee be eligible for hardship leave if the employee has

applied for or used sick leave, medical leave and/or personal illness leave in reference to the reason that hardship leave is being requested.

2. All benefits available to an employee shall be suspended during a family hardship leave. The employee may maintain membership in the group health insurance program during the leave, according to provisions of the Family and Medical Leave Act of 1993. The employee may maintain the group health insurance after the benefit from FMLA has expired by remitting the advance payments to all premiums due. These payments shall be made to the District Office.
3. An employee granted a family hardship leave shall be required to notify the secretary of the Board in writing stating whether or not said employee requests to return to his/her position. For employees on a leave during the second semester, the request to return must be received by the secretary of the Board on or before March 1. Failure of the employee to make proper notification by March 1 will terminate that person's further employment in the District.
4. An employee on leave for a full school year shall not advance on a salary schedule or receive a salary increase for the year in which the leave is taken.

At the expiration of the leave period, the employee will return to the same position held prior to the leave of absence.

All Educational Support Personnel

Holidays

Except as provided in Board Policy 6.20, all educational support personnel, whether represented or unrepresented, will not be required to work on the legal school holidays listed in Board Policy 6.20 School Year Calendar and Day.

A legal school holiday on which an employee is not required to work will not cause a deduction from an employee's time or compensation nor entitle an employee to compensation where not otherwise contractual. The District may require educational support personnel to work on a non-waived holiday during an emergency or for the continued operation and maintenance of facilities or property.

Leaves

In addition to the leaves provided above, all educational support personnel, whether represented or unrepresented, shall be entitled to the following leaves:

Family and Medical Leave

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act as provided in Board policy 5.185, *Family and Medical Leave*.

Military Leave

The District will comply with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("ISERRA"), 330 ILCS 61/1-1 et seq., and Section 10-20.7b of the Illinois School Code (105 ILCS 5/10-20.7b), as amended from time to time.

Adopted: October 21, 1968
Reviewed: ~~June 2021~~ January 2022
Amended: August 11, 2021

An educational support employee who is a "service member" as defined in ISERRA, is entitled to military leave while performing "active service".

During such leaves, the employee's seniority and other benefits shall continue to accrue. An employee who is absent on military leave shall, minimally, for the period of military leave, be credited with the average of the performance ratings or evaluations received for the three years immediately before the absence for military leave. Additionally, the rating shall not be less than the rating that he or she received for the rated period immediately prior to his or her absence on military leave.

During periods of military leave for annual training, the employee shall continue to receive full compensation (i.e. concurrent compensation) for up to 30 days per calendar year.

During periods of military leave for active service, the employee shall receive differential compensation subject to the following:

1. Differential compensation for voluntary active service is limited to 60 work days in a calendar year.
2. Differential compensation shall not be paid for active service without pay.

Employees who have exhausted concurrent compensation for annual training in a calendar year shall receive differential compensation when authorized in the same calendar year.

School Visitation Leave

An eligible educational support employee is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the employee's child, if the conference or meeting cannot be scheduled during non-work hours. Educational support employees must first use all accrued vacation leave, personal leave, and any other leave that may be granted to the employee, except sick and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leave to Serve as an Election Judge

Any educational support employee who has been appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The employee is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

General Assembly Leave

Educational support personnel shall receive leave for service in the General Assembly on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*.

Leaves for Victims of Domestic Violence, Sexual Violence, ~~or~~ Gender Violence, or Other Crime of Violence

Adopted: October 21, 1968
Reviewed: ~~June 2021~~ January 2022
Amended: August 11, 2021

An unpaid leave from work is available to any employee who: (1) is a victim of domestic violence, sexual violence, ~~or~~ gender violence, or other crime of violence, or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, ~~or~~ gender violence, or other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, since the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leave Without Pay

The Board recognizes that a leave without pay is sometimes necessary due to circumstances beyond an individual's control. Therefore, a building administrator or District Office administrator may grant an unpaid absence from work when the request does not fall under any other leave policy. A leave without pay shall not be granted for vacation. Personnel assigned to a specific building or homebased at a specific building shall submit their request to the building administrator. Other personnel shall submit their request to the District Office administrator responsible for their performance.

Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations.

An employee granted a leave without pay shall have his or her pay reduced at a per diem rate based on the number of days paid in the current contract year.

Injury During Performance of Duties

Any employee injured during the performance of duties shall be entitled to a maximum of three consecutive days absence with pay provided a licensed physician certifies that the employee is unable to perform the duties of the position. If after three days the employee is still unable to perform the duties of the position, accumulated sick leave may then be used. A licensed physician must certify at the end of each pay period that the employee is unable to perform the duties of the position. The employee, in addition, shall be entitled to benefits pursuant to the Worker's Compensation Act but in no event shall the employee receive more than a regular day's pay. Sick leave pay shall be utilized, if needed, to supplement worker's compensation benefits so as to ensure a regular day's pay.

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

CROSS REF.: 5.180, 5.185, 5.250

Adopted: October 21, 1968
Reviewed: ~~June 2021~~ January 2022
Amended: August 11, 2021

School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Illinois State Board of Education (ISBE) prepared *State Goals for Learning* with accompanying *Illinois Learning Standards*.

The Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and the ~~Illinois State Board of Education (ISBE)~~ rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's process for continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's *Multiple Measure Index* and corresponding *Annual Measurable Objective* provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with Sec. 2-3.153 of the *School Code*, annually administer at least ~~biennially~~ a climate survey ~~of learning conditions~~ on the instructional environment within the school to, at minimum, students in grades ~~6-4~~ through 12 and teachers.

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, ~~5/2-3.25d~~, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, ~~5/2-3.153~~, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-17a, 5/10-21.3a, and 5/27-1.
23 Ill. Admin. Code Part 1, Subpart A: Recognition Requirements.

CROSS REF: 1.30, 3.10, 6.170, 6.340, 7.10

Adopted: May 28, 1997
Reviewed: ~~March 2017~~ January 2022
Amended: April 12, 2017

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.

Legal School Holidays

Listed below are the legal school holidays required pursuant to Section 24-2 of the School Code.

New Year's Day	Labor Day
Dr. Martin Luther King, Jr.'s Birthday	Columbus Day
President Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	2022 Election Day
Memorial Day	Thanksgiving Day
Juneteenth National Freedom Day	Christmas Day
Independence Day	

The Board is authorized to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on Dr. Martin Luther King, Jr.'s birthday; President Abraham Lincoln's birthday; Casimir Pulaski's birthday; Columbus Day; and Veterans' Day, provided that:

- (1) the person or persons honored by the holiday are recognized through instructional activities conducted on that day or, if the day is not used for student attendance, on the first school day preceding or following that day; and
- (2) the Board first holds a public hearing about the proposal and provides notice as required in Section 24-2.

The Board has exercised this authority on President Abraham Lincoln's Birthday, Casimir Pulaski's Birthday, and Veterans' Day.

Except where the Board has exercised its authority on any of the five specific holidays listed above, District employees will not be required to work on legal school holidays. A legal school holiday on which an employee is not required to work will not cause a deduction from an employee's time or compensation nor entitle an employee to compensation where not otherwise contractual.

Commemorative Holidays

Commemorative holidays, which recognize specified patriotic, civic, cultural or historical persons, activities, or events, are regular school days. The commemorative holidays required pursuant to Section 24-2 of the School Code or established by the Board are:

Christa McAuliffe Day	Korean War Veterans' Day
Susan B. Anthony's Birthday	Recycling Day
Vietnam War Veterans' Day	Iraq & Afghanistan Veterans Remembrance Day
September 11th Day of Remembrance	Pearl Harbor Veterans' Day
Indigenous Peoples' Day	Any day appointed by President or Governor

Adopted: March 21, 1983
Reviewed: ~~June 2021~~ January 2022
Amended: August 11, 2021

The teachers and students shall 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, 5/10-20.56, 5/10-24.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.
10 ILCS 5/11-4.1.

[5 ILCS 490/, State Commemorative Dates Act.](#)

23 Ill. Admin. Code §1.420(f).

[Metzl v. Leininger](#), 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2.20, 4.180, 5.200, 5.330, 6.60, 6.70, 7.90

School Wellness

Unit 5 will work to promote a culture of wellness within the entire school community.

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent or designee will ensure:

1. ~~each~~ Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
- 4-3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6.60, Curriculum Content.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board ~~policy-policies~~ 6.60, Curriculum Content and 7.260, Exemption from Physical Education.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board ~~policy-policies~~ 6.60, Curriculum Content and 7.260, Exemption from Physical Education.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the ~~Illinois~~ State Board of Education (ISBE).

Nutrition Guidelines for Foods Available During the School Day: ~~Marketing Prohibited~~

Students will be offered and schools will promote nutritious food and beverage choices consistent with ~~the current Dietary Guidelines for Americans published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA)~~ Board policy 4.120, *Food Services (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) Smart Snacks rule)*. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

- ~~1. restrict~~ Restrict the sale ~~or distribution~~ of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
- ~~2. and e~~ Comply with all ISBE rules; ~~and~~
- ~~4.3~~ Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4.120, *Food Services, i.e., in-school marketing of food and beverage items must meet competitive foods standards.*

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Birthday Treats

Unit 5 believes that birthdays are special for children. As a school district, in order to promote a healthy school environment, birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District's related procedure(s), contact the Superintendent or designee. The District's procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Unused Food Sharing Plan

In collaboration with the District's local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.

Adopted: August 9, 2006
Reviewed: ~~February 2016~~ January 2022
Amended: March 2, 2016

Page 2 of 4

Formatted: Tab stops: Not at 0.75"

3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. Properly means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

At least every three years. The the Superintendent or designee shall ~~annually~~ provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This report must include without limitation each of the following:

- An assessment of the District's implementation of the policy;
- The extent to which schools in the District are in compliance with the policy;
- The extent to which the policy compare to model local school wellness policies; ~~and~~
- A description of the progress made in attaining the goals of the policy;
- How the District will make the results of the assessment available to the public; and
- Where the District will retain records of the assessment.

The Board will monitor and adjust the policy pursuant to policy 2.240, Board Policy Development.

Community ~~Input~~ Involvement

The Board and Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and improvement updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to Board policy 2.140, Communications To and From the Board and/or the Community Engagement subheading in Board policy 8.10, Connection with the Community.

Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.
National School Lunch Act, 42 U.S.C. §17581751 et seq., National School Lunch Act.
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, PL 111-296, Healthy, Hunger-Free Kids Act of 2010.
42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11 and 210.31.
105 ILCS 5/2-3.139.
23 Ill. Admin. Code Part 305, Food Program.
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF: 2.150, 4.120, 5.100, 6.60, 7.285

Adopted: August 9, 2006

Reviewed: ~~February 2016~~ January 2022

Amended: March 2, 2016

Page 3 of 4

ADMIN. PROC.: ~~2.150-AP1, 4.120-AP1, 5.100-AP1, 6.60-AP1, 6.60-E1, 6.60-E2, 7.285-AP1,~~
~~7.285-E4~~

Adopted: August 9, 2006
Reviewed: ~~February 2016~~ January 2022
Amended: March 2, 2016

Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of ~~The the~~ School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "*children with disabilities*," as used in this policy means children between the ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the ~~Illinois-III.~~ State Board of Education's (ISBE) *Special Education* rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to ~~the~~ IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided by ~~the Illinois State Board of Education's~~ ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parents/guardians to examine relevant records, an impartial hearing with opportunity for participation by the student's parents/guardians, representation by counsel at the student's own expense, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligation to the District's students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.: ~~Americans With Disabilities Act, 42 U.S.C. §12101 et seq.~~
~~Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004,~~
~~Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.~~
~~42 U.S.C. §12101 et seq., Americans With Disabilities Act,~~
~~34 C.F.R. Part 106,~~
~~34 C.F.R. §Part 300.~~
105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02a02b.
23 Ill. Admin. Code §226.
~~34 C.F.R. §300.~~

CROSS REF.: 2.150, 7.230

Adopted: May 28, 1997
Reviewed: ~~September 2014~~ January 2022
Amended: October 8, 2014

ADMIN. PROC.: ~~6.120-AP1, 6.120-AP1,E1, 6.120-AP1,E2, 6.120-AP2, 6.120-AP2,E1, 6.120-AP3, 6.120-AP3-E1, 6.120-AP4~~

Adopted: May 28, 1997
Reviewed: ~~September 2014~~ January 2022
Amended: October 8, 2014

Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Nursery schools for children between the ages of 2 and 6 years.
2. Before- and after-school programs for students in grades K-5.
3. Child care and training center for pre-school children and for students whose parents work.
4. Model day care program in cooperation with the State Board of Education.
5. Tutorial program.
6. Adult education program.
7. ~~Pre-apprenticeship programs.~~
8. ~~Outdoor education program.~~
98. Summer school, whether for credit or not.
409. Independent study, whether for credit or not.
4410. ~~Support services and instruction for students who are, or whose parents/guardians are, Chemically-chemically dependent-prevention program for students who are, or whose parents/guardians are, chemically dependent.~~
4211. Anti-bias education and activities to address intergroup conflict resolution.
4312. Volunteer service credit program.
13. Vocational academy.
14. Advanced vocational training and/or career education program.

LEGAL REF.: 105 ILCS 5/10.22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, ~~5/10-22.22a~~, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6, ~~110/3, and 433/~~.
105 ILCS 110/3, Comprehensive Health Education Program.
105 ILCS 433/, Vocational Academies Act.

CROSS REF.: 6.310, 6.320

Adopted: May 28, 1997
Reviewed: ~~February 2013~~ January 2022
Amended: March 13, 2013

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:

~~Practice Driving Portion of Driver's Education~~

~~In order to receive credit, a student must pass a proficiency examination. A student is eligible to take a proficiency examination any time after completing 3 hours of practice driving under direct, individual instruction.~~

~~Consumer Education~~

~~In order to receive credit, a student must pass the Annual Consumer Education Proficiency Test developed by the Illinois State Board of Education. A student in grades 9 through 12 is eligible to take the proficiency examination.~~

Other Proficiency Testing

The program for granting credit for proficiency may allow, as the Superintendent or designee deems appropriate, course credit to be awarded on the basis of a local examination to the 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 students whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

LEGAL REF.: 105 ILCS ~~5/10-22.10, 5/10-22.43, 5/10-22.43a, 5/27-12.1, 5/27-22, 5/27-22.10, 5/27-24.3, and 5/27-24.4.~~
23 Ill. Admin. Code ~~§1.460~~ Part 680.

CROSS REF.: ~~6.180, 6.280, 6.300, 6.310,~~ 6.3157.40

Adopted: May 28, 1997
Reviewed: ~~February 2012~~ January 2022
Amended: March 14, 2012

Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Illinois State Board of Education (ISBE), and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See Board policy 6.280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7.340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
105 ILCS 10/, Illinois School Student Records Act.
105 ILCS 5/2-3.63, 5/2-3.64a-5, [5/2-3.64a-10](#), [5/2-3.107](#), [5/2-3.153](#), 5/10-17a,
[5/22-82](#), and 5/27-1.

CROSS REF.: 6.15, 6.280, 7.340

Adopted: May 28, 1997

Reviewed: ~~December 2020~~ [January 2022](#)

Amended: January 13, 2021



2022-2023 SCHOOL CALENDAR

Dates within unshadowed boxes are days when school is closed.

Dates within grey shadowed boxes are non-attendance days for students, but are work days for Unit 5 staff.

Dates within red shadowed boxes are the first full day and last day of school. Last day is subject to change.

Dates within blue shadowed boxes are for Parent-Teacher Conferences (**no student attendance**)

Dates within pink shadowed boxes are half-day student attendance/half-day School Improvement Days

JULY 2022						
S	M	T	W	T	F	S
				1	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2022-2023 UNIT 5 SCHOOL CALENDAR

JULY 2022

4 Holiday ~ District Office Closed

AUGUST 2022

15, 16 Teacher Institute Days - No School
 17 First Full Day of School (K-12)
 18 First Day of School (Early Learning)

SEPTEMBER 2022

5 Labor Day - No School
 13 K-12 Half-day student attendance/half day (SIP)
 Pre-K student attendance day
 23 NCWHS Homecoming
 30 NCHS Homecoming
 30 Teacher Institute Day

OCTOBER 2022

10 Indigenous People's Day-No School
 26 K-12 Half-day student attendance/half day (SIP)
 Pre-K student attendance day

NOVEMBER 2022

4 Pre-K Teacher Institute
 7 Parent-Teacher Conferences (No School)
 8 Election Day
 23-25 Thanksgiving Vacation - No School

DECEMBER 2022

8 Half-day student attendance/half day (SIP)
 8 Pre-K Teacher Institute
 16 Last Day Before Winter Break

JANUARY 2023

3 Teacher Institute Day
 4 School Resumes From Winter Break
 16 Dr. Martin Luther King's Birthday - No School
 31 Half-day student attendance/half day (SIP)
 31 Pre-K Teacher Institute

FEBRUARY 2023

20 President's Day - No School
 21 Teacher Institute Day

MARCH 2023

1 Kindergarten Registration
 6 Half-day student attendance/half day (SIP)
 6 Pre-K Teacher Institute
 24 Last Day Before Spring Break

APRIL 2023

3 School resumes from Spring Break
 7 Half-day student attendance/half day (SIP)
 Pre-K Teacher Institute
 10 Teacher Institute Day

MAY 2023

3 K-12 Half-day student attendance/half day (SIP)
 Pre-K student attendance day
 24 Pre-K last day if no emergency days are used*
 Last full day if no emergency days are used*
 25 Half-day student attendance/half day (SIP)
 25 Pre-K Teacher Institute
 27 Graduation NCHS 2:00 p.m. - NCWHS 6:00 p.m.
 29 Memorial Day - No School

*The closing date may be later if emergency days are used.

SCHOOLS

Benjamin Elementary	557-4410
Brigham Early Learning Center.....	557-4411
Carlock Elementary	557-4412
Cedar Ridge Elementary	557-4413
Eugene Field Vocational Training.....	557-4440
Fairview Elementary	557-4415
Fox Creek Elementary	557-4416
Glenn Elementary	557-4418
Grove Elementary	557-4417
Hoose Elementary	557-4414
Hudson Elementary	557-4419
Northpoint Elementary	557-4420
Oakdale Elementary	557-4421
Parkside Elementary	557-4422
Pepper Ridge Elementary	557-4423
Prairieland Elementary	557-4424
Sugar Creek Elementary	557-4425
Towanda Elementary	557-4426
Chiddix Jr. High	557-4454
Evans Jr. High	557-4406
Kingsley Jr. High	557-4407
Parkside Jr. High	557-4408
Normal Community High	557-4401
Normal Community West High	557-4402

UNIT 5 SUPERINTENDENT

DR. KRISTEN WEIKLE

UNIT 5 DISTRICT OFFICE

1809 West Hovey Avenue, Normal, IL 61761
 (309) 557-4000
www.unit5.org
district@unit5.org

BOARD OF EDUCATION

Kentrica Coleman
colemank@unit5.org—(309) 557-4000
 Jeremy DeHaai
dehaaij@unit5.org—(309) 306-2629
 Stan Gozur
gozurs@unit5.org—(309) 557-4000
 Barry Hitchins
hitchinsb@unit5.org—(309) 242-5942
 Alan Kalitzky
kalitzkya@unit5.org—(309) 838-0828
 Kelly Pyle
pylek@unit5.org—(309) 251-9655
 Amy Roser
rosera@unit5.org—(309) 660-1024

OTHER NUMBERS

Food Service
 Ph.: (309) 557-4437

Transportation, Management by First Student Inc.
 Ph.: (309) 557-4287

EXTRACT MINUTES of a regular public meeting of the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, held in the Normal Community West High School Building, 501 North Parkside Road, Normal, Illinois, in said School District at 6:30 o'clock P.M., on the 9th day of February, 2022.

* * *

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

The meeting was called to order by the President, and upon the roll being called, Amy Roser, the President, and the following members were physically present at said location:

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

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

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

The President announced that in view of the current financial condition of the District, the Board of Education would consider the adoption of a resolution abating the working cash fund of the District.

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

RESOLUTION abating the working cash fund of Community Unit School District Number 5, McLean and Woodford Counties, Illinois.

* * *

WHEREAS, the Board of Education (the “*Board*”) of Community Unit School District Number 5, McLean and Woodford Counties, Illinois (the “*District*”), has heretofore created and maintained a working cash fund in and for the District (the “*Fund*”); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District that the Fund be abated; and

WHEREAS, Section 20-10 of the School Code of the State of Illinois, as amended (the “*Code*”), authorizes the Board to abate the Fund:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, as follows:

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

Section 2. Amount of Abatement. The Fund shall be abated as of the date hereof by the amount of \$11,000,000 (the “*Abatement Amount*”).

Section 3. Permanent Transfer. The School Treasurer of the District is hereby authorized and directed to forthwith permanently transfer the Abatement Amount to the Educational Fund of the District, the same being the fund of the District most in need of the Abatement Amount. It is also hereby found and determined that (a) the Abatement Amount, when added to the Educational Fund of the District and regardless of any subsequent transfers of the Abatement Amount, will not result in an excessive accumulation of assets in the Educational Fund of the District, and (b) the balance remaining in the Educational Fund after said abatement, including the amount of any taxes heretofore levied by the District for the Fund pursuant to

Section 20-3 of the Code, but not yet collected and deposited into the Fund, and amounts transferred pursuant to Section 20-4 of the Code and to be reimbursed to the Fund, is at least equal to 0.05% of the value, as equalized or assessed by the Department of Revenue, of the taxable property in the District.

Section 4. Outstanding Loans. If necessary to effectuate such abatement and permanent transfer, any outstanding loans from the Fund to other funds of the District in an amount, together with any cash immediately transferred pursuant to Section 2 above, equal in the aggregate to the Abatement Amount shall be paid to the Educational Fund of the District, and any remaining outstanding loans shall be paid to the Fund at the time and in the manner required by the Code.

Section 5. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repealer and Effective Date. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted February 9, 2022.

President, Board of Education

Secretary, Board of Education

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

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

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

The following members voted NAY: _____

Whereupon the President declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records of the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, which was done.

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

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

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MCLEAN)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 9th day of February, 2022, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the working cash fund of Community Unit School District Number 5, McLean and Woodford Counties, Illinois.

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

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of February, 2022.

Secretary, Board of Education

EXTRACT MINUTES of a regular public meeting of the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, held in the Normal Community West High School Building, 501 North Parkside Road, Normal, Illinois, in said School District at 6:30 o'clock P.M., on the 9th day of February, 2022.

* * *

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

Upon the roll being called, Amy Roser, the President, and the following members were physically present at said location: _____

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

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

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

The President announced that the next item for consideration was the issuance of not to exceed \$46,000,000 general obligation bonds to be issued by the District pursuant to Article 20 of the School Code for the purpose of increasing the District's working cash fund, and that the Board of Education would consider the adoption of a resolution providing for the issue of said bonds and the levy of a direct annual tax sufficient to pay the principal and interest thereon. The President then explained that the resolution sets forth the parameters for the issuance of said bonds and sale thereof by designated officials of the District and summarized the pertinent terms of said

parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest, purchase price and tax levy for said bonds.

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

RESOLUTION providing for the issue of not to exceed \$46,000,000 Taxable General Obligation School Bonds, Series 2022, of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, for the purpose of increasing the Working Cash Fund of said School District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

* * *

WHEREAS, pursuant to the provisions of Article 20 of the School Code of the State of Illinois (the “*Act*”), and all laws amendatory thereof and supplementary thereto, Community Unit School District Number 5, McLean and Woodford Counties, Illinois (the “*District*”), is authorized to create and maintain a Working Cash Fund in and for the District; and

WHEREAS, pursuant to authority of the provisions of said Article 20 the Board of Education of the District (the “*Board*”) adopted a resolution declaring its intention to avail of the provisions of said Article and issue bonds of the District in the aggregate amount of \$46,000,000 for working cash fund purposes as in and by said Article 20 provided; and

WHEREAS, pursuant to and in accordance with the Act and the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Debt Reform Act*”), notice of intention to issue said bonds pursuant to the provisions of said Article 20 was published in *The Pantagraph*, the same being a newspaper of general circulation in the District, and an affidavit evidencing the publication of such notice of intention, together with a newspaper clipping of such notice as published attached thereto, have heretofore been presented to the Board and made a part of the permanent records of the Board; and

WHEREAS, more than thirty (30) days have expired since the date of the publishing of such notice of intention to issue said bonds, and no petition with the requisite number of valid signatures thereon has been filed with the Secretary of the Board (the “*Board*”) requesting that the proposition

to issue said bonds as authorized by the provisions of said Article 20 be submitted to the legal voters of the District; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the President of the Board (the “*President*”), on the 8th day of December, 2021, executed an order calling a public hearing (the “*Hearing*”) for the 19th day of January, 2022, concerning the intent of the Board to sell said bonds; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in *The Pantagraph*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 120 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 120-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 19th day of January, 2022, and at the Hearing the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 19th day of January, 2022; and

WHEREAS, the Board is now authorized to issue bonds to the amount of \$46,000,000 as authorized by the provisions of said Article 20 for working cash fund purposes and to levy taxes to pay principal of and interest on such bonds; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District that not to exceed \$46,000,000 of the bonds so authorized be issued at this time:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, as follows:

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

Section 2. Authorization. It is hereby found and determined that the working cash fund of the District be increased and the Board has been authorized by law to borrow the sum of \$46,000,000 upon the credit of the District and as evidence of such indebtedness to issue bonds of the District to said amount, the proceeds of said bonds to be used for working cash fund purposes, and that it is necessary and for the best interests of the District that there be issued at this time not to exceed \$46,000,000 of the bonds so authorized.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District an amount not to exceed \$46,000,000 for the purpose aforesaid; and that bonds of the District shall be issued to said amount and shall be designated “Taxable General Obligation School Bonds, Series 2022” (the “*Bonds*”). The Bonds, if issued, shall be dated such date (not later than August 9, 2022) as set forth in the Bond Notification (as hereinafter defined), and shall also bear the date of authentication, shall be in fully registered form, shall be in the denomination of \$5,000 each or authorized integral multiples thereof unless otherwise set forth in the Bond Notification (but no single Bond shall represent installments of principal maturing on more than one date), and shall be numbered 1 and upward. The Bonds shall become due and payable serially or be subject to mandatory redemption on February 1 of each of the years (not later than 2026), in the amounts (not exceeding \$27,000,000 per year) and bearing interest at the rates per annum (not exceeding 5.00%) as set forth in the Bond Notification. The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest

payment date as set forth in the Bond Notification, and on February 1 and August 1 of each year thereafter to maturity.

Interest on each Bond shall be paid by check or draft of the bond registrar and paying agent, which shall be the School Treasurer who receives the taxes of the District (the “*School Treasurer*”) or such bank or trust company authorized to do business in the State of Illinois as set forth in the Bond Notification (the “*Bond Registrar*”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal corporate trust office of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the President and Secretary, and shall be registered, numbered and countersigned by the manual or facsimile signature of the School Treasurer, as they shall determine, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar, as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Resolution. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized

officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 4. Registration of Bonds; Persons Treated as Owners. (a) *General.* The District shall cause books (the “*Bond Register*”) for the registration and for the transfer of the Bonds as provided in this Resolution to be kept at the principal corporate trust office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal corporate trust office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date,

nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds, except in the case of the issuance of a Bond or Bonds for the unredeemed portion of a Bond surrendered for redemption.

(b) *Global Book-Entry System.* If so requested by the Purchaser, the following provisions shall apply: The Bonds shall be initially issued in the form of a separate single fully registered Bond for each of the maturities of the Bonds determined as described in Section 3 hereof. If so requested by the hereinafter defined Purchaser, upon initial issuance, the ownership of each such Bond may be registered in the Bond Register in the name of Cede & Co., or any successor thereto ("*Cede*"), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns ("*DTC*"). In such event, all of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The President, Secretary, the Superintendent and Chief Financial Officer of the District and the Bond Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such

letter or agreement being referred to herein as the “*Representation Letter*”), which Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a “*DTC Participant*”) or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District’s obligations with respect to payment of the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other

than a registered owner of a Bond as shown in the Bond Register, shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3 hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 15th day of the month next preceding the applicable interest payment date, the name "Cede" in this Resolution shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of Section 4(a) hereof.

Notwithstanding any other provisions of this Resolution to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

Section 5. Mandatory Redemption. The Bonds maturing on the date or dates, if any, indicated in the Bond Notification are subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par plus accrued interest to the redemption date, on February 1 of the years, if any, and in the principal amounts, if any, as indicated in the Bond Notification.

On or prior to the 60th day preceding any mandatory redemption date, the Bond Registrar may, and if directed by the Board shall, purchase Bonds required to be retired on such mandatory redemption date. Any such Bonds so purchased shall be cancelled and the principal amount thereof shall be credited against the mandatory redemption required on such next mandatory redemption date.

Section 6. Redemption Procedure. Unless waived by any holder of Bonds to be redeemed, notice of the call for any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,

(5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the principal corporate trust office of the Bond Registrar, and

(6) such other information then required by custom, practice or industry standard.

Prior to any redemption date, the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the registered holder a new Bond or Bonds of the same maturity in the amount of the unpaid principal.

If any Bond or portion of Bond called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Bond or portion of Bond so called for redemption. All Bonds which have been redeemed shall be cancelled and destroyed by the Bond Registrar and shall not be reissued.

Section 7. Form of Bond. The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, “See Reverse Side for Additional Provisions”, shall be omitted and paragraph [6] and those thereafter as may be appropriate shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED
NO. _____

REGISTERED
\$ _____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTIES OF MCLEAN AND WOODFORD

COMMUNITY UNIT SCHOOL DISTRICT NUMBER 5

TAXABLE GENERAL OBLIGATION SCHOOL BOND, SERIES 2022

See Reverse Side for
Additional Provisions

Interest Maturity Dated
Rate: _____% Date: February 1, 20__ Date: _____, 2022 [CUSIP _____]

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Community Unit School District Number 5, McLean and Woodford Counties, Illinois (the “District”), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on February 1 and August 1 of each year, commencing _____, 20__, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the designated corporate trust office of _____, _____, _____, as bond registrar and paying agent (the “Bond Registrar”). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on

the registration books of the District maintained by the Bond Registrar, at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax sufficient to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Community Unit School District Number 5, McLean and Woodford Counties, Illinois, by its Board of Education, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the President and Secretary of said Board of Education, and to be registered, numbered and countersigned by the manual or duly authorized facsimile signature of the School Treasurer who receives the taxes of the District, all as of the Dated Date identified above.

SPECIMEN

President, Board of Education

SPECIMEN

Secretary, Board of Education

Registered, Numbered and Countersigned:

SPECIMEN

School Treasurer

Date of Authentication: _____, 20__

CERTIFICATE
OF
AUTHENTICATION

Bond Registrar and Paying Agent:

_____, _____

This Bond is one of the Bonds described in the within mentioned resolution and is one of the Taxable General Obligation School Bonds, Series 2022, of Community Unit School District Number 5, McLean and Woodford Counties, Illinois.

as Bond Registrar

By _____
SPECIMEN
Authorized Officer

[Form of Bond - Reverse Side]

COMMUNITY UNIT SCHOOL DISTRICT NUMBER 5

MCLEAN AND WOODFORD COUNTIES, ILLINOIS

TAXABLE GENERAL OBLIGATION SCHOOL BOND, SERIES 2022

[6] This Bond is one of a series of bonds issued by the District for working cash fund purposes, in full compliance with the provisions of the School Code of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by the Board of Education of the District by resolutions duly and properly adopted for that purpose, in all respects as provided by law.

[7] [Mandatory Redemption provisions, if applicable, will be inserted here].

[8] [Notice of any such redemption shall be sent by first class mail not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Bond to be redeemed at the address shown on the registration books of the District maintained by the Bond Registrar or at such other address as is furnished in writing by such registered owner to the Bond Registrar. When so called for redemption, this Bond will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.]

[9] This Bond is transferable by the registered holder hereof in person or by his or her attorney duly authorized in writing at the designated corporate trust office of the Bond Registrar in _____, _____, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[10] The Bonds are issued in fully registered form in the denomination of \$ _____ each or authorized integral multiples thereof. This Bond may be exchanged at the designated corporate trust office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date[, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds].

[11] The District and the Bond Registrar may deem and treat the registered holder hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto _____

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

_____ attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 8. Sale of Bonds. The President or the Vice President of the Board and the Chief Financial Officer of the District (the “*Designated Representatives*”) are hereby authorized to proceed not later the 9th day of August, 2022, without any further authorization or direction from the Board, to sell the Bonds upon the terms as prescribed in this Resolution. The Bonds hereby authorized shall be executed as in this Resolution provided as soon after the delivery of the Bond Notification as may be, and thereupon be deposited with the School Treasurer, and, after authentication thereof by the Bond Registrar, be by the School Treasurer delivered to the purchaser thereof (the “*Purchaser*”), upon receipt of the purchase price therefor, the same being not less than 99.0% of the principal amount of the Bonds (net of original issue discount) plus accrued interest to date of delivery (if any). The Purchaser for the Bonds shall be: (a) pursuant to a competitive sale conducted by PMA Securities, LLC (“*PMA*”), the best bidder for the Bonds; (b) in a negotiated underwriting, a bank or financial institution listed in the Dealers & Underwriters or Municipal Derivatives sections of the most recent edition of The Bond Buyer’s Municipal Marketplace; or (c) in a private placement, (i) a bank or financial institution authorized to do business in the State of Illinois, (ii) a governmental unit as defined in the Debt Reform Act, or (iii) an “accredited investor” as defined in Rule 501 of Regulation D as promulgated under the Securities Act of 1933, as amended; *provided, however*, that the Purchaser as set forth in either (b) or (c) shall be selected only upon receipt by the District of the written recommendation of PMA that the sale of the Bonds on a negotiated or private placement basis to the Purchaser is in the best interest of the District because of (i) the pricing of the Bonds by the Purchaser, (ii) then current market conditions or (iii) the timing of the sale of the Bonds; and *further provided*, that the Purchaser as set forth in (c) may be selected through the utilization of a placement agent selected by the Designated Representatives after consultation with PMA if the use of such placement agent

is determined by the Designated Representatives to be in the best interest of the District. The surety bond executed by the School Treasurer in connection with the issuance of the Bonds as required by Section 19-6 of the Act is hereby approved and shall be filed with the Regional Superintendent of Schools having jurisdiction over the District.

Prior to the sale of the Bonds, the President, the Superintendent or business official of the District is hereby authorized to approve and execute a commitment for the purchase of a Municipal Bond Insurance Policy (as hereinafter defined), to further secure the Bonds, as long as the present value of the fee to be paid for the Municipal Bond Insurance Policy (using as a discount rate the expected yield on the Bonds treating the fee paid as interest on the Bonds) is less than the present value of the interest reasonably expected to be saved on the Bonds over the term of the Bonds as a result of the Municipal Bond Insurance Policy.

Upon the sale of the Bonds, the Designated Representatives shall prepare a Notification of Sale of the Bonds, which shall include the pertinent details of sale as provided herein (the "*Bond Notification*"). In the Bond Notification, the Designated Representatives shall find and determine that the Bonds have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Bonds does not exceed the maximum rate otherwise authorized by applicable law. The Bond Notification shall be entered into the records of the District and made available to the Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in the Bond Notification.

Upon the sale of the Bonds, as evidenced by the execution and delivery of the Bond Notification by the Designated Representatives, the President, Secretary, School Treasurer and any other officers of the District, as shall be appropriate, shall be and are hereby authorized and directed to approve or execute, or both, such documents of sale of the Bonds as may be necessary,

including, without limitation, the contract for the sale of the Bonds between the District and the Purchaser (the "*Purchase Contract*"). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find and determine that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in the Purchase Contract.

The Bonds before being issued shall be registered, numbered and countersigned by the School Treasurer, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Bonds issued, including the number, date, to whom issued, amount, rate of interest and when due.

The use by the District of any term sheet or by the Purchaser of any official statement or disclosure document relating to the Bonds (collectively, the "*Offering Materials*") is hereby ratified, approved and authorized; the execution and delivery of the Offering Materials is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Resolution, the Offering Materials and the Bonds.

Section 9. Tax Levy. In order to provide for the collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, in amounts sufficient for that purpose, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR	A TAX SUFFICIENT TO PRODUCE THE SUM OF:	
2022	\$16,000,000	for interest and principal up to and including February 1, 2024
2023	\$27,000,000	for interest and principal
2024	\$10,000,000	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

To the extent that the taxes levied above exceed the amount necessary to pay debt service on the Bonds as set forth in the Bond Notification, the President, Secretary and School Treasurer are hereby authorized to direct the abatement of such taxes to the extent of the excess of such levy in each year over the amount necessary to pay debt service on the Bonds in the following bond year. Proper notice of such abatement shall be filed with the County Clerks of The Counties of McLean and Woodford, Illinois (the “*County Clerks*”), in a timely manner to effect such abatement.

Section 10. Filing of Resolution. Forthwith upon the passage of this Resolution, the Secretary is hereby directed to file a certified copy of this Resolution with the County Clerks, and it shall be the duty of the County Clerks to annually in and for each of the years 2022 to 2024,

inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for school purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general school purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of the special fund to be designated "School Bond and Interest Fund of 2022" (the "*Bond Fund*"), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this Resolution shall also be filed with the School Treasurer. Interest earnings on the Bond Fund and the Working Cash Fund of the District have not been earmarked or restricted by the Board for a designated purpose.

Section 11. Use of Bond Proceeds. All moneys derived from the issuance of the Bonds hereby authorized shall be used only for the purpose and in the manner provided by the Act. Accrued interest, if any, received on the delivery of the Bonds and proceeds of the Bonds, if any, in an amount not to exceed \$1,000,000 (as set forth in the Bond Notification) are hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. The remaining principal proceeds of the Bonds and any premium received on the delivery of the Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for working cash fund purposes, and that portion thereof not needed to pay such costs shall be set aside in a separate fund known and designated as the "Working Cash Fund of Community Unit School District Number 5, McLean and Woodford Counties, Illinois," which said fund shall be held apart and maintained as provided in Article 20 of the Act at least until all the Bonds have been retired or all the Bond proceeds have been fully spent (whichever is earlier), and

shall not be used for any other purpose whatsoever. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by the Purchaser on behalf of the District from the proceeds of the Bonds.

Section 12. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 13. Duties of Bond Registrar. If requested by the Bond Registrar, the President and Secretary are authorized to execute the Bond Registrar's standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

(a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;

(b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;

(c) to give notice of redemption of Bonds as provided for herein;

(d) to cancel and/or destroy Bonds which have been paid at maturity or upon redemption prior to maturity or submitted for exchange or transfer;

(e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

(f) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

Section 14. Continuing Disclosure Undertaking. The President is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the "*Continuing Disclosure Undertaking*"). When the Continuing Disclosure Undertaking is executed and delivered on behalf of the District

as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Resolution, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

Section 15. Municipal Bond Insurance. In the event the payment of principal and interest on the Bonds is insured pursuant to a municipal bond insurance policy (the “*Municipal Bond Insurance Policy*”) issued by a bond insurer (the “*Bond Insurer*”), and as long as such Municipal Bond Insurance Policy shall be in full force and effect, the District and the Bond Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Bonds, subrogation of the rights of the Bondholders to the Bond Insurer upon payment of the Bonds by the Bond Insurer, amendment hereof, or other terms, as approved by the President on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

Section 16. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 17. Repealer. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted February 9, 2022.

President, Board of Education

Secretary, Board of Education

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

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

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

The following members voted NAY: _____

Whereupon the President declared the motion carried and said resolution duly adopted, in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records of the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, which was done.

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

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

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MCLEAN)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois (the “Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 9th day of February, 2022, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$46,000,000 Taxable General Obligation School Bonds, Series 2022, of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, for the purpose of increasing the Working Cash Fund of said School District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

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

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the School Code of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of February, 2022.

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MCLEAN)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of McLean, Illinois, and as such official I do further certify that on the ____ day of _____, 2022, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$46,000,000 Taxable General Obligation School Bonds, Series 2022, of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, for the purpose of increasing the Working Cash Fund of said School District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

duly adopted by the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, on the 9th day of February, 2022, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2022.

County Clerk of The County of McLean, Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF WOODFORD)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Woodford, Illinois, and as such official I do further certify that on the ____ day of _____, 2022, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$46,000,000 Taxable General Obligation School Bonds, Series 2022, of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, for the purpose of increasing the Working Cash Fund of said School District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

duly adopted by the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, on the 9th day of February, 2022, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2022.

County Clerk of The County of
Woodford, Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF MCLEAN)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting School Treasurer who receives the taxes of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, and as such official I do further certify that on the 9th day of February, 2022, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$46,000,000 Taxable General Obligation School Bonds, Series 2022, of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, for the purpose of increasing the Working Cash Fund of said School District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

duly adopted by the Board of Education of said School District on the 9th day of February, 2022, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of February, 2022.

School Treasurer

Personnel Matters								
Resignations/Retirements/Releases/Terminations								
Last Name	First Name	Homebase	Assignment	Action				Effective
Certified								
Zimmerman	Jamie	Parkside	Teacher - 2nd Grade	Resignation				5/26/2022
Litwiller	Laurel	NCHS	Teacher - French	Resignation				5/26/2022
Richards	Adam	NCWHS	LBS1	Resignation				5/26/2022
Educational Support Personnel								
Kelley	Elizabeth	Brigham	Family Coordinator	Resignation				2/11/2022
Holmes	Shawn	Oakdale	Noon Hour Supervisor	Resignation				1/14/2022
Erickson	Eleanor	Pepper	EOP-9.5month	Resignation				1/14/2022
Shay	Jennifer	Pepper	Para - Spec Ed	Resignation				2/3/2022
Young	Jill	Pepper	Family Coordinator	Resignation				2/4/2022
Blunier	Joy	Prairieland	COTA	Retirement				5/25/2022
Steffen	Darla	Prairieland	Physical Therapist	Retirement				5/25/2022
Curtis	Roberta	NCWHS	Food Service - 173 days	Retirement				2/2/2022
Employment		(R = Replacement; A = Additional; LR = Leave Replacement; RE=Reemployment)						
Last Name	First Name	Homebase	Assignment	Step	Lane	FTE	Effective	
Certified								
(LR)	Keogh	Meg	NCHS	LBS1	Step 1	B+0	1.0	1/18/2022
Educational Support Personnel								

(R)	Short	Mary	Brigham		Nurse-RN				1.0	1/18/2022	
(R)	Smith	Savannah	Fairview		NHS				1.0	1/31/2022	
(R)	Martin	Kelsey	Glenn		NHS				1.0	1/26/2022	
(R)	Cole	Michael	Hoose		Para - Spec Ed		Step 1		1.0	1/13/2022	
(R)	Olsen	Mallory	Pepper		NHS				1.0	1/19/2022	
(R)	Quilty	Katharine	Pepper		Para - Spec Ed		Step 4		1.0	2/1/2022	
(R)	Brand	Candace	PJHS		Para - Spec Ed		Step 1		1.0	1/18/2022	
(R)	Adams	Zoe	NCHS		EOP-10month		Step 6	Lane A	1.0	2/9/2022	
(R)	Hicks	Sierra	NCWHS		Custodian-Night		Step 0		1.0	1/18/2022	
(R)	Millmore	Christopher	NCWHS		Safety Monitor				1.0	2/1/2022	
Substitutes										112	
Carolan	Nicole										
Kelly	Grainne										
Sahu	Jyotsnamayee										
Shempf	Holly										
Tomaszewski	Olivia										
Contract Revisions											
			Homebase					Revision	Effective		
Certified											
Jones	Amy		Fox Creek				From Nurse-RN to Certified School Nurse			1/3/2022	
Murphy	Jessica		NCHS				From Nurse-RN to Certified School Nurse			1/3/2022	
Schedule B											
Hull	Sarah		Fairview				Drop - PBIS Coach			7/1/2021	

Strader	Abbi		Oakdale/Family Coordinator		From Oakdale to Brigham		2/14/2022
West	Kaitlyn		KJHS/Para-Spec Ed		From KJHS to PJHS		1/18/2022

MCLEAN COUNTY UNIT DISTRICT NO. 5
Authorization for Payment of Bills and Payrolls
January 20, 2022 through February 9, 2022

SUMMARY OF BILLS & PAYROLLS BY FUND

Fund	¹ Prepaid Bills	² Bills To Be Paid	³ Payrolls	Total
07 Flexible Benefit Plan Trust Fund	56,397.11	0.00	0.00	56,397.11
08 Unit 5 Self-Funded Insurance	924,319.53	0.00	0.00	924,319.53
10 Educational	50,965.47	540,540.54	4,453,651.44	5,045,157.45
20 Operations & Maintenance	1,065.11	321,270.07	271,535.77	593,870.95
30 Debt Service	31,365.00	0.00	0.00	31,365.00
40 Transportation	9,772.35	724,868.43	9,529.03	744,169.81
50 Social Security	0.00	0.00	112,316.15	112,316.15
51 IMRF	0.00	0.00	81,840.14	81,840.14
60 Capital Projects	0.00	0.00	0.00	0.00
70 Working Cash	0.00	0.00	0.00	0.00
80 Tort Immunity	23,138.88	25,148.92	14,983.81	63,271.61
90 Life Safety	0.00	54,405.00	0.00	54,405.00
99 Student Activity Funds ⁴	126,313.97	0.00	0.00	126,313.97
Grand Total	\$1,223,337.42	\$1,666,232.96	\$4,943,856.34	\$7,833,426.72

¹ For funds 8 through 90, these bills were paid on and between 1/20/22 and 2/8/22. Please see the "Vendor Bill Listing - PREPAID" report for details.

² These bills have not been paid yet. Please see the "Vendor Bill Listing - TO BE PAID" report for details.

³ Please see the "Payroll Fund Totals" report for details.

⁴ These bills will always be listed as "prepaid" and include bills paid on the date of the last Board meeting. This is to ensure that all payments are captured for reporting purposes. For this report, these bills were paid on and between 1/19/22 and 2/8/22. Please see the Student Activity Funds section of the "Vendor Bill Listing - PREPAID" and the "Vendor Bill Listing - PREPAID - SA" report for details. The Student Activity Funds totals on these reports will equal the Student Activity Funds total on this summary.

ATTEST:

I certify that the Board of Education has reviewed and authorized the payment of bills and payrolls in the amount of \$7,833,426.72.

 Amy Roser, President, Board of Education

 Date

 Barry Hitchins, Secretary, Board of Education

 Date

CUSD No. 5, McLean and Woodford Counties, Illinois

Payroll Fund Totals

Fiscal Year: 2021-2022

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	140	01/16/2022	01/31/2022	01/28/2022
Certified - Semi	141	01/16/2022	01/31/2022	01/28/2022
Classified - Semi	140	01/16/2022	01/31/2022	01/28/2022

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
Certified - Semi - Period Number: 140					
10	3,124,227.68	0.00	142,725.38	357,504.50	3,624,457.56
50	0.00	43,467.82	0.00	0.00	43,467.82
80	4,089.24	0.00	458.26	327.50	4,875.00
Period Total:	\$3,128,316.92	\$43,467.82	\$143,183.64	\$357,832.00	\$3,672,800.38

Classified - Semi - Period Number: 140					
10	650,556.13	0.00	0.00	168,233.25	818,789.38
20	269,043.27	0.00	0.00	2,492.50	271,535.77
40	7,891.53	0.00	0.00	1,637.50	9,529.03
50	0.00	68,052.37	0.00	0.00	68,052.37
51	0.00	0.00	81,840.14	0.00	81,840.14
80	8,943.81	0.00	0.00	1,165.00	10,108.81
Period Total:	\$936,434.74	\$68,052.37	\$81,840.14	\$173,528.25	\$1,259,855.50

Certified - Semi - Period Number: 141					
10	10,404.50	0.00	0.00	0.00	10,404.50
50	0.00	795.96	0.00	0.00	795.96
Period Total:	\$10,404.50	\$795.96	\$0.00	\$0.00	\$11,200.46

Grand Totals:	\$4,075,156.16	\$112,316.15	\$225,023.78	\$531,360.25	\$4,943,856.34
----------------------	-----------------------	---------------------	---------------------	---------------------	-----------------------

End of Report

Expenditure Summary Report

From Date: 1/19/2022
 To Date: 1/19/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Crabtree, Jenna B	V185436	0	21367	1/19/2022	127.99
Crabtree, Jenna B Total					127.99
Malcom, Allison S	V582602	0	6112	1/19/2022	79.96
Malcom, Allison S Total					79.96
Mennenga, Hayley Jo	V824688	0	6113	1/19/2022	290.00
Mennenga, Hayley Jo Total					290.00
Roop, Cari Elizabeth	V642982	0	6114	1/19/2022	115.71
Roop, Cari Elizabeth Total					115.71
Timerman, Tanner Nathaniel	V425744	0	21368	1/19/2022	165.00
Timerman, Tanner Nathaniel Total					165.00
Grand Total					778.66

Expenditure Summary Report

From Date: 1/19/2022
To Date: 1/19/2022

Fund	Amount
99	778.66
Grand Total	778.66

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
2nd Amendment Surplus	V498943	0	6019	2/1/2022	600.00
2nd Amendment Surplus Total					600.00
Abbina, Anirudh	IHSTF Refund	0	45878	1/31/2022	55.00
Abbina, Anirudh Total					55.00
Adelman, Joseph R	V120170	0	14390	1/24/2022	125.00
	V788758	0	21373	1/24/2022	145.00
Adelman, Joseph R Total					270.00
Aguilar, Michael	V454616	0	19764	2/8/2022	50.00
	V495743	0	19783	2/8/2022	100.00
	V641597	0	19782	2/8/2022	50.00
	V389934	0	125840	2/4/2022	50.00
	V696145	0	19697	1/26/2022	50.00
Aguilar, Michael Total					300.00
Ahlemeyer, John	V645480	0	21391	2/7/2022	35.00
Ahlemeyer, John Total					35.00
Alcoza, Grace	Speech Judge (3)	0	45910	2/1/2022	225.00
Alcoza, Grace Total					225.00
Allensworth, Jermaine	V389934	0	125841	2/4/2022	50.00
Allensworth, Jermaine Total					50.00
Alsdorf, Andrew	V717795	0	19765	2/8/2022	50.00
	V212325	0	19715	1/26/2022	50.00
	V885160	0	19698	1/26/2022	50.00
Alsdorf, Andrew Total					150.00
Amazon Capital Services	V277187	992200019	5131	1/20/2022	41.70
Amazon Capital Services Total					41.70
Ambrose, Valerie L	V177463	0	14398	1/27/2022	2,000.00
Ambrose, Valerie L Total					2,000.00
American Red Cross	22394917	0	45855	1/24/2022	440.00
American Red Cross Total					440.00
Aubin, Chad Stephen	Simplifaster reimb	0	45466	2/1/2022	2,844.61
Aubin, Chad Stephen Total					2,844.61
Avanti's Italian Restaurant - Normal	1385	0	45454	1/24/2022	139.50
Avanti's Italian Restaurant - Normal Total					139.50
B & B Awards & Recognition	2 Invoices	0	45841	1/20/2022	95.98
	V707459	0	125828	1/27/2022	23.00
B & B Awards & Recognition Total					118.98
Baca, Nicholas W	IHSTF Refund	0	45879	1/31/2022	55.00
Baca, Nicholas W Total					55.00
Bacon, Zachary J	IHSTF Refund	0	45880	1/31/2022	55.00
Bacon, Zachary J Total					55.00
Baker, Sarah E	IHSTF Refund	0	45881	1/31/2022	55.00
Baker, Sarah E Total					55.00

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Bartoloni, Alexander Paul	Speech Judge 1/29	0	45911	2/1/2022	75.00
	Speech Judge-2 days	0	45864	1/27/2022	150.00
Bartoloni, Alexander Paul Total					225.00
Belleville West High School	Speech Tourn	0	45865	1/27/2022	170.00
	V921904	0	19716	1/27/2022	225.00
Belleville West High School Total					395.00
Bieterman, Michael	V398035	0	19766	2/8/2022	50.00
	Shootout 2/5	0	45467	2/1/2022	150.00
Bieterman, Michael Total					200.00
Birckelbaw, Richard E.	V448388	0	19767	2/8/2022	75.00
	V396175	0	125814	1/25/2022	75.00
Birckelbaw, Richard E. Total					150.00
Bishop, John	Swim Meet official	0	45912	2/1/2022	125.00
Bishop, John Total					125.00
Blair, Michelle A.	V146971	0	14399	1/27/2022	70.00
Blair, Michelle A. Total					70.00
Blickensderfer, Mark	V552537	0	19768	2/8/2022	75.00
Blickensderfer, Mark Total					75.00
Bloomington High School	Intercity wrestling	0	45468	2/1/2022	257.00
	V87976	0	19727	1/28/2022	250.00
	V947763	0	19733	1/28/2022	225.00
	V637319	0	19717	1/27/2022	175.00
	V996395	0	19726	1/27/2022	75.00
Bloomington High School Total					982.00
Bloomington Junior High School	V199611	0	6007	1/21/2022	200.00
Bloomington Junior High School Total					200.00
Blue Cross Blue Shield Of Illinois	3.83163E+11	0	0	2/8/2022	351,892.16
	7.60673E+11	0	0	2/8/2022	108,685.59
	3.8316E+11	0	0	2/1/2022	234,569.32
	3.83163E+11	0	0	1/25/2022	220,864.34
Blue Cross Blue Shield Of Illinois Total					916,011.41
Bowling, Justin	V396175	0	125815	1/25/2022	75.00
Bowling, Justin Total					75.00
Boyd, Killian M	IHSTF Refund	0	45882	1/31/2022	55.00
Boyd, Killian M Total					55.00
Braman, Becky	Supplies	0	45469	2/1/2022	876.86
Braman, Becky Total					876.86
Brock, Tim	V693672	0	125834	1/31/2022	75.00
Brock, Tim Total					75.00
Brownlee, Tim	V428584	0	19769	2/8/2022	75.00
Brownlee, Tim Total					75.00
Brummett, Edgar	Shootout 2/5	0	45470	2/1/2022	150.00
Brummett, Edgar Total					150.00

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
BSN Sports	915077395	0	21374	1/24/2022	1,038.83
	915196567	0	21374	1/24/2022	172.24
BSN Sports Total					1,211.07
Budak, Heather	Hosp & Awards	0	45842	1/20/2022	499.54
Budak, Heather Total					499.54
Cacciatori, Richard B.	V299205	0	125821	1/27/2022	75.00
Cacciatori, Richard B. Total					75.00
Carey, Kathleen Susan	V315166	0	23951	2/4/2022	31.86
Carey, Kathleen Susan Total					31.86
Carl's Ice Cream Shop - Normal	269957	0	45920	2/8/2022	262.50
Carl's Ice Cream Shop - Normal Total					262.50
Casey's Garden Center	V341102	0	7141	2/4/2022	40.00
	V106472	0	3976	1/20/2022	32.99
Casey's Garden Center Total					72.99
Casual Tees	V190426	0	14405	1/31/2022	472.00
Casual Tees Total					472.00
CCMSI	0113988-IN	0	0	2/4/2022	21,302.61
CCMSI Total					21,302.61
Champion Cheer Culture	648	0	45866	1/27/2022	1,200.00
Champion Cheer Culture Total					1,200.00
Chapman, Trevor Michael	Gathering	0	45883	1/31/2022	195.70
	Cyber Pizza 1/21/22	0	45867	1/27/2022	34.98
Chapman, Trevor Michael Total					230.68
Cherry, Dena	Meals 1-15	0	45471	2/1/2022	183.62
Cherry, Dena Total					183.62
Coit, Ron	V301708	0	21392	2/7/2022	125.00
Coit, Ron Total					125.00
College Entrance Exam Board	382299346A	0	45868	1/27/2022	2,964.60
College Entrance Exam Board Total					2,964.60
Conley, Rebecca Renae	Supplies	0	45856	1/24/2022	23.97
Conley, Rebecca Renae Total					23.97
Cooper, Jon	V792873	0	23919	1/20/2022	-
Cooper, Jon Total					-
Cooper, Jori Elizabeth	V388435	0	21387	1/31/2022	70.00
	V691492	0	23921	1/24/2022	70.00
	V350414	0	6013	1/25/2022	70.00
	V740134	0	21375	1/24/2022	70.00
Cooper, Jori Elizabeth Total					280.00
Cosgrove Distributors	141681	0	45913	2/1/2022	28.99
	141438	0	45843	1/20/2022	23.99
Cosgrove Distributors Total					52.98
Coughenour, Kevin	V349998	0	19749	2/4/2022	-

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Coughenour, Kevin	V866131	0	19743	2/4/2022	-
	V987799	0	19755	2/4/2022	75.00
Coughenour, Kevin Total					75.00
Cox, Howard L	V459220	0	14391	1/24/2022	40.00
Cox, Howard L Total					40.00
Crabtree, Jenna B	V795879	0	21388	1/31/2022	215.76
Crabtree, Jenna B Total					215.76
Cremeens, Jason	V533116	0	125801	1/21/2022	50.00
	V806434	0	125801	1/21/2022	50.00
	V867455	0	125801	1/21/2022	50.00
Cremeens, Jason Total					150.00
Crouch, Scott J.	V389934	0	125842	2/4/2022	50.00
Crouch, Scott J. Total					50.00
Davis, Demone	V672924	0	14392	1/24/2022	40.00
Davis, Demone Total					40.00
DeKalb High School	Barb Press	0	45869	1/27/2022	300.00
DeKalb High School Total					300.00
Denny's Doughnuts & Bakery	V133083	0	23922	1/24/2022	62.60
	V480105	0	23922	1/24/2022	19.40
Denny's Doughnuts & Bakery Total					82.00
Dierking, Hannah R	IHSTF Refund	0	45884	1/31/2022	55.00
Dierking, Hannah R Total					55.00
Doman, D. Richard	V22699	0	19699	1/26/2022	75.00
Doman, D. Richard Total					75.00
Doty, Ashton C	V65083	0	23941	1/31/2022	47.70
	V710718	0	23913	1/20/2022	22.20
Doty, Ashton C Total					69.90
Drengwitz, Jason	Post Workout Food	0	45921	2/8/2022	166.14
	Post workout snack	0	45885	1/31/2022	191.94
	Post Workout	0	45844	1/20/2022	206.96
Drengwitz, Jason Total					565.04
Dupureur, Terry	V822904	0	21376	1/24/2022	70.00
Dupureur, Terry Total					70.00
Eastern Illinois University	V459657	0	19728	1/28/2022	150.00
Eastern Illinois University Total					150.00
Eddins, Theodore	V742798	0	19770	2/8/2022	50.00
	V155817	0	19758	2/7/2022	50.00
	V396175	0	125816	1/25/2022	50.00
Eddins, Theodore Total					150.00
Eden, Halie G	IHSTF Refund	0	45886	1/31/2022	55.00
Eden, Halie G Total					55.00
Edwards, Sarah Lynn	V774837	0	4952	1/28/2022	94.45
Edwards, Sarah Lynn Total					94.45

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Edwardsville High School	V519979	0	19718	1/27/2022	225.00
Edwardsville High School Total					225.00
Egan, Paula	V62140	0	23942	1/31/2022	71.96
	V890388	0	23936	1/27/2022	22.82
	V3237	0	23923	1/24/2022	154.54
Egan, Paula Total					249.32
Egge, Sarah	Goodie bags	0	45472	2/1/2022	84.20
Egge, Sarah Total					84.20
Ehlers, Daniel	V873298	0	21389	1/31/2022	70.00
	V508600	0	6014	1/25/2022	70.00
Ehlers, Daniel Total					140.00
Eilers, Sara	V756344	0	6008	1/21/2022	21.25
Eilers, Sara Total					21.25
Elias, Faye	V633403	0	2835	1/25/2022	17.76
Elias, Faye Total					17.76
Eshleman, Trent C.	V924628	0	19700	1/26/2022	75.00
Eshleman, Trent C. Total					75.00
Ewers, Joseph	V615377	0	125792	1/21/2022	-
Ewers, Joseph Total					-
Fairfield, James	V396175	0	125817	1/25/2022	75.00
Fairfield, James Total					75.00
Feeney, David	Team Pizza	0	45914	2/1/2022	183.00
Feeney, David Total					183.00
Fela, Cate M	IHSTF Refund	0	45887	1/31/2022	55.00
Fela, Cate M Total					55.00
Fields, Jason Jerome	V181835	0	6022	2/7/2022	70.00
Fields, Jason Jerome Total					70.00
Fillingham, Kari Lyn	V133861	0	5073	1/25/2022	64.37
Fillingham, Kari Lyn Total					64.37
Fish, Jill E	V194591	0	2834	1/25/2022	115.43
Fish, Jill E Total					115.43
Five Star Water	V818645	0	21390	1/31/2022	9.00
	V79799	0	7142	2/4/2022	31.20
	V490734	0	1383	1/31/2022	41.60
	V69881	0	2610	1/20/2022	21.05
Five Star Water Total					102.85
Forget Me Not Flowers	V857199	0	125810	1/24/2022	227.00
Forget Me Not Flowers Total					227.00
Foster, Nathan C	Team meal	0	45857	1/24/2022	458.56
Foster, Nathan C Total					458.56
Freeman, Matthew Gregory	V334001	0	19701	1/26/2022	50.00

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Freeman, Matthew Gregory Total					50.00
Friends Of Ironmen Football	FB concessions reim	0	45845	1/20/2022	2,374.73
Friends Of Ironmen Football Total					2,374.73
Fryer, Victoria G	IHSTF Refund	0	45888	1/31/2022	55.00
Fryer, Victoria G Total					55.00
Fulscher, Daniel A.	V25414	0	21377	1/24/2022	85.00
Fulscher, Daniel A. Total					85.00
Funfar, Angela	V889644	0	2499	1/28/2022	305.13
Funfar, Angela Total					305.13
Further	40103489	0	0	2/3/2022	19,925.20
	V348156	0	0	2/1/2022	3,619.12
	40094231	0	0	1/27/2022	27,743.04
	40088606	0	0	1/20/2022	8,728.87
	15954776	0	0	1/24/2022	2,211.00
Further Total					62,227.23
Gaddis, Maegan	236	0	14400	1/27/2022	110.00
Gaddis, Maegan Total					110.00
Gantert, Mollie Marie	V623913	0	2611	1/20/2022	49.44
Gantert, Mollie Marie Total					49.44
Gen Jos Bartholomew Chapter SAR	V583294	0	45473	2/1/2022	52.00
Gen Jos Bartholomew Chapter SAR Total					52.00
Gendron, Jeffrey	V541481	0	125829	1/27/2022	50.00
	V745245	0	125832	1/27/2022	60.00
	V615377	0	125793	1/21/2022	-
Gendron, Jeffrey Total					110.00
Ghere, Debbie	V504630	0	14385	1/20/2022	210.00
Ghere, Debbie Total					210.00
Glatt, Michelle L	V540945	0	23924	1/24/2022	35.00
	V902977	0	23914	1/20/2022	25.38
Glatt, Michelle L Total					60.38
Goeckner, Ivy A	IHSTF Refund	0	45889	1/31/2022	55.00
Goeckner, Ivy A Total					55.00
Gold Medal - Chicago	385514	0	21369	1/20/2022	374.40
Gold Medal - Chicago Total					374.40
Gotschall, Heather L	Holiday supplies	0	45858	1/24/2022	58.88
Gotschall, Heather L Total					58.88
Grand Stage Company	0349986-IN	0	45922	2/8/2022	44.00
Grand Stage Company Total					44.00
Griffard, John	V477546	0	125849	2/7/2022	75.00
Griffard, John Total					75.00
Gruenloh, Amber C.	V401161	0	6023	2/7/2022	70.00
	V605670	0	14393	1/24/2022	70.00

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Gruenloh, Amber C.	V827282	0	14386	1/20/2022	210.00
Gruenloh, Amber C. Total					350.00
Hafermann, Eduard	Start up cash	0	45474	2/1/2022	350.00
	Concession items	0	45474	2/1/2022	447.14
	Team donuts	0	45474	2/1/2022	29.98
	Flowers	0	45455	1/24/2022	70.00
	Rockton tournament	0	45455	1/24/2022	289.75
Hafermann, Eduard Total					1,186.87
Hall, Monique L	V85399	0	2500	1/28/2022	13.40
Hall, Monique L Total					13.40
Hanna, Kristin Elizabeth	V351543	0	4954	2/1/2022	395.95
Hanna, Kristin Elizabeth Total					395.95
Hardy, Jonathan	V283438	0	19784	2/8/2022	100.00
	V364328	0	19750	2/4/2022	-
	V752099	0	19744	2/4/2022	-
	V603273	0	19756	2/4/2022	50.00
	Shootout 2/5	0	45475	2/1/2022	50.00
	V704364	0	19702	1/26/2022	50.00
Hardy, Jonathan Total					250.00
Harlan Vance Company	V830806	0	3978	2/1/2022	382.00
Harlan Vance Company Total					382.00
Harris, Elizabeth Rae	SAE Meal	0	45923	2/8/2022	21.73
Harris, Elizabeth Rae Total					21.73
Harsh, James D.	V933073	0	14394	1/24/2022	125.00
Harsh, James D. Total					125.00
Hartke, Kurt	V389934	0	125843	2/4/2022	75.00
Hartke, Kurt Total					75.00
Hartke, Sophia F	IHSTF Refund	0	45890	1/31/2022	55.00
Hartke, Sophia F Total					55.00
Hassel, Steve	Apparel reimb	0	45859	1/24/2022	1,698.29
Hassel, Steve Total					1,698.29
Heyworth High School	Speech tourn 1/29	0	45870	1/27/2022	200.00
Heyworth High School Total					200.00
Higby, Daniel L	Chess t-shirts	0	45924	2/8/2022	101.59
Higby, Daniel L Total					101.59
Hinrichsen, Rod	V236645	0	19703	1/26/2022	60.00
	V406522	0	125805	1/21/2022	60.00
Hinrichsen, Rod Total					120.00
Hinshaw, Rachel	V204657	0	23946	2/1/2022	10.00
	V633813	0	23937	1/27/2022	86.43
Hinshaw, Rachel Total					96.43
Ho, Son	V750395	0	23947	2/1/2022	135.00
	V48039	0	21378	1/24/2022	145.00
Ho, Son Total					280.00

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Hofmann, Christian P	IHSTF Refund	0	45891	1/31/2022	55.00
Hofmann, Christian P Total					55.00
Hoggard, William R.	V389934	0	125844	2/4/2022	-
	V93047	0	125806	1/21/2022	75.00
Hoggard, William R. Total					75.00
Hood, Scott	V615377	0	125794	1/21/2022	-
Hood, Scott Total					-
Hopper, Daniele	V60541	0	23938	1/27/2022	10.00
	V201058	0	23925	1/24/2022	34.48
Hopper, Daniele Total					44.48
Howie, Nathan R.	V471096	0	19785	2/8/2022	75.00
	Shootout 2/5	0	45476	2/1/2022	75.00
Howie, Nathan R. Total					150.00
Huth, Lisa L.	V708787	0	14401	1/27/2022	70.00
Huth, Lisa L. Total					70.00
IDTA	V328319	0	19734	1/31/2022	100.00
IDTA Total					100.00
Iesa Illinois Elementary School Asn	V882579	0	6018	1/26/2022	195.00
	V218659	0	23926	1/24/2022	285.00
Iesa Illinois Elementary School Asn Total					480.00
Igsma District 3	V146537	0	21386	1/26/2022	228.00
	V558206	0	23927	1/24/2022	480.00
	V349296	0	21379	1/24/2022	220.00
	V762061	0	6009	1/21/2022	112.00
Igsma District 3 Total					1,040.00
Illinois Hosa	99507288	0	45915	2/1/2022	1,105.00
Illinois Hosa Total					1,105.00
Ince, Addie	Sundae topping cup	0	45871	1/27/2022	60.25
Ince, Addie Total					60.25
Ison, Andrew	V90919	0	125795	1/21/2022	75.00
Ison, Andrew Total					75.00
J.W. Pepper & Son, Inc.	V411116	0	23928	1/24/2022	107.50
J.W. Pepper & Son, Inc. Total					107.50
Jensen, Karrah	V416134	0	21393	2/7/2022	82.75
Jensen, Karrah Total					82.75
Jha, Somya	IHSTF Refund	0	45892	1/31/2022	55.00
Jha, Somya Total					55.00
Johnson, Barry	V504402	0	19704	1/26/2022	50.00
Johnson, Barry Total					50.00
Johnson, Katelyn M	IHSTF Refund	0	45893	1/31/2022	55.00
Johnson, Katelyn M Total					55.00

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Johnson, Keith	Shootout 2/5	0	45477	2/1/2022	75.00
	V765391	0	19705	1/26/2022	75.00
Johnson, Keith Total					150.00
Johnson, Nathan David	IHSTF Refund	0	45894	1/31/2022	55.00
Johnson, Nathan David Total					55.00
Jones, Suzanne Marie	V894109	0	6010	1/21/2022	121.78
Jones, Suzanne Marie Total					121.78
Jontry, Mark	Shootout 2/5	0	45478	2/1/2022	75.00
	V693672	0	125835	1/31/2022	50.00
Jontry, Mark Total					125.00
Kaufman, Trevor Allen	Hotel-Geneseo	0	45860	1/24/2022	865.50
Kaufman, Trevor Allen Total					865.50
Kearfott, Nicolas	Big 12 Conf Boys	0	45925	2/8/2022	76.16
	GC for Concessions	0	45925	2/8/2022	931.30
	I-club & Invite	0	45925	2/8/2022	131.78
	Lunch for Table	0	45846	1/20/2022	28.62
Kearfott, Nicolas Total					1,167.86
Keller, Jeff	V225983	0	14395	1/24/2022	70.00
	V498752	0	14387	1/20/2022	210.00
Keller, Jeff Total					280.00
Kelly, Jennifer	Darkroom supply	0	45872	1/27/2022	21.42
Kelly, Jennifer Total					21.42
Keogh, Kelly	Reimb Mailing	0	45926	2/8/2022	32.53
Keogh, Kelly Total					32.53
King, Donald G.	V263864	0	19751	2/4/2022	-
	V550915	0	19745	2/4/2022	-
	V653285	0	19757	2/4/2022	-
King, Donald G. Total					-
King's Embroidery	Invoice #960	0	45479	2/1/2022	1,469.00
King's Embroidery Total					1,469.00
Knapp, Randall	V938469	0	19746	2/4/2022	-
	V543178	0	19752	2/4/2022	50.00
Knapp, Randall Total					50.00
Knight, Brevin	V767759	0	21394	2/7/2022	45.00
	V501670	0	21380	1/24/2022	45.00
Knight, Brevin Total					90.00
Knipp, Carol	V297374	0	7259	1/31/2022	354.00
Knipp, Carol Total					354.00
Knowles, Sherry Marie	V412655	0	23915	1/20/2022	16.20
Knowles, Sherry Marie Total					16.20
Knox, Samuel H.	V83961	0	19759	2/7/2022	75.00
	V902047	0	19706	1/26/2022	60.00
Knox, Samuel H. Total					135.00

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Kohlman, Michael R.	Shootout 2/5	0	45500	2/4/2022	150.00	
Kohlman, Michael R. Total					150.00	
Kukuck, Mike	V179954	0	19771	2/8/2022	75.00	
Kukuck, Mike Total					75.00	
Kurtz, Cameron	V693672	0	125836	1/31/2022	75.00	
Kurtz, Cameron Total					75.00	
Larkin, Crystal Lynn	V628673	0	21395	2/7/2022	45.00	
	V946800	0	21395	2/7/2022	45.00	
Larkin, Crystal Lynn Total					90.00	
Lau, Amelia S	IHSTF Refund	0	45895	1/31/2022	55.00	
Lau, Amelia S Total					55.00	
Learning A-Z	V560432	0	2498	1/20/2022	118.00	
Learning A-Z Total					118.00	
Lee, Cassandra Leigh	V72860	0	21381	1/24/2022	98.78	
Lee, Cassandra Leigh Total					98.78	
Lewis, Marcus A.	V849346	0	19737	2/1/2022	-	
	V452556	0	19740	2/1/2022	75.00	
	Shootout 2/5	0	45480	2/1/2022	150.00	
	V346430	0	19735	1/31/2022	-	
	V299205	0	125822	1/27/2022	50.00	
Lewis, Marcus A. Total					275.00	
Lewis, Stanley J	Membership	0	45481	2/1/2022	70.00	
Lewis, Stanley J Total					70.00	
Limelite Graphics		4510	0	45456	1/24/2022	414.00
	V934047		0	5074	1/25/2022	2,296.00
Limelite Graphics Total					2,710.00	
Linder, Greg	V759058	0	6024	2/7/2022	70.00	
	V11898	0	23920	1/20/2022	70.00	
Linder, Greg Total					140.00	
Lonergan, Bryan D	IHSTF Refund	0	45896	1/31/2022	55.00	
Lonergan, Bryan D Total					55.00	
Ludwig, Dennis	Swim Meet official	0	45916	2/1/2022	125.00	
Ludwig, Dennis Total					125.00	
Luginbuhl, Benjamin	Choral Music Purch	0	45847	1/20/2022	81.25	
	ILMEA Lunches	0	45847	1/20/2022	216.00	
Luginbuhl, Benjamin Total					297.25	
Luna, Dennis	DJ Daddy/Daughter	0	45927	2/8/2022	400.00	
	DJ 2/5/22	0	45873	1/27/2022	-	
Luna, Dennis Total					400.00	
Lund, Trayton C	IHSTF Refund	0	45897	1/31/2022	55.00	
Lund, Trayton C Total					55.00	
Macek, Michelle	Sectional Shirts	0	45861	1/24/2022	265.00	
Macek, Michelle Total					265.00	

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Macke, Brooke L	IHSTF Refund	0	45898	1/31/2022	55.00
Macke, Brooke L Total					55.00
Marcopulos, Zachary	V389934	0	125845	2/4/2022	-
	V177586	0	125807	1/21/2022	50.00
Marcopulos, Zachary Total					50.00
Mardis, Andy	V954281	0	6025	2/7/2022	70.00
	V864925	0	6020	2/1/2022	70.00
	V67623	0	23929	1/24/2022	70.00
	V97408	0	21382	1/24/2022	70.00
	V750135	0	14388	1/20/2022	210.00
Mardis, Andy Total					490.00
Mason, Keith	V615377	0	125796	1/21/2022	-
	V462698	0	125808	1/21/2022	50.00
Mason, Keith Total					50.00
Matthews, Katie Sue	V94646	0	4953	1/28/2022	200.00
Matthews, Katie Sue Total					200.00
Mattoon High School	Scholastic Bowl	0	45928	2/8/2022	80.00
Mattoon High School Total					80.00
Maurer, Nicole L	Coffee Supplies	0	45917	2/1/2022	8.66
	Lyft ride for Mooney	0	45899	1/31/2022	16.70
	Reimb stickers	0	45862	1/24/2022	128.00
Maurer, Nicole L Total					153.36
Mccowan, Zachary G	IHSTF Refund	0	45900	1/31/2022	55.00
Mccowan, Zachary G Total					55.00
McLean Co Unit Dist No 5	V545955	0	9394	2/7/2022	1,117.19
	V765274	0	21383	1/24/2022	383.70
	100800 1-10-22	0	45457	1/24/2022	4,841.56
	V2753	0	3774	1/26/2022	626.70
	V688106	0	5007	1/28/2022	50.00
	V405843	0	5132	1/20/2022	112.42
	V951438	0	6011	1/21/2022	990.32
	V358039	0	2612	1/20/2022	207.69
	V406010	0	1384	1/31/2022	256.00
McLean Co Unit Dist No 5 Total					8,585.58
McLean Co Unit Dist No 5 - Food Service	V788864	0	23943	1/31/2022	6.00
	V737058	0	23930	1/24/2022	13.05
McLean Co Unit Dist No 5 - Food Service Total					19.05
McLean County Asphalt Co, Inc	V771250	0	2613	1/20/2022	24,950.77
McLean County Asphalt Co, Inc Total					24,950.77
Meller, Craig A.	V818462	0	19729	1/28/2022	125.00
Meller, Craig A. Total					125.00
Meltdown Creative Works LLC	#3256	0	45458	1/24/2022	644.50
Meltdown Creative Works LLC Total					644.50
Menards Lumber	67871 & 68065	0	45874	1/27/2022	1,422.28
	Invoice #57928	0	45459	1/24/2022	95.30

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Menards Lumber Total					1,517.58
Merilatt, Mary Lee	V503270	0	5133	1/20/2022	79.38
Merilatt, Mary Lee Total					79.38
Merritt, Kolton	V299205	0	125823	1/27/2022	50.00
Merritt, Kolton Total					50.00
Metamora High School	V574562	0	19730	1/28/2022	280.00
Metamora High School Total					280.00
Miller Park Zoo	IMC Lunch & Learn	0	45929	2/8/2022	197.00
Miller Park Zoo Total					197.00
Minooka Community High School	V490232	0	19719	1/27/2022	300.00
Minooka Community High School Total					300.00
Morris, David	V311724	0	19772	2/8/2022	50.00
	V389934	0	125846	2/4/2022	-
	V895196	0	125797	1/21/2022	50.00
Morris, David Total					100.00
Morton High School	V194756	0	19731	1/28/2022	100.00
	V740464	0	19720	1/27/2022	150.00
Morton High School Total					250.00
Nelson's Catering	E11594	0	45863	1/24/2022	4,454.75
Nelson's Catering Total					4,454.75
Nevco Sports, LLC	V516393	0	125811	1/24/2022	53.92
Nevco Sports, LLC Total					53.92
Nevels, Phillip	V943395	0	21396	2/7/2022	45.00
	V852352	0	21370	1/20/2022	45.00
Nevels, Phillip Total					90.00
Nichols, Roger L	V477546	0	125850	2/7/2022	75.00
	V237252	0	19760	2/7/2022	75.00
	V213939	0	19738	2/1/2022	-
	V485286	0	19741	2/1/2022	75.00
	V693672	0	125837	1/31/2022	75.00
	V970699	0	125833	1/27/2022	50.00
	V367608	0	125802	1/21/2022	50.00
	V90919	0	125798	1/21/2022	75.00
Nichols, Roger L Total					475.00
Niepagen Flower Shop	V947979	0	2614	1/20/2022	32.00
Niepagen Flower Shop Total					32.00
Normal Community High School	V239701	0	19721	1/27/2022	85.00
Normal Community High School Total					85.00
O Connell, Kathleen	V409186	0	3775	1/26/2022	50.00
O Connell, Kathleen Total					50.00
Olympia Community Unit School Distr	V548992	0	125812	1/24/2022	200.00
Olympia Community Unit School Distr Total					200.00
O'Neal, Cozy	V322933	0	19736	1/31/2022	-

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
O'Neal, Cozy	V263760	0	19707	1/26/2022	50.00
O'Neal, Cozy Total					50.00
Ort, Robert	V533291	0	19732	1/28/2022	275.00
Ort, Robert Total					275.00
Palmer, Elisa L	V961097	0	23948	2/1/2022	38.99
Palmer, Elisa L Total					38.99
Pankey, Andrew	V936563	0	19773	2/8/2022	75.00
	V591257	0	19761	2/7/2022	75.00
Pankey, Andrew Total					150.00
Parent, Megan R	IHSTF Refund	0	45901	1/31/2022	55.00
Parent, Megan R Total					55.00
Parrish, Bradley	V170246	0	19708	1/26/2022	75.00
Parrish, Bradley Total					75.00
Peavler, Rod	Shootout 2/5	0	45482	2/1/2022	75.00
Peavler, Rod Total					75.00
Pekin Community High School	V947376	0	19722	1/27/2022	175.00
Pekin Community High School Total					175.00
Peoria High School	Big 12 Cheer	0	45483	2/1/2022	1,885.00
Peoria High School Total					1,885.00
Peoria Notre Dame High School	Big 12 Wrestle	0	45484	2/1/2022	1,665.00
Peoria Notre Dame High School Total					1,665.00
Pepsi Cola General Bot, Inc	17705852	0	45848	1/20/2022	573.72
Pepsi Cola General Bot, Inc Total					573.72
Peters, Scott D	V413350	0	3977	1/20/2022	47.02
Peters, Scott D Total					47.02
Peterson, Scott R	V541481	0	125830	1/27/2022	60.00
	V824852	0	23931	1/24/2022	40.00
Peterson, Scott R Total					100.00
Powell, Bradley	V80207	0	21397	2/7/2022	125.00
Powell, Bradley Total					125.00
Prairie Signs	V95636	0	6026	2/7/2022	25.00
Prairie Signs Total					25.00
Prina, John Marcus	V755524	0	19709	1/26/2022	75.00
Prina, John Marcus Total					75.00
Pugh, Clifford	V499677	0	19774	2/8/2022	50.00
	V334728	0	19762	2/7/2022	50.00
	V693672	0	125838	1/31/2022	50.00
	V964748	0	23939	1/27/2022	40.00
	V873562	0	125820	1/26/2022	-
	V396175	0	125818	1/25/2022	50.00
	V958033	0	21371	1/20/2022	80.00
Pugh, Clifford Total					320.00

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Pugh, Jr. Clifford	V693672	0	125839	1/31/2022	50.00	
	V391864	0	125826	1/27/2022	50.00	
Pugh, Jr. Clifford Total					100.00	
Puritan Springs	1274737 1-22	0	45460	1/24/2022	150.50	
Puritan Springs Total					150.50	
Quakenbush, Maxine J	V530369	0	14396	1/24/2022	231.75	
Quakenbush, Maxine J Total					231.75	
Queen, Alyssa L	V711479	0	6015	1/25/2022	70.00	
Queen, Alyssa L Total					70.00	
Rademacher, Abigail O	IHSTF Refund	0	45902	1/31/2022	55.00	
Rademacher, Abigail O Total					55.00	
Raney, Christen A	V571300	0	6016	1/25/2022	25.49	
Raney, Christen A Total					25.49	
Read's Sporting Goods		2337	0	45485	2/1/2022	646.00
	3 invoices		0	45875	1/27/2022	822.00
Read's Sporting Goods Total					1,468.00	
Reed, Gregory L.	V522032	0	19775	2/8/2022	50.00	
	V210933	0	19763	2/7/2022	50.00	
	V389934	0	125847	2/4/2022	75.00	
	V537729	0	19739	2/1/2022	-	
	V484400	0	19742	2/1/2022	75.00	
	V396175	0	125819	1/25/2022	50.00	
	V615377	0	125799	1/21/2022	-	
	V367608	0	125803	1/21/2022	50.00	
	V257240	0	21372	1/20/2022	80.00	
Reed, Gregory L. Total					430.00	
Ridgeview Cusd #19	V483927	0	14402	1/27/2022	100.00	
	V334664	0	23932	1/24/2022	100.00	
Ridgeview Cusd #19 Total					200.00	
Riley, Jon Kirk	V900003	0	19747	2/4/2022	-	
	V692177	0	19753	2/4/2022	75.00	
Riley, Jon Kirk Total					75.00	
Rockridge High School	V981914	0	19723	1/27/2022	400.00	
Rockridge High School Total					400.00	
Rogue Fitness		9867411	992200017	45849	1/20/2022	1,453.80
Rogue Fitness Total					1,453.80	
Rumps, James	Boxing supplies	0	45486	2/1/2022	500.00	
Rumps, James Total					500.00	
Sanders, Catherine	V253597	0	6017	1/25/2022	70.00	
Sanders, Catherine Total					70.00	
Sarver, Michael S	Coach meal	0	45461	1/24/2022	15.13	
Sarver, Michael S Total					15.13	
Schermann, April M	Coding night supplie	0	45487	2/1/2022	312.28	
	Spring break	0	45487	2/1/2022	4,171.73	

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Schermann, April M Total					4,484.01
Schieber, Dan	V644494	0	19776	2/8/2022	75.00
Schieber, Dan Total					75.00
Schill, Timothy R	IHSTF Refund	0	45903	1/31/2022	55.00
Schill, Timothy R Total					55.00
Schmidt, Todd	Swim Meet official	0	45918	2/1/2022	125.00
Schmidt, Todd Total					125.00
Scholastic Book Fairs 3	V847362	0	23949	2/1/2022	75.50
	V40223	0	23944	1/31/2022	80.22
Scholastic Book Fairs 3 Total					155.72
Scholastic Inc.	V40223	0	23944	1/31/2022	(80.22)
Scholastic Inc. Total					(80.22)
Scott, Ethan B	IHSTF Refund	0	45904	1/31/2022	55.00
Scott, Ethan B Total					55.00
Select Screen Prints	57453	0	45488	2/1/2022	330.00
	V854549	0	4955	2/1/2022	356.00
	V30971	0	125813	1/24/2022	72.00
	V652003	0	23933	1/24/2022	280.00
	58771	0	21384	1/24/2022	547.00
	V79841	0	23916	1/20/2022	180.00
	57933	0	45850	1/20/2022	762.00
Select Screen Prints Total					2,527.00
Severado, Dane	Shootout 2/5	0	45489	2/1/2022	75.00
Severado, Dane Total					75.00
Sheppelman, Dawn Demlow	V195476	0	1574	2/7/2022	26.54
Sheppelman, Dawn Demlow Total					26.54
Sherrick, Brandy J	V489722	0	14389	1/20/2022	651.93
Sherrick, Brandy J Total					651.93
Short, Lori	IHSTF Refund	0	45905	1/31/2022	55.00
Short, Lori Total					55.00
Sieg, Derek L	V914623	0	23934	1/24/2022	70.00
Sieg, Derek L Total					70.00
Simmons, Jermaine	V373069	0	19710	1/26/2022	60.00
Simmons, Jermaine Total					60.00
Smith, Gibson W	IHSTF Refund	0	45906	1/31/2022	55.00
Smith, Gibson W Total					55.00
Smith, Ron	V126097	0	19711	1/26/2022	50.00
Smith, Ron Total					50.00
Smith, Ronald	V665401	0	125851	2/7/2022	60.00
Smith, Ronald Total					60.00
Snyder, Tiffani L	Reimbursement	0	45490	2/1/2022	21.99
Snyder, Tiffani L Total					21.99

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Sortor, Darrin	Shootout 2/5	0	45491	2/1/2022	75.00	
Sortor, Darrin Total					75.00	
Southern IL Speech & Acting League	Speech Tourn	0	45876	1/27/2022	50.00	
Southern IL Speech & Acting League Total					50.00	
Spitzzeri, Alfred A	V105249	0	6021	2/1/2022	70.00	
	V925266	0	21385	1/24/2022	70.00	
Spitzzeri, Alfred A Total					140.00	
Sprau, Kevin L.	V463616	0	19777	2/8/2022	75.00	
Sprau, Kevin L. Total					75.00	
Springfield High School	V933583	0	19724	1/27/2022	150.00	
Springfield High School Total					150.00	
Springwood, Cheryl	V207784	0	6012	1/21/2022	23.98	
Springwood, Cheryl Total					23.98	
Starkey, Dana	Concession Stand	0	45851	1/20/2022	505.90	
Starkey, Dana Total					505.90	
Stone, Jennifer D	Classroom Supplies	0	45852	1/20/2022	463.57	
Stone, Jennifer D Total					463.57	
Stratman, Eric	V77720	0	19725	1/27/2022	375.00	
Stratman, Eric Total					375.00	
Strubhar, Mike	V585090	0	19712	1/26/2022	60.00	
Strubhar, Mike Total					60.00	
Taylor, Keith	V127147	0	19786	2/8/2022	100.00	
	V568477	0	19778	2/8/2022	50.00	
	Shootout 2/5	0	45492	2/1/2022	50.00	
	V541481	0	125831	1/27/2022	50.00	
	V895196	0	125800	1/21/2022	50.00	
Taylor, Keith Total					300.00	
Team Fitz Graphics		54216	0	45462	1/24/2022	1,210.00
Team Fitz Graphics Total					1,210.00	
The Lifeguard Store		1147748	0	45907	1/31/2022	1,260.00
		1143917 & 1143318	0	45853	1/20/2022	692.00
The Lifeguard Store Total					1,952.00	
Thomas, Bryan	Pool Lifeguards	0	45877	1/27/2022	20.00	
Thomas, Bryan Total					20.00	
Thomas, Emily	V887569	0	23952	2/4/2022	195.02	
	V290600	0	23940	1/27/2022	115.79	
	V901821	0	23917	1/20/2022	99.90	
Thomas, Emily Total					410.71	
Thompson, Terry C	V397193	0	19779	2/8/2022	75.00	
	Shootout 2/5	0	45493	2/1/2022	75.00	
Thompson, Terry C Total					150.00	
Town Of Normal	Padding	0	45494	2/1/2022	430.00	

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Town Of Normal Total					430.00	
Tractor Supply Co	7 INVS 12/14-1/20	2203165	247878	1/28/2022	784.82	
Tractor Supply Co Total					784.82	
Trevena, Frank H	V663679	0	19780	2/8/2022	75.00	
Trevena, Frank H Total					75.00	
Turcotte-Cutkomp, Savannah	Speech Judge 1/29/22	0	45930	2/8/2022	75.00	
Turcotte-Cutkomp, Savannah Total					75.00	
Twin City Awards		2925	0	14397	1/24/2022	360.00
Twin City Awards Total					360.00	
Twork, Kayleigh Ann	V937114	0	2615	1/20/2022	30.00	
Twork, Kayleigh Ann Total					30.00	
University High School	IHSA Sect fee	0	45931	2/8/2022	180.00	
University High School Total					180.00	
Varsitee Screenprinting	V734166	0	14403	1/27/2022	135.00	
	Normal West cheer	0	45463	1/24/2022	3,053.20	
Varsitee Screenprinting Total					3,188.20	
Vericker, Carson K.	Shootout 2/5	0	45495	2/1/2022	75.00	
Vericker, Carson K. Total					75.00	
Vincent, Susan Anne	V398061	0	23945	1/31/2022	51.96	
	V541437	0	23918	1/20/2022	136.90	
Vincent, Susan Anne Total					188.86	
Visa Businesscard Commerce Bank	STMT-M.HICKMAN 1/17	2203006	0	2/7/2022	1,246.27	
	STMT-E.OGRADY 1/17	2203124	0	2/7/2022	121.18	
	STMT-G.TENUTA 1/17	2203004	0	2/7/2022	59.56	
	STMT-C.ROOP 1/17	2203094	0	2/7/2022	461.48	
	STMT-A.ZBROZEK 1/17	2203032	0	2/7/2022	1,105.30	
	STMT-D.CURBY 1/17	2203010	0	2/7/2022	521.55	
	STMT-SPRINGWOOD 1/17	2203013	0	2/7/2022	122.60	
	STMT-C.MCGRAW 1/17	2203018	0	2/7/2022	515.38	
	STMT-T.PRAZMA 1/17	2203002	0	2/7/2022	29.38	
	STMT-K.JENSEN 1/17	2203033	0	2/7/2022	741.11	
	STMT-S.FRANCE 1/17	2203075	0	2/7/2022	941.07	
	STMT-S.RILEY 1/17	2203179	0	2/7/2022	29.97	
	STMT-T.CHAPMAN 1/17	2203059	0	2/7/2022	11,011.18	
	STMT-L.THOMAS 1/17	2203073	0	2/7/2022	643.68	
	STMT-E.BEGGS 1/17	2203015	0	2/7/2022	1,178.29	
	STMT-SUDDARTH 1/17	2203017	0	2/7/2022	120.59	
	STMT-C.WEBSTER 1/17	2203042	0	2/7/2022	625.06	
	STMT-DV.JOHNSON 1/17	2203048	0	2/7/2022	3,405.91	
	STMT-T.VERDERY 1/17	2203052	0	2/7/2022	290.02	
	STMT-W.TEMPLES 1/17	2203087	0	2/7/2022	4,350.00	
	STMT-J.COLLINS 1/17	2203041	0	2/7/2022	2,949.03	
	STMT-J.KNEPLER 1/17	2203080	0	2/7/2022	50.00	
	STMT-K.PEIFER 1/17	2203074	0	2/7/2022	16.99	
	STMT-S.VOGEL 1/17	2203016	0	2/7/2022	112.42	
	STMT-T.FOGAL 1/17	2203128	0	2/7/2022	735.48	
	STMT-DAVENPORT 1/17	2203034	0	2/7/2022	676.58	
	STMT-S.EDWARDS 1/17	2203137	0	2/7/2022	1,360.77	
	STMT-C.ELLIS 1/17	2203136	0	2/7/2022	554.29	

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Visa Businesscard Commerce Bank	STMT-H.ROGERS 1/17	2203060	0	2/7/2022	259.92
Visa Businesscard Commerce Bank	STMT-BENNINGTON 1/17	2203114	0	2/7/2022	1,012.58
Visa Businesscard Commerce Bank	STMT-J.ADELMAN 1/17	2203066	0	2/7/2022	1,280.64
Visa Businesscard Commerce Bank	STMT-J.REWERTS 1/17	2203184	0	2/7/2022	127.44
Visa Businesscard Commerce Bank	STMT-STANLEY 3-1/17	2203008	0	2/7/2022	2,838.17
Visa Businesscard Commerce Bank	STMT-R.BALDWIN 1/17	2203188	0	2/7/2022	414.91
Visa Businesscard Commerce Bank	STMT-K.WEIKLE 1/17	2203039	0	2/7/2022	351.67
Visa Businesscard Commerce Bank	STMT-K.STEWART 1/17	2203040	0	2/7/2022	54.99
Visa Businesscard Commerce Bank	STMT-D.BROWN 1/17	2203095	0	2/7/2022	229.01
Visa Businesscard Commerce Bank	STMT-M.BACKE 1/17	2203050	0	2/7/2022	396.23
Visa Businesscard Commerce Bank	STMT-LAMBOLEY 1-1/17	2203093	0	2/7/2022	630.94
Visa Businesscard Commerce Bank	STMT-STANLEY 1-1/17	2203049	0	2/7/2022	83.50
Visa Businesscard Commerce Bank	STMT-D.LAMBOLEY 1/17	2203051	0	2/7/2022	353.82
Visa Businesscard Commerce Bank	STMT-M.LAMBOLEY 1/17	2203076	0	2/7/2022	3,229.41
Visa Businesscard Commerce Bank	STMT-C.CHAPMAN 1/17	2203077	0	2/7/2022	6,490.76
Visa Businesscard Commerce Bank	STMT-ROMAGNOLI 1/17	2203019	0	2/7/2022	22.95
Visa Businesscard Commerce Bank	STMT-PENNINGTON 1/17	2203123	0	2/7/2022	1,400.30
Visa Businesscard Commerce Bank	STMT-STANLEY 2-1/17	2203009	0	2/7/2022	9,702.00
Visa Businesscard Commerce Bank Total					62,854.38
Washburn, John	V391864	0	125827	1/27/2022	50.00
Washburn, John Total					50.00
Wasson, William	V665401	0	125852	2/7/2022	60.00
Wasson, William Total					60.00
Weakly, Shelly	Reimb 2/1/22	0	45496	2/1/2022	144.99
	V211751	0	19713	1/26/2022	90.00
Weakly, Shelly Total					234.99
West Side Clothing	V289638	0	14404	1/27/2022	144.00
West Side Clothing Total					144.00
Whalen, Jr, Terry A	V994028	0	125824	1/27/2022	75.00
Whalen, Jr, Terry A Total					75.00
White, Christopher	V122524	0	125848	2/4/2022	75.00
White, Christopher Total					75.00
Wild Country	5219, 5147	0	45497	2/1/2022	1,149.80
Wild Country Total					1,149.80
Williams, Sara E	Reimb 1-21-22	0	45464	1/24/2022	88.00
Williams, Sara E Total					88.00
Wills, Richard L	V634973	0	19748	2/4/2022	-
	V487804	0	19754	2/4/2022	50.00
	Shootout 2/5	0	45498	2/1/2022	50.00
	V533116	0	125804	1/21/2022	50.00
	V806434	0	125804	1/21/2022	50.00
	V867455	0	125804	1/21/2022	50.00
Wills, Richard L Total					250.00
Winters, Mark	V451728	0	19781	2/8/2022	75.00
Winters, Mark Total					75.00
Witzig, David G	Rockton Hotel/food	0	45919	2/1/2022	2,684.54
Witzig, David G Total					2,684.54

Expenditure Summary Report

From Date: 1/20/2022
To Date: 2/8/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Wollenweber, Jeff	V477546	0	125853	2/7/2022	75.00
	V299205	0	125825	1/27/2022	75.00
Wollenweber, Jeff Total					150.00
Wulfers, Stephen_WULFESTE000	V406522	0	125809	1/21/2022	60.00
Wulfers, Stephen_WULFESTE000 Total					60.00
Wulfers, Stephen_WULFESTE001	V87122	0	23935	1/24/2022	-
Wulfers, Stephen_WULFESTE001 Total					-
Yaklich, Megan Kathryn	V348171	0	2616	1/20/2022	121.56
Yaklich, Megan Kathryn Total					121.56
Yoder, Mark	Shootout 2/5	0	45499	2/1/2022	150.00
	V118550	0	19714	1/26/2022	75.00
Yoder, Mark Total					225.00
Yokley, Ava M	IHSTF Refund	0	45908	1/31/2022	55.00
Yokley, Ava M Total					55.00
Zeman, Jacqueline	Reimb Script	0	45854	1/20/2022	75.67
Zeman, Jacqueline Total					75.67
Zimmer, Allison D	IHSTF Refund	0	45909	1/31/2022	55.00
Zimmer, Allison D Total					55.00
Zimmerman, Claire Christine	V819423	0	45465	1/24/2022	150.40
Zimmerman, Claire Christine Total					150.40
Zions First National Bank	V407085	0	0	1/27/2022	31,365.00
Zions First National Bank Total					31,365.00
Zook, Mary Jane	V182914	0	7260	1/31/2022	2,124.00
Zook, Mary Jane Total					2,124.00
Zunkel, Paul	V906955	0	23950	2/1/2022	135.00
Zunkel, Paul Total					135.00
Grand Total					1,222,558.76

Expenditure Summary Report

From Date: 1/20/2022
 To Date: 2/8/2022

Fund	Amount
07	56,397.11
08	924,319.53
10	50,965.47
20	1,065.11
30	31,365.00
40	9,772.35
80	23,138.88
99	125,535.31
Grand Total	1,222,558.76

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Ace Hardware	2 INVS 01/13-2/01	2203262	247879	2/9/2022	360.95
	579995/5	2203196	247879	2/9/2022	13.12
	579934/5	2200024	247879	2/9/2022	2.69
	3 INVS 1/12-1/21	2203131	247879	2/9/2022	150.70
	12 INVS 12/27-1/19	2200024	247879	2/9/2022	472.20
	579653-5	2200024	247879	2/9/2022	3.59
Ace Hardware Total					1,003.25
Adelante Ed. Specialists Group, Inc.	1180.344828	2203205	247880	2/9/2022	6,500.00
Adelante Ed. Specialists Group, Inc. Total					6,500.00
Airgas Usa, LLC	9120517197	2202924	247881	2/9/2022	64.96
Airgas Usa, LLC Total					64.96
Alpha Controls & Services LLC	W40807, W40719	2203101	247883	2/9/2022	814.00
Alpha Controls & Services LLC Total					814.00
Al-Rawi, Sumaya	REFUND FEES 01-18	0	247882	2/9/2022	105.00
	REFUND FEES 01/18	0	247882	2/9/2022	102.00
Al-Rawi, Sumaya Total					207.00
Alt, Jessica	REIMB FEES 1/5	2202984	247884	2/9/2022	204.99
Alt, Jessica Total					204.99
Alta Construction Equipment Illinois	SR430369,B41/21356	2203014	247885	2/9/2022	8,265.00
Alta Construction Equipment Illinois Total					8,265.00
Amazon Capital Services	1MH6-6XJG-MRJ6	2203242	247886	2/9/2022	10.95
	1DDT-7XPT-J43V	2203210	247886	2/9/2022	276.91
	1NFW-3XYC-G7C9	2202976	247886	2/9/2022	238.27
	1DKY-HYQL-KCPC	2203225	247886	2/9/2022	39.96
	19LF-9FTW-CRDC	2203213	247886	2/9/2022	159.70
	1CXK-6TGP-RV6D	2203199	247886	2/9/2022	187.38
	1DKY-HYQL-1XFF	2203191	247886	2/9/2022	149.99
	1WM7-CCGY-RH9X	2203174	247886	2/9/2022	24.03
	1DGR-616C-66LY	2203171	247886	2/9/2022	12.49
	2 INVS 1/19-1/25	2203067	247886	2/9/2022	97.73
	1pc3-1htw-lhpy 1/19	2202809	247886	2/9/2022	429.99
	4 INVS 9/28 11 CRS	2201303	247886	2/9/2022	2,850.39
	1YRW-44G6-LC33	2203061	247886	2/9/2022	52.28
	13H4-9RP4-1MH1	2203047	247886	2/9/2022	154.99
	1T4W-YQVW-JDWX	2203031	247886	2/9/2022	33.00
	CR -19LN-WTT4-WHTX	2202997	247886	2/9/2022	0.17
	1XV6-PLF7-9JXR	2203005	247886	2/9/2022	223.56
	1NQC-13WP-GNHY	2203036	247886	2/9/2022	62.99
	1JND-JG7V-CFC7	2202977	247886	2/9/2022	21.00
	1RYW-L3XC-1NQ3	2202967	247886	2/9/2022	27.99
Amazon Capital Services Total					5,053.77
American Pest Control	388768	2200395	247887	2/9/2022	1,080.00
American Pest Control Total					1,080.00
Antos, Megan	REFUND	0	247888	2/9/2022	44.00
Antos, Megan Total					44.00
Arjona, Martha B	TRAVEL JAN 22	0	247889	2/9/2022	8.25
Arjona, Martha B Total					8.25
Arns, Susan	TRAVEL DEC 21	0	247890	2/9/2022	43.34

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Arns, Susan	TRAVEL JAN 22	0	247890	2/9/2022	37.73
Arns, Susan Total					81.07
Avanti's Italian Restaurant -Bloomington	STMT 02/01/22	2203237	247891	2/9/2022	4,956.00
Avanti's Italian Restaurant -Bloomington Total					4,956.00
Baby Fold	14144 1/14	2203089	247892	2/9/2022	20,606.03
Baby Fold Total					20,606.03
Beirne, Amy	HOURS 12/7-12/17	2203254	247893	2/9/2022	296.73
Beirne, Amy Total					296.73
Bennett Electronics	33238.09091	2200690	247894	2/9/2022	11,630.00
	33251.09091	2200804	247894	2/9/2022	3,391.00
	33250.09091	2200861	247894	2/9/2022	2,051.00
	33229.3871	2202978	247894	2/9/2022	342.00
	33231.3871	2202979	247894	2/9/2022	1,824.00
	33232.3871	2202980	247894	2/9/2022	342.00
	33233.3871	2202981	247894	2/9/2022	235.00
	33227.3871	2202982	247894	2/9/2022	456.00
Bennett Electronics Total					20,271.00
Bill's Key & Lock Shop	163503.25	2203139	247895	2/9/2022	357.42
	163452.5714	2203134	247895	2/9/2022	9.20
	163409	2203109	247895	2/9/2022	29.56
Bill's Key & Lock Shop Total					396.18
Bio-Rad Laboratories, Inc.	905267221.1	2202792	247896	2/9/2022	85.99
Bio-Rad Laboratories, Inc. Total					85.99
Birkey's Farm Store	P23792 1/10	2203166	247897	2/9/2022	14.00
Birkey's Farm Store Total					14.00
Bishop, Janette Milagros	TRAVEL JAN 22	0	247898	2/9/2022	23.17
Bishop, Janette Milagros Total					23.17
Blick Art Materials	3 INVS 12/4-5 & 1/06	2202378	247899	2/9/2022	673.22
Blick Art Materials Total					673.22
Bozarth, Samantha	TRAVEL JAN 22	0	247900	2/9/2022	45.81
Bozarth, Samantha Total					45.81
Bradfield's Computer Supply	4 INVS 9/22-2/03	2200849	247901	2/9/2022	3,290.00
Bradfield's Computer Supply Total					3,290.00
Bradley University Jazz Ensembles	ENTRY FEE 1/25	2203091	247902	2/9/2022	300.00
Bradley University Jazz Ensembles Total					300.00
Briggs, Susan Kay	TRAVEL JAN 22	0	247903	2/9/2022	87.05
Briggs, Susan Kay Total					87.05
Bronkhorst, Heather Rae	TRAVEL JAN 22	0	247904	2/9/2022	26.30
Bronkhorst, Heather Rae Total					26.30
BSN Sports	914877316 . 11/30	2203229	247905	2/9/2022	331.96
	9.13784E+17	2200688	247905	2/9/2022	3,917.68
BSN Sports Total					4,249.64
Burriss Equipment	PS3006602-1	2203167	247906	2/9/2022	54.60

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Burriss Equipment Total					54.60	
Bushue Background Screening	3 INVS 01/31	2203253	247907	2/9/2022	5,803.00	
Bushue Background Screening Total					5,803.00	
Calderon-Arellano, Noelia	TRAVEL JAN 22	0	247908	2/9/2022	28.08	
Calderon-Arellano, Noelia Total					28.08	
Cardiff, Benjamin R	TRAVEL JAN 22	0	247909	2/9/2022	23.17	
Cardiff, Benjamin R Total					23.17	
Carl's Pro Band Instrument Repair		596.05	2203057	247910	2/9/2022	2.00
		590.0769231	2203232	247910	2/9/2022	111.00
		563.2	2202660	247910	2/9/2022	1,255.00
Carl's Pro Band Instrument Repair Total					1,368.00	
Central Illinois Trucks Inc	101W32735 1/21	2203259	247911	2/9/2022	3,516.47	
Central Illinois Trucks Inc Total					3,516.47	
Chlebowski, Jennifer Susanne	REIMB CONF EXP 1/19	0	247912	2/9/2022	125.89	
Chlebowski, Jennifer Susanne Total					125.89	
CI Solutions		8403.285714	2202714	247913	2/9/2022	3,180.00
		8404.285714	2202715	247913	2/9/2022	2,385.00
CI Solutions Total					5,565.00	
City of Bloomington	WATER BILL 01/27	0	247914	2/9/2022	990.07	
	WATER BILLING 01/14	0	247914	2/9/2022	2,758.10	
City of Bloomington Total					3,748.17	
Collins, Paula Lynn	TRAVEL JAN 22	0	247915	2/9/2022	58.38	
Collins, Paula Lynn Total					58.38	
Confidential On-Site Paper Shreddin		12476	0	247916	2/9/2022	116.19
		123885.3871	2203092	247916	2/9/2022	33.80
Confidential On-Site Paper Shreddin Total					149.99	
Conklin, Annette	TRAVEL JAN 22	0	247917	2/9/2022	8.78	
Conklin, Annette Total					8.78	
Connor Co	S0098863129.001	2203148	247918	2/9/2022	34.27	
	2 INVS 1/4-1/13	2203100	247918	2/9/2022	409.72	
Connor Co Total					443.99	
Crescent Electric Supply Co	9 INVS 12/15-1/19	2203098	247919	2/9/2022	1,710.58	
Crescent Electric Supply Co Total					1,710.58	
Culbertson, Christina Marie	REIMB SUPPLS 1/24	2203178	247920	2/9/2022	15.00	
Culbertson, Christina Marie Total					15.00	
Cunningham, Stephanie Lynn	TRAVEL JAN 22	0	247921	2/9/2022	27.85	
Cunningham, Stephanie Lynn Total					27.85	
Davis, Portia	TRAVEL JAN 22	0	247922	2/9/2022	67.80	
Davis, Portia Total					67.80	
Dearborn National Life Insurance Co	BILLING 01/01/22	2203053	247923	2/9/2022	9,146.46	
	BILLING 12/01/21	2203054	247923	2/9/2022	9,085.34	
Dearborn National Life Insurance Co Total					18,231.80	

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
DePaz, Carmen	TRAVEL OCT 21	0	247924	2/9/2022	12.49
	TRAVEL NOV 21	0	247924	2/9/2022	14.39
	TRAVEL DEC 21	0	247924	2/9/2022	4.97
DePaz, Carmen Total					31.85
Diaz, Marianela	TRAVEL DEC 21	0	247925	2/9/2022	61.60
	REIMB-WALMART	2203116	247925	2/9/2022	62.10
Diaz, Marianela Total					123.70
Don Owen Tire Service, Inc	2.99023E+11	2203260	247926	2/9/2022	921.42
Don Owen Tire Service, Inc Total					921.42
Donaldson, Michael E	REIMB CLOTHG 1/18	2203064	247927	2/9/2022	273.91
Donaldson, Michael E Total					273.91
DSK Gas and Gear, LLC.	547.0714286	2202925	247928	2/9/2022	66.47
DSK Gas and Gear, LLC. Total					66.47
Duffy, Joseph	CLINICAL REFUND	0	247929	2/9/2022	52.00
Duffy, Joseph Total					52.00
Durdan, Michelle M	TRAVEL DEC 21	0	247930	2/9/2022	68.38
	TRAVEL JAN 22	0	247930	2/9/2022	103.90
Durdan, Michelle M Total					172.28
Eater Junior High School	TRACK & FLD FEES	2203219	247931	2/9/2022	125.00
Eater Junior High School Total					125.00
Egge, Sarah	REIMB CONF EXP	0	247932	2/9/2022	53.50
Egge, Sarah Total					53.50
Ekon-O-Pac LLC	104271	2203182	247933	2/9/2022	6,000.00
Ekon-O-Pac LLC Total					6,000.00
Elpayaa, Lauren	TRAVEL JAN 22	0	247934	2/9/2022	93.78
Elpayaa, Lauren Total					93.78
Ely, Kathleen Ann	REIM CONF EXP 01/19	0	247935	2/9/2022	662.00
Ely, Kathleen Ann Total					662.00
Emberson, Matthew David	293466.0909	2203011	247936	2/9/2022	166.75
Emberson, Matthew David Total					166.75
Eugene Field Secondary Service	BILLING 1/20	2203007	247937	2/9/2022	23.64
Eugene Field Secondary Service Total					23.64
Evans Junior High School	REIM ACT FUND 1/4-	2203214	247938	2/9/2022	2,170.00
Evans Junior High School Total					2,170.00
Evans, Rachel M	SPEECH JUDGE 12/4-	2203043	247939	2/9/2022	300.00
Evans, Rachel M Total					300.00
Evanston Twp High School	ENTRY FEE 01/26	2203118	247940	2/9/2022	225.00
Evanston Twp High School Total					225.00
Ewan, Eric	SPEECH JUDGE 1/8-	2203215	247941	2/9/2022	150.00
Ewan, Eric Total					150.00

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Fastenal Company	459953	2203122	247942	2/9/2022	82.32
Fastenal Company Total					82.32
Fedex	7-643-0218	2203235	247943	2/9/2022	20.84
Fedex Total					20.84
First Student, Inc.	11775310.07	2203255	247944	2/9/2022	623,991.08
First Student, Inc. Total					623,991.08
Fisher, Charles E	TRAVEL JAN 22	0	247945	2/9/2022	61.07
Fisher, Charles E Total					61.07
Flinn Scientific Inc	2668141.056	2202985	247946	2/9/2022	269.45
Flinn Scientific Inc Total					269.45
Follett School Solutions, Inc.	397178, A & F	2202359	247947	2/9/2022	1,983.64
	397185F	2202353	247947	2/9/2022	997.23
	390896F	2202211	247947	2/9/2022	1,794.53
	355657F	2203160	247947	2/9/2022	242.26
Follett School Solutions, Inc. Total					5,017.66
Foster, Nathan C	REIMB FUEL	2203063	247948	2/9/2022	98.00
Foster, Nathan C Total					98.00
Franklin, Cindy E	TRAVEL JAN 22	0	247949	2/9/2022	119.34
Franklin, Cindy E Total					119.34
Franks, Carolyn	TRAVEL JAN 22	0	247950	2/9/2022	67.63
Franks, Carolyn Total					67.63
Frontier 1	PHONE BILL - 01/20	0	247951	2/9/2022	526.78
	PHONE BILL - 1/13/22	0	247951	2/9/2022	6,629.26
Frontier 1 Total					7,156.04
Fujimoto, Leann	REIMB KROGER 1/30	2203212	247952	2/9/2022	44.97
Fujimoto, Leann Total					44.97
Gannaway, Rachel L	TRAVEL JAN 22	0	247954	2/9/2022	75.76
Gannaway, Rachel L Total					75.76
Gatekeeper Systems USA, Inc.	U40066,40222,40842	2200122	247955	2/9/2022	9,926.24
	U040228, U040840	2200708	247955	2/9/2022	10,221.94
Gatekeeper Systems USA, Inc. Total					20,148.18
Getz Fire Equipment Company	17 INVS 12/23-12/29	2203157	247956	2/9/2022	3,438.80
Getz Fire Equipment Company Total					3,438.80
Ggnet, Inc.	82719	2202998	247957	2/9/2022	23,625.00
	82708.06667	2202995	247957	2/9/2022	1,075.20
Ggnet, Inc. Total					24,700.20
Ghrist, Tracie Nicole	TRAVEL JAN 22	0	247958	2/9/2022	128.35
Ghrist, Tracie Nicole Total					128.35
Gibson, Jennifer	TRAVEL DEC 21	0	247959	2/9/2022	81.48
	TRAVEL JAN 22	0	247959	2/9/2022	63.65
Gibson, Jennifer Total					145.13
Gonzalez, Roman	TRAVEL JAN 22	0	247960	2/9/2022	112.32

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Gonzalez, Roman Total					112.32
Gordon Food Service, Inc	19 INVS 1/13-1/20	2203187	247961	2/9/2022	9,656.08
	18 invs 12/20-1/27	2203239	247961	2/9/2022	7,708.10
	16 INVS 1/26	2203240	247961	2/9/2022	8,962.77
	15 INVS 1/12-1/19	2203088	247961	2/9/2022	10,444.02
	17 INVS 01/13	2203097	247961	2/9/2022	13,385.23
	17 INVS 1/21-1/25	2203241	247961	2/9/2022	24,110.09
	16 INVS 1/14-1/18	2203096	247961	2/9/2022	16,907.06
	15 INVS 01/12	2203027	247961	2/9/2022	9,266.00
	16 INVS 1/7-1/11	2203029	247961	2/9/2022	16,464.87
	44 INVS 8/27/21-1/06	2203030	247961	2/9/2022	11,467.67
Gordon Food Service, Inc Total					128,371.89
Grainger Parts Operations Ww Graing	4 INVS 1/12-1/17	2203135	247962	2/9/2022	412.24
	2 INVS 1/03-1/04	2203102	247962	2/9/2022	498.08
Grainger Parts Operations Ww Graing Total					910.32
Graybar Electric Company, Inc.	9324996870	2203108	247963	2/9/2022	85.00
Graybar Electric Company, Inc. Total					85.00
Gross, Joshua J	REIMB TRAVEL 12/17	0	247964	2/9/2022	43.68
	TRAVEL JAN 22	0	247964	2/9/2022	66.69
Gross, Joshua J Total					110.37
G-Sports Corporation	68219.08333	2202996	247953	2/9/2022	218.90
G-Sports Corporation Total					218.90
Guy, Kortney	TRAVEL JAN 22	0	247965	2/9/2022	3.63
Guy, Kortney Total					3.63
Health Alliance Medical Plans	967085,86 & 87	2203156	247966	2/9/2022	70,371.00
Health Alliance Medical Plans Total					70,371.00
Heinemann	7411180.053	2202882	247967	2/9/2022	14,322.00
	7410652.056	2202881	247967	2/9/2022	7,575.50
Heinemann Total					21,897.50
Hendren, Jara Kay	TRAVEL DEC 21	0	247968	2/9/2022	25.82
	TRAVEL JAN 22	0	247968	2/9/2022	37.85
Hendren, Jara Kay Total					63.67
Heritage Machine & Welding Inc	2 INVS 1/5-1/8	2203130	247969	2/9/2022	2,301.11
Heritage Machine & Welding Inc Total					2,301.11
Hill Radio	2022-16532 1/21	2203143	247970	2/9/2022	720.00
Hill Radio Total					720.00
Hitchins, Tracy	TRAVEL JAN 22	0	247971	2/9/2022	22.41
Hitchins, Tracy Total					22.41
Holt Supply Company	3312025.048	2203133	247972	2/9/2022	25.73
Holt Supply Company Total					25.73
Hopper, Daniele A	REIMB SUPPLS 1/19	2203085	247973	2/9/2022	128.28
Hopper, Daniele A Total					128.28
Horine, Joshua David	BILL CJHS 1/28	2203211	247974	2/9/2022	135.00
Horine, Joshua David Total					135.00

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Hudak, Robert	SPEECH JUDGE 1/15-	2203044	247975	2/9/2022	300.00
Hudak, Robert Total					300.00
Hudson Municipal Water	BILLING 01/17	0	247976	2/9/2022	125.85
Hudson Municipal Water Total					125.85
Igsma District 3	ENTRY FEES 01/21	2203035	247977	2/9/2022	100.00
Igsma District 3 Total					100.00
Illini Supply Inc	13469.2	2203081	247978	2/9/2022	2,411.30
Illini Supply Inc Total					2,411.30
Illinois School For The Deaf	TRNS INV 01/10	2203025	247979	2/9/2022	19.00
Illinois School For The Deaf Total					19.00
Illinois School For The Visually Im	INV - 01/12	2203024	247980	2/9/2022	393.00
Illinois School For The Visually Im Total					393.00
Interstate All Battery Center	4 INVS 10/26-12/22	2203263	247981	2/9/2022	498.86
Interstate All Battery Center Total					498.86
Interstate Billing Serv, Inc	3026241346	2203153	247982	2/9/2022	37.90
	4 INV 1/11-1/12	2203202	247982	2/9/2022	2,013.69
Interstate Billing Serv, Inc Total					2,051.59
Jensen, Anita	REFUND FEES 01/18	0	247983	2/9/2022	105.00
	REFUND FEES 01/18	0	247983	2/9/2022	105.00
Jensen, Anita Total					210.00
Jerome, Ruth H	TRAVEL JAN 22	0	247984	2/9/2022	25.74
Jerome, Ruth H Total					25.74
Jodlowski, Cameron	SPEECH JUDGE 1/8-	2203046	247985	2/9/2022	150.00
Jodlowski, Cameron Total					150.00
Johnson, Chanel	REIM CONF EXP	0	247986	2/9/2022	137.00
Johnson, Chanel Total					137.00
Johnstone Supply	261-S100301361.001	2203149	247987	2/9/2022	118.18
	3 INVS 1/14-1/20	2203099	247987	2/9/2022	271.98
Johnstone Supply Total					390.16
Jones, Suzanne Marie	REIM SUPPLS 11/12-	2203120	247988	2/9/2022	53.59
Jones, Suzanne Marie Total					53.59
Jostens, Inc	27602565.05	2203227	247989	2/9/2022	119.88
Jostens, Inc Total					119.88
Kaeden Books	KP34018 1/3	2200588	247990	2/9/2022	749.00
Kaeden Books Total					749.00
Kaufman, Trevor Allen	REIMB FUEL 1/14	2203140	247991	2/9/2022	96.74
Kaufman, Trevor Allen Total					96.74
Kearfott, Nicolas	TRAVEL JAN 22	0	247992	2/9/2022	239.62
Kearfott, Nicolas Total					239.62
Keller, Sheila Ann	REIMB MBRSHP 1/19	2203078	247993	2/9/2022	99.00

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Keller, Sheila Ann Total					99.00
Kelley, Elizabeth Ann	TRAVEL JAN 22	0	247994	2/9/2022	106.35
	REIM SUPPLS 8/26-	2203125	247994	2/9/2022	57.76
Kelley, Elizabeth Ann Total					164.11
Kemmerer Village	TUITION - 12/31	2202988	247995	2/9/2022	1,266.08
Kemmerer Village Total					1,266.08
Kennell, Sharon	REIM MBRSHIP 1/19	2203079	247997	2/9/2022	99.00
Kennell, Sharon Total					99.00
Ken's OIL Service, Inc.	4 INVS 125-1/28	2203261	247996	2/9/2022	28,452.05
	101887	2203144	247996	2/9/2022	2,045.03
	3 INVS 1/18	2203141	247996	2/9/2022	24,875.88
	195804.0769	2203204	247996	2/9/2022	73.81
	101952.7059	2203142	247996	2/9/2022	2,788.11
Ken's OIL Service, Inc. Total					58,234.88
Kerr, Ryan D	DRAMA SUPLS 1/6-9	2202921	247998	2/9/2022	71.78
Kerr, Ryan D Total					71.78
Kessinger, Susan	TRAVEL JAN 22	0	247999	2/9/2022	180.18
Kessinger, Susan Total					180.18
Kirby Risk Corporation	S111827618.001	2203110	248000	2/9/2022	45.68
Kirby Risk Corporation Total					45.68
Klokkenga, Joshua D	REIMB WALMART 1/27	2203231	248001	2/9/2022	27.00
Klokkenga, Joshua D Total					27.00
Knollenberg, Holly N	TRAVEL JAN 22	0	248002	2/9/2022	109.69
Knollenberg, Holly N Total					109.69
Knudson, Kendel	CONF FEES 01/07	0	248003	2/9/2022	350.00
Knudson, Kendel Total					350.00
Koenig Body & Equipment	3 INVS 1/26-1/28	2203265	248004	2/9/2022	14,462.53
	JR46426 12/28	2203168	248004	2/9/2022	1,243.31
Koenig Body & Equipment Total					15,705.84
Lakeshore Learning Materials	2.73779E+11	2202730	248005	2/9/2022	448.35
Lakeshore Learning Materials Total					448.35
Learning Resources	6111871	2202729	248006	2/9/2022	325.87
Learning Resources Total					325.87
Leichtenberg, Valerie	REIMB TRAVEL 01/31	0	248007	2/9/2022	29.48
Leichtenberg, Valerie Total					29.48
Lighty, Bernadette Panganiban	REIMB TRAVEL 01/31	0	248008	2/9/2022	168.89
Lighty, Bernadette Panganiban Total					168.89
Lincoln Prairie Behavioral Health C	2021-16408	2203190	248009	2/9/2022	250.00
	2021-16373	2203023	248009	2/9/2022	300.00
Lincoln Prairie Behavioral Health C Total					550.00
Linde Gas & Equipment Inc.	68266809	2203147	248010	2/9/2022	23.87
Linde Gas & Equipment Inc. Total					23.87

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Luginbuhl, Benjamin	REIMB ALST FEST 1/31	2203226	248011	2/9/2022	2,688.00
Luginbuhl, Benjamin Total					2,688.00
Mackin Educational Resources	719741	2202910	248012	2/9/2022	5,503.78
Mackin Educational Resources Total					5,503.78
Malcom, Allison S	REIMB TRAVEL 01/31	0	248013	2/9/2022	18.72
Malcom, Allison S Total					18.72
Martin Boyd, Kimberly N	REIMB 5 BELOW	2203117	248014	2/9/2022	39.25
Martin Boyd, Kimberly N Total					39.25
Mathis-Kelley Const Supply Co	9.23001E+16	2203127	248015	2/9/2022	459.50
Mathis-Kelley Const Supply Co Total					459.50
Matthews, Joseph A	SPEECH JGD 1/8-1/29	2203216	248016	2/9/2022	150.00
Matthews, Joseph A Total					150.00
Mc Master-Carr Supply Co	71515758	2203112	248017	2/9/2022	145.22
Mc Master-Carr Supply Co Total					145.22
McClure, Elizabeth A	REIMB TRAVEL 08/27	0	248018	2/9/2022	36.34
	REIMB TRAVEL 09/30	0	248018	2/9/2022	47.04
	REIMB TRAVEL 11/29	0	248018	2/9/2022	17.75
	REIMB TRAVEL 10/08	0	248018	2/9/2022	16.80
McClure, Elizabeth A Total					117.93
Menards Lumber	67989	2203158	248019	2/9/2022	27.96
	10-INVS, 1/6-1/14	2200023	248019	2/9/2022	589.87
	8-INVS, 1/2-1/13	2203138	248019	2/9/2022	466.14
Menards Lumber Total					1,083.97
METRO FIBERNET LLC	1556269 - 1/8	2203037	248020	2/9/2022	262.48
	1399756 - 1/1	2202911	248020	2/9/2022	40.75
METRO FIBERNET LLC Total					303.23
Meyer, Damon	REIMB TRAVEL 01/31	0	248021	2/9/2022	95.00
Meyer, Damon Total					95.00
Midamerican Energy	ELECTRIC 01/21/22	0	248022	2/9/2022	55,282.88
Midamerican Energy Total					55,282.88
Middleton Associates Inc	INV-1,PROJ.25642321	2203248	248023	2/9/2022	1,748.00
	INV-3,PROJ.25492321	2203249	248023	2/9/2022	25,980.00
	INV-4,PROJ.23472320	2203250	248023	2/9/2022	54,405.00
Middleton Associates Inc Total					82,133.00
Midwest Equipment li	5.79025E+17	2203126	248024	2/9/2022	231.74
Midwest Equipment li Total					231.74
Mier, Angela M	REIMB TRAVEL 01/26	0	248025	2/9/2022	19.66
Mier, Angela M Total					19.66
Miller Janitor Supply Co.	105899	2203246	248026	2/9/2022	2,517.15
Miller Janitor Supply Co. Total					2,517.15
Modglin, Margaret Kathleen	REIMB TRAVEL 11/29	0	248027	2/9/2022	12.60
	REIMB TRAVEL 12/13	0	248027	2/9/2022	5.04

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Modglin, Margaret Kathleen	REIMB TRAVEL 10/25	0	248027	2/9/2022	7.56
Modglin, Margaret Kathleen Total					25.20
Moore, Burlinda	REIMB TRAVEL 01/31	0	248028	2/9/2022	324.68
Moore, Burlinda Total					324.68
Mt Pulaski Jr/Sr High School	ENTRY FEE 1/29	2203070	248029	2/9/2022	150.00
Mt Pulaski Jr/Sr High School Total					150.00
Myers, Gabriel	REIMB TRAVEL 01/25	0	248030	2/9/2022	14.04
Myers, Gabriel Total					14.04
MyFleetCenter.com	14709701	2203203	248031	2/9/2022	96.87
MyFleetCenter.com Total					96.87
National Assoc Of Agricultural Educ	C220005	2203221	248032	2/9/2022	3,250.00
National Assoc Of Agricultural Educ Total					3,250.00
NCHS TECH CLUB	BILLING INV - 1/31	2203146	248033	2/9/2022	1,400.00
NCHS TECH CLUB Total					1,400.00
Nevco Sports, LLC	198502	2203154	248034	2/9/2022	142.42
Nevco Sports, LLC Total					142.42
Nicor Gas	GAS BILL 1/19-1/24	0	248035	2/9/2022	702.19
	GAS BILL 1/07-1/19	0	248035	2/9/2022	1,692.03
Nicor Gas Total					2,394.22
Nord, Allison K	REIMB CONF.FEES	0	248036	2/9/2022	142.28
Nord, Allison K Total					142.28
Normal Rotary Club	DUES - 3RD QTR	2203207	248037	2/9/2022	150.00
Normal Rotary Club Total					150.00
Nu-Air Corporation	0147716-IN,717-IN	2203103	248038	2/9/2022	3,768.16
Nu-Air Corporation Total					3,768.16
Nuding, Gwendolyn Jane	REIMB FIRST BK	2203177	248039	2/9/2022	67.70
Nuding, Gwendolyn Jane Total					67.70
Oconomowoc Developmental Training	574761	2203251	248040	2/9/2022	18,875.42
	574762	2203252	248040	2/9/2022	23,726.62
Oconomowoc Developmental Training Total					42,602.04
OSF OCCUPATIONAL HEALTH	00131004-00	2203183	248041	2/9/2022	270.00
OSF OCCUPATIONAL HEALTH Total					270.00
Papa Murphy's	IL-1/21 - 1/28	2203236	248042	2/9/2022	3,540.00
	IL-1/7/2022, 1/14	2203185	248042	2/9/2022	4,360.00
Papa Murphy's Total					7,900.00
Parkside Junior High School	REIMB ACT FUND 12/16	2202986	248043	2/9/2022	2,595.20
Parkside Junior High School Total					2,595.20
Parts Town, LLC	28798608, 28753213	2203105	248044	2/9/2022	692.69
Parts Town, LLC Total					692.69
Peoria Public Schools	MCCLEAN 20-21	2203175	248045	2/9/2022	240.76
Peoria Public Schools Total					240.76

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Pepsi Cola General Bot, Inc	6-INVS, 1/26-1/28	2203238	248046	2/9/2022	2,462.35
	9-INVS, 1/14-1/21	2203186	248046	2/9/2022	3,295.49
Pepsi Cola General Bot, Inc Total					5,757.84
Pipco Companies, Ltd	55797, 55800	2203162	248047	2/9/2022	17,905.00
Pipco Companies, Ltd Total					17,905.00
Plattner, Heather Paullin	TRAVEL JAN 22	0	248048	2/9/2022	144.20
Plattner, Heather Paullin Total					144.20
Prairie Farms Dairy Inc	STMT-12/31/21	2202993	248049	2/9/2022	24,454.45
Prairie Farms Dairy Inc Total					24,454.45
Presidio	6.01352E+13	2203062	248050	2/9/2022	42,438.19
Presidio Total					42,438.19
Principal Life Insurance-Sbd Grand	STMT-FEB 2022	2203155	248051	2/9/2022	5,172.74
Principal Life Insurance-Sbd Grand Total					5,172.74
Pro-Type Printing	63001	2203026	248052	2/9/2022	352.00
Pro-Type Printing Total					352.00
Quadient Finance USA, Inc.	STMT-01/19/22	0	248053	2/9/2022	1,500.00
Quadient Finance USA, Inc. Total					1,500.00
Quadient Leasing USA, Inc.	N9228092	2203244	248054	2/9/2022	318.57
Quadient Leasing USA, Inc. Total					318.57
Quality Truck Equipment	01039P51708, 51847	2203132	248055	2/9/2022	595.83
Quality Truck Equipment Total					595.83
Quill Corporation	22025383	2202920	248056	2/9/2022	209.97
	21470014, 20859946	2202922	248056	2/9/2022	59.38
Quill Corporation Total					269.35
Raglan, Melissa N	REIMB TRAVEL 01/31	0	248057	2/9/2022	146.07
Raglan, Melissa N Total					146.07
Redneck Trailer Supplies, Inc	RNK1-02081990	2203129	248058	2/9/2022	126.28
Redneck Trailer Supplies, Inc Total					126.28
Regional Office Of Education #17	1002200371	2203189	248059	2/9/2022	50.00
	1002200360	2203022	248059	2/9/2022	13,704.91
	4002200077	2203072	248059	2/9/2022	47.36
	1002200314	2203170	248059	2/9/2022	50.00
Regional Office Of Education #17 Total					13,852.27
Renollet, Mary	REIM CONF. FEES 1/21	0	248060	2/9/2022	55.51
Renollet, Mary Total					55.51
Republic Services - #368	0368-0014017856 1/20	2200027	248061	2/9/2022	5,286.58
	0368-0014017640 1/20	2203201	248061	2/9/2022	984.66
Republic Services - #368 Total					6,271.24
Rhodes, Kristen Ann	REIMB TRAVEL 12/17	0	248062	2/9/2022	66.08
Rhodes, Kristen Ann Total					66.08
Riveredge Hospital	20220340	2203065	248063	2/9/2022	200.00

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Riveredge Hospital Total					200.00
Rockwell, Thomas K	REIMB MAINT SUPPLS	2203247	248064	2/9/2022	34.34
Rockwell, Thomas K Total					34.34
Rogers Supply Company Inc	BL025125, 025126	2203152	248065	2/9/2022	189.58
Rogers Supply Company Inc Total					189.58
Ron Smith Printing Company	V224039	2203086	248066	2/9/2022	202.50
Ron Smith Printing Company Total					202.50
Ross, Tyler Alexander	SPCH JUDGE 1/8-1/29	2203045	248067	2/9/2022	300.00
Ross, Tyler Alexander Total					300.00
Rutledge, Kelly	REIMB TRAVEL 01/31	0	248068	2/9/2022	77.57
Rutledge, Kelly Total					77.57
S & S Builders Hardware Co	571550	2203107	248069	2/9/2022	395.00
S & S Builders Hardware Co Total					395.00
Salyer, Tisa Marie	REIMB TRAVEL 12/16	0	248070	2/9/2022	33.60
Salyer, Tisa Marie Total					33.60
Sauder, Court	REIMB REG. FEES	0	248071	2/9/2022	30.00
Sauder, Court Total					30.00
Savvas Learning Company LLC	7027849353	2202831	248072	2/9/2022	5,509.35
	2-INVS, 11/3/21	2201890	248072	2/9/2022	827.04
Savvas Learning Company LLC Total					6,336.39
Schermann, April M	REIM AMAZON 12/3-1/7	2203243	248073	2/9/2022	121.71
	REIMB UNIFORM PUCH	2203228	248073	2/9/2022	1,391.77
Schermann, April M Total					1,513.48
Schmidt, Therese F	REIMB TRAVEL 01/31	0	248074	2/9/2022	175.32
Schmidt, Therese F Total					175.32
Scholastic Inc.	35852860	2202739	248075	2/9/2022	76.44
Scholastic Inc. Total					76.44
Schonauer, Derrick J	FUEL REIMB 1/18	2203145	248076	2/9/2022	85.48
Schonauer, Derrick J Total					85.48
School Specialty	3.09104E+11	2203001	248077	2/9/2022	656.62
	2.08129E+11	2201985	248077	2/9/2022	303.71
School Specialty Total					960.33
Schroen, Staci Nicole	REIMB TRAVEL 01/28	0	248078	2/9/2022	80.73
Schroen, Staci Nicole Total					80.73
Scott, Robert W	REIMB TRAVEL 01/31	0	248079	2/9/2022	112.67
Scott, Robert W Total					112.67
Serv-U Restaurant & Bar Supply	5-INVS, 11/16-1/13	2203181	248080	2/9/2022	8,869.66
Serv-U Restaurant & Bar Supply Total					8,869.66
Sherwin Williams Company	8933-8	2203151	248081	2/9/2022	136.75
Sherwin Williams Company Total					136.75

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Short, Mary M	REIMB TRAVEL 01/28	0	248082	2/9/2022	6.56
Short, Mary M Total					6.56
Shumaker, Natalie Elise	REIMB TRAVEL 12/14	0	248083	2/9/2022	29.15
	REIMB TRAVEL 01/31	0	248083	2/9/2022	71.25
Shumaker, Natalie Elise Total					100.40
Soliday, Mackenzie	REIMB TRAVEL 01/31	0	248084	2/9/2022	16.91
Soliday, Mackenzie Total					16.91
Spear Corporation		315049 2203083	248085	2/9/2022	185.02
Spear Corporation Total					185.02
Sphero		102368 2201993	248086	2/9/2022	8,422.65
Sphero Total					8,422.65
Springfield Electric	2-INVS, 1/1-1/4	2203104	248087	2/9/2022	259.65
Springfield Electric Total					259.65
Stack, Andrea C	REIMB TRAVEL 11/30	0	248088	2/9/2022	56.45
	REIMB TRAVEL 12/08	0	248088	2/9/2022	18.82
Stack, Andrea C Total					75.27
State Of Il-State Fire Marshall		5125124067 2203163	248090	2/9/2022	275.00
		5125113283 2203113	248089	2/9/2022	125.00
State Of Il-State Fire Marshall Total					400.00
Stauffer, Dennis William	REIMB MENARDS 1/21	2203082	248091	2/9/2022	21.96
Stauffer, Dennis William Total					21.96
Steffen, Darla Jean	REIMB TRAVEL 01/27	0	248092	2/9/2022	84.59
Steffen, Darla Jean Total					84.59
Stevens, Lori Joann	REIMB CONF. FEES	0	248093	2/9/2022	147.25
	REIMB TRAVEL 01/31	0	248093	2/9/2022	245.35
Stevens, Lori Joann Total					392.60
Streamwood Behavioral Health Center		15072 2203021	248094	2/9/2022	105.00
Streamwood Behavioral Health Center Total					105.00
Stuebaker, Kristyn R	REIMB TRAVEL 01/31	0	248095	2/9/2022	156.31
Stuebaker, Kristyn R Total					156.31
Syed, Natasha Rose	REIMB TRAVEL 12/17	0	248096	2/9/2022	153.72
Syed, Natasha Rose Total					153.72
Teaching Strategies, Inc	Q-191473	2203173	248098	2/9/2022	210.00
Teaching Strategies, Inc Total					210.00
That Art Studio LLC	RECRUITING SUPPLS	2202989	248099	2/9/2022	675.00
That Art Studio LLC Total					675.00
The Music Shoppe, Inc		3199936 2203233	248100	2/9/2022	16.84
		3199420 2203234	248100	2/9/2022	174.00
		3198819 2203172	248100	2/9/2022	123.00
		3197954 2203090	248100	2/9/2022	69.51
	8-INVS, 12/9-1/11	2203028	248100	2/9/2022	868.57
The Music Shoppe, Inc Total					1,251.92

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
The Omni Group	2201-7601	2203055	248101	2/9/2022	32.00
The Omni Group Total					32.00
Thorson Beaty, Elizabeth M	REIMB CONF. FEES	0	248102	2/9/2022	227.33
Thorson Beaty, Elizabeth M Total					227.33
T-MOBILE	STMT-01/21/22	0	248097	2/9/2022	6,046.85
	STMT-1/21/2022.	0	248097	2/9/2022	1,630.85
T-MOBILE Total					7,677.70
Touchtone Communications	1494287	0	248103	2/9/2022	504.03
Touchtone Communications Total					504.03
Towanda Water Department	WATER BILL - 01/28	0	248104	2/9/2022	253.23
Towanda Water Department Total					253.23
Town Of Normal Water Dept.	WATER BILL - 1/18	0	248105	2/9/2022	21,628.13
Town Of Normal Water Dept. Total					21,628.13
Traynor, Grace M	REIMB WALMART 1/21	2203069	248106	2/9/2022	37.29
Traynor, Grace M Total					37.29
Twin Supplies, LTD.	4-INV5, 12/28-1/21	2203119	248107	2/9/2022	6,444.83
	15679F	2203198	248107	2/9/2022	11,200.00
Twin Supplies, LTD. Total					17,644.83
Twork, Kayleigh Ann	REIMB CONF FEES	0	248108	2/9/2022	54.70
Twork, Kayleigh Ann Total					54.70
Vale, Angela Gwyn	REIMB TRAVEL 01/31	0	248109	2/9/2022	83.60
Vale, Angela Gwyn Total					83.60
Vandegraft, April Nichole	REIMB CONF. FEES 1/2	0	248110	2/9/2022	50.94
Vandegraft, April Nichole Total					50.94
Vanguard Energy Services,LLC	G404551020322 1/01-	0	248111	2/9/2022	52,489.70
	G404551010522 12/1-	0	248111	2/9/2022	10,456.43
	G404551120621 11/1-	0	248111	2/9/2022	30,404.32
Vanguard Energy Services,LLC Total					93,350.45
Varadabandi, Venkata	REIMB REG. FEES.	0	248112	2/9/2022	105.00
Varadabandi, Venkata Total					105.00
Vincent, Susan Anne	REIMB ART SUPLS 1/18	2203058	248113	2/9/2022	294.20
Vincent, Susan Anne Total					294.20
Vision Service Plan - (II)	STMT-FEB 2022	2203150	248114	2/9/2022	1,072.71
Vision Service Plan - (II) Total					1,072.71
Vissering, Diana L	REIMB BOOKS - 10/19	2203278	248115	2/9/2022	49.98
Vissering, Diana L Total					49.98
Walker, Karen L	REIMB TRAVEL 01/31	0	248116	2/9/2022	113.14
Walker, Karen L Total					113.14
Walker, Valentine S	REIMB SCI SUPLS 1/23	2203245	248117	2/9/2022	52.04
Walker, Valentine S Total					52.04
Watkins, Kenneth	REIMB REG. FEES	0	248118	2/9/2022	105.00

Expenditure Summary Report

From Date: 2/9/2022
To Date: 2/9/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Watkins, Kenneth Total					105.00
Watts Copy Systems, Inc	1113632	2203000	248119	2/9/2022	210.00
	1115906	2203223	248119	2/9/2022	9,011.72
	1113631	2202999	248119	2/9/2022	8,676.01
Watts Copy Systems, Inc Total					17,897.73
Watts Copy Systems, Inc.	30893807	2203068	248120	2/9/2022	1,848.00
	30815059	2203038	248120	2/9/2022	833.34
Watts Copy Systems, Inc. Total					2,681.34
West	845799936	0	248121	2/9/2022	1,227.75
West Total					1,227.75
Wherry Machine & Welding, Inc	150793	2203169	248122	2/9/2022	53.87
Wherry Machine & Welding, Inc Total					53.87
Whitman, Donald Oliver	REIM-SUPL 11/28-1/16	2203012	248123	2/9/2022	275.33
Whitman, Donald Oliver Total					275.33
WILCOX ELECTRIC & SERVICES INC.	220058.0769	2203106	248124	2/9/2022	2,165.24
WILCOX ELECTRIC & SERVICES INC. Total					2,165.24
Winsupply	329755 01	2203111	248125	2/9/2022	1,447.00
Winsupply Total					1,447.00
Winter, Kelly	REIMB TRAVEL 1/28	0	248126	2/9/2022	42.18
	REIMB TRAVEL12/15	0	248126	2/9/2022	37.07
Winter, Kelly Total					79.25
Yaklich, Megan Kathryn	REIMB CONF FEES	0	248127	2/9/2022	42.47
Yaklich, Megan Kathryn Total					42.47
Zink, Laura Susanne	REIMB TRAVEL 01/25	0	248128	2/9/2022	40.13
Zink, Laura Susanne Total					40.13
Grand Total					1,666,232.96

Expenditure Summary Report

From Date: 2/9/2022
 To Date: 2/9/2022

Fund	Amount
10	540,540.54
20	321,270.07
40	724,868.43
80	25,148.92
90	54,405.00
Grand Total	1,666,232.96

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report As of 12/31/2021

Fiscal Year: 2021-2022

ASSETS

Educational Fund	
Cash (+)	\$7,711,291.82
Other Assets (+)	\$60.00
Sub-total : Educational Fund	\$7,711,351.82
Operations & Maintenance Fund	
Cash (+)	\$564,073.63
Other Assets (+)	\$3,905.75
Sub-total : Operations & Maintenance Fund	\$567,979.38
Debt Service Fund	
Cash (+)	\$923,523.34
Sub-total : Debt Service Fund	\$923,523.34
Transportation Fund	
Cash (+)	\$5,691,974.77
Sub-total : Transportation Fund	\$5,691,974.77
Social Security Fund	
Cash (+)	\$987,727.41
Sub-total : Social Security Fund	\$987,727.41
Municiple Retirement Fund	
Cash (+)	\$798,135.22
Sub-total : Municiple Retirement Fund	\$798,135.22
Working Cash Fund	
Cash (+)	\$15,478,847.65
Investments (+)	\$20,889,737.48
Sub-total : Working Cash Fund	\$36,368,585.13
Tort Immunity Fund	
Cash (+)	\$127,976.99
Sub-total : Tort Immunity Fund	\$127,976.99
Life Safety Fund	
Cash (+)	\$384,968.98
Sub-total : Life Safety Fund	\$384,968.98
Total : ASSETS	\$53,562,223.04

LIABILITIES

Educational Fund	
Payroll Withholdings (+)	\$3,948.26
Sub-total : Educational Fund	\$3,948.26
Operations & Maintenance Fund	
Payroll Withholdings (+)	\$85.00

Balance Sheet

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report As of 12/31/2021

Fiscal Year: 2021-2022

Sub-total : Operations & Maintenance Fund	\$85.00
Tort Immunity Fund	
Payroll Withholdings (+)	\$85.00
Sub-total : Tort Immunity Fund	\$85.00
Total : LIABILITIES	\$4,118.26
FUND BALANCE	
Educational Fund	
Fund Balance (+)	\$12,816,819.67
Sub-total : Educational Fund	\$12,816,819.67
Operations & Maintenance Fund	
Fund Balance (+)	\$1,087,786.00
Sub-total : Operations & Maintenance Fund	\$1,087,786.00
Debt Service Fund	
Fund Balance (+)	\$18,569,040.07
Sub-total : Debt Service Fund	\$18,569,040.07
Transportation Fund	
Fund Balance (+)	\$4,258,132.39
Sub-total : Transportation Fund	\$4,258,132.39
Social Security Fund	
Fund Balance (+)	\$924,981.13
Sub-total : Social Security Fund	\$924,981.13
Municiple Retirement Fund	
Fund Balance (+)	\$1,087,638.09
Sub-total : Municiple Retirement Fund	\$1,087,638.09
Capital Projects Fund	
Fund Balance (+)	(\$19,240.00)
Sub-total : Capital Projects Fund	(\$19,240.00)
Working Cash Fund	
Fund Balance (+)	\$35,817,228.14
Sub-total : Working Cash Fund	\$35,817,228.14
Tort Immunity Fund	
Fund Balance (+)	\$603,479.29
Sub-total : Tort Immunity Fund	\$603,479.29
Life Safety Fund	
Fund Balance (+)	\$4,753,231.97
Sub-total : Life Safety Fund	\$4,753,231.97
NET CHANGE IN FUND BALANCE	

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report As of 12/31/2021

Fiscal Year: 2021-2022

NET CHANGE IN FUND BALANCE (+)		(\$26,340,991.97)
Sub-total : NET CHANGE IN FUND BALANCE		(\$26,340,991.97)
Total : FUND BALANCE		\$53,558,104.78
Total LIABILITIES + FUND BALANCE		\$53,562,223.04

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report For the Period 12/01/2021 through 12/31/2021

Fiscal Year: 2021-2022

	<u>12/01/2021 - 12/31/2021</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
REVENUE COLLECTED					
Educational Fund					
Local Sources (+)	\$2,468,744.41	\$34,737,431.29	\$70,241,670.50	\$35,504,239.21	49.5%
State Sources (+)	\$2,133,920.43	\$11,539,883.09	\$24,907,486.80	\$13,367,603.71	46.3%
Federal Sources (+)	\$826,556.73	\$9,123,668.23	\$14,082,696.00	\$4,959,027.77	64.8%
Sub-total : Educational Fund	\$5,429,221.57	\$55,400,982.61	\$109,231,853.30	\$53,830,870.69	50.7%
Operations & Maintenance Fund					
Local Sources (+)	\$416,898.21	\$5,781,041.07	\$12,084,222.00	\$6,303,180.93	47.8%
Sub-total : Operations & Maintenance Fund	\$416,898.21	\$5,781,041.07	\$12,084,222.00	\$6,303,180.93	47.8%
Debt Service Fund					
Local Sources (+)	\$1,208,927.84	\$17,297,352.41	\$36,409,232.00	\$19,111,879.59	47.5%
Sub-total : Debt Service Fund	\$1,208,927.84	\$17,297,352.41	\$36,409,232.00	\$19,111,879.59	47.5%
Transportation Fund					
Local Sources (+)	\$152,427.36	\$2,178,818.92	\$4,586,062.00	\$2,407,243.08	47.5%
State Sources (+)	\$0.00	\$3,151,176.02	\$5,036,690.02	\$1,885,514.00	62.6%
Federal Sources (+)	\$0.00	\$0.00	\$425,000.00	\$425,000.00	0.0%
Sub-total : Transportation Fund	\$152,427.36	\$5,329,994.94	\$10,047,752.02	\$4,717,757.08	53.0%
Social Security Fund					
Local Sources (+)	\$104,830.94	\$1,418,095.03	\$2,806,717.00	\$1,388,621.97	50.5%
Sub-total : Social Security Fund	\$104,830.94	\$1,418,095.03	\$2,806,717.00	\$1,388,621.97	50.5%
Municiple Retirement Fund					
Local Sources (+)	\$60,256.49	\$861,716.57	\$1,882,914.00	\$1,021,197.43	45.8%
Sub-total : Municiple Retirement Fund	\$60,256.49	\$861,716.57	\$1,882,914.00	\$1,021,197.43	45.8%
Capital Projects Fund					
States Sources (+)	\$0.00	\$19,240.00	\$19,240.00	\$0.00	100.0%
Sub-total : Capital Projects Fund	\$0.00	\$19,240.00	\$19,240.00	\$0.00	100.0%
Working Cash Fund					
Local Sources (+)	\$39,143.58	\$551,356.99	\$1,146,265.00	\$594,908.01	48.1%
Sub-total : Working Cash Fund	\$39,143.58	\$551,356.99	\$1,146,265.00	\$594,908.01	48.1%
Tort Immunity Fund					
Local Sources (+)	\$195,074.12	\$2,762,492.35	\$5,776,604.00	\$3,014,111.65	47.8%
Sub-total : Tort Immunity Fund	\$195,074.12	\$2,762,492.35	\$5,776,604.00	\$3,014,111.65	47.8%
Life Safety Fund					
Local Sources (+)	\$38,064.60	\$544,532.44	\$1,146,265.00	\$601,732.56	47.5%
Sub-total : Life Safety Fund	\$38,064.60	\$544,532.44	\$1,146,265.00	\$601,732.56	47.5%
Total : REVENUE COLLECTED	\$7,644,844.71	\$89,966,804.41	\$180,551,064.32	\$90,584,259.91	49.8%
EXPENDITURES PAID					
Educational Fund					
Salaries (-)	\$7,592,609.82	\$44,224,890.21	\$88,661,200.53	\$44,436,310.32	49.9%
Employee Benefits (-)	\$1,350,947.18	\$8,037,681.83	\$15,736,007.78	\$7,698,325.95	51.1%
Purchased Services (-)	\$68,039.80	\$1,096,280.22	\$2,605,096.00	\$1,508,815.78	42.1%

Operating Statement with Budget

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report For the Period 12/01/2021 through 12/31/2021

Fiscal Year: 2021-2022

	<u>12/01/2021 - 12/31/2021</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Supplies and Materials (-)	\$330,812.88	\$2,828,434.69	\$6,799,626.98	\$3,971,192.29	41.6%
Capital Outlay (-)	\$0.00	\$1,377,218.65	\$1,395,706.40	\$18,487.75	98.7%
Other Objects (-)	\$183,547.61	\$1,957,743.05	\$5,623,235.00	\$3,665,491.95	34.8%
Non-Capitalized Equipment (-)	\$9,943.16	\$107,452.03	\$140,590.00	\$33,137.97	76.4%
Sub-total : Educational Fund	<u>(\$9,535,900.45)</u>	<u>(\$59,629,700.68)</u>	<u>(\$120,961,462.69)</u>	<u>(\$61,331,762.01)</u>	49.3%
Operations & Maintenance Fund					
Salaries (-)	\$567,894.27	\$3,180,327.81	\$6,508,552.87	\$3,328,225.06	48.9%
Employee Benefits (-)	\$5,574.81	\$506,440.54	\$1,036,364.00	\$529,923.46	48.9%
Purchased Services (-)	\$49,358.63	\$609,553.21	\$1,099,754.00	\$490,200.79	55.4%
Supplies and Materials (-)	\$204,899.82	\$1,675,773.44	\$2,894,971.00	\$1,219,197.56	57.9%
Capital Outlay (-)	\$0.00	\$13,170.89	\$200,000.00	\$186,829.11	6.6%
Other Objects (-)	\$0.00	\$539.00	\$2,000.00	\$1,461.00	27.0%
Non-Capitalized Equipment (-)	\$1,131.55	\$16,071.55	\$30,000.00	\$13,928.45	53.6%
Sub-total : Operations & Maintenance Fund	<u>(\$828,859.08)</u>	<u>(\$6,001,876.44)</u>	<u>(\$11,771,641.87)</u>	<u>(\$5,769,765.43)</u>	51.0%
Debt Service Fund					
Other Objects (-)	\$117,983.49	\$36,122,623.43	\$37,351,889.24	\$1,229,265.81	96.7%
Sub-total : Debt Service Fund	<u>(\$117,983.49)</u>	<u>(\$36,122,623.43)</u>	<u>(\$37,351,889.24)</u>	<u>(\$1,229,265.81)</u>	96.7%
Transportation Fund					
Salaries (-)	\$15,472.72	\$96,616.63	\$194,590.45	\$97,973.82	49.7%
Employee Benefits (-)	\$3,275.00	\$19,650.00	\$39,300.00	\$19,650.00	50.0%
Purchased Services (-)	\$908,723.30	\$2,472,718.46	\$11,109,651.00	\$8,636,932.54	22.3%
Supplies and Materials (-)	\$57,874.11	\$405,853.95	\$1,105,000.00	\$699,146.05	36.7%
Capital Outlay (-)	\$0.00	\$397,744.00	\$400,000.00	\$2,256.00	99.4%
Other Objects (-)	\$0.00	\$486,065.42	\$487,561.42	\$1,496.00	99.7%
Non-Capitalized Equipment (-)	\$17,504.10	\$17,504.10	\$30,000.00	\$12,495.90	58.3%
Sub-total : Transportation Fund	<u>(\$1,002,849.23)</u>	<u>(\$3,896,152.56)</u>	<u>(\$13,366,102.87)</u>	<u>(\$9,469,950.31)</u>	29.1%
Social Security Fund					
Employee Benefits (-)	\$233,792.80	\$1,355,348.75	\$2,526,982.36	\$1,171,633.61	53.6%
Sub-total : Social Security Fund	<u>(\$233,792.80)</u>	<u>(\$1,355,348.75)</u>	<u>(\$2,526,982.36)</u>	<u>(\$1,171,633.61)</u>	53.6%
Municipal Retirement Fund					
Employee Benefits (-)	\$197,503.22	\$1,151,219.44	\$2,231,435.83	\$1,080,216.39	51.6%
Sub-total : Municipal Retirement Fund	<u>(\$197,503.22)</u>	<u>(\$1,151,219.44)</u>	<u>(\$2,231,435.83)</u>	<u>(\$1,080,216.39)</u>	51.6%
Tort Immunity Fund					
Salaries (-)	\$202,977.96	\$1,251,358.14	\$2,505,494.05	\$1,254,135.91	49.9%
Employee Benefits (-)	\$34,917.88	\$582,700.78	\$635,585.51	\$52,884.73	91.7%
Purchased Services (-)	\$1,000,678.54	\$1,308,108.71	\$2,377,300.00	\$1,069,191.29	55.0%
Supplies and Materials (-)	\$6,971.99	\$72,284.99	\$70,000.00	(\$2,284.99)	103.3%
Capital Outlay (-)	\$0.00	\$21,789.00	\$9,000.00	(\$12,789.00)	242.1%
Other Objects (-)	\$474.98	\$1,149.98	\$171,400.00	\$170,250.02	0.7%
Non-Capitalized Equipment (-)	\$0.00	\$688.05	\$5,900.00	\$5,211.95	11.7%
Sub-total : Tort Immunity Fund	<u>(\$1,246,021.35)</u>	<u>(\$3,238,079.65)</u>	<u>(\$5,774,679.56)</u>	<u>(\$2,536,599.91)</u>	56.1%
Life Safety Fund					

Operating Statement with Budget

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report For the Period 12/01/2021 through 12/31/2021

Fiscal Year: 2021-2022

	<u>12/01/2021 - 12/31/2021</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Purchased Services (-)	\$75,241.98	\$197,495.88	\$560,414.00	\$362,918.12	35.2%
Capital Outlay (-)	\$0.00	\$4,715,299.55	\$5,039,586.00	\$324,286.45	93.6%
Sub-total : Life Safety Fund	(\$75,241.98)	(\$4,912,795.43)	(\$5,600,000.00)	(\$687,204.57)	87.7%
Total : EXPENDITURES PAID	(\$13,238,151.60)	(\$116,307,796.38)	(\$199,584,194.42)	(\$83,276,398.04)	58.3%
OTHER FINANCING SOURCES (USES)					
Educational Fund					
Transfers In (+)	\$0.00	\$0.00	\$12,500,000.00	\$12,500,000.00	0.0%
Transfers Out (-)	\$117,555.49	\$880,698.04	\$872,275.10	(\$8,422.94)	101.0%
Sub-total : Educational Fund	(\$117,555.49)	(\$880,698.04)	\$11,627,724.90	\$12,508,422.94	7.6%
Operations & Maintenance Fund					
Transfers Out (-)	\$0.00	\$299,056.25	\$299,056.25	\$0.00	100.0%
Sub-total : Operations & Maintenance Fund	\$0.00	(\$299,056.25)	(\$299,056.25)	\$0.00	100.0%
Debt Service Fund					
Transfers In (+)	\$117,555.49	\$1,179,754.29	\$1,171,331.35	(\$8,422.94)	100.7%
Sub-total : Debt Service Fund	\$117,555.49	\$1,179,754.29	\$1,171,331.35	(\$8,422.94)	100.7%
Working Cash Fund					
Transfers Out (-)	\$0.00	\$0.00	\$12,500,000.00	\$12,500,000.00	0.0%
Sub-total : Working Cash Fund	\$0.00	\$0.00	(\$12,500,000.00)	(\$12,500,000.00)	0.0%
Total : OTHER FINANCING SOURCES (USES)	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
NET CHANGE IN FUND BALANCE	(\$5,593,306.89)	(\$26,340,991.97)	(\$19,033,130.10)	\$7,307,861.87	138.4%

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Self-Funded Insurance As of 12/31/2021

Fiscal Year: 2021-2022

ASSETS

Current Assets

Cash In Bank (+) \$2,328,192.20

Accounts Receivable (+) \$133,704.37

Sub-total : Current Assets \$2,461,896.57

Total : ASSETS

\$2,461,896.57

LIABILITIES

Current Liabilities

Other Current Liabilities (+) \$2,001.04

Sub-total : Current Liabilities \$2,001.04

Total : LIABILITIES

\$2,001.04

FUND BALANCE

Fund Balance

Fund Balance (+) \$2,984,493.88

Sub-total : Fund Balance \$2,984,493.88

NET CHANGE IN FUND BALANCE

NET CHANGE IN FUND BALANCE (\$524,598.35)

(+)

Sub-total : NET CHANGE IN FUND (\$524,598.35)

BALANCE

Total : FUND BALANCE

\$2,459,895.53

Total LIABILITIES + FUND BALANCE

\$2,461,896.57

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Self-Funded Insurance For the Period 12/01/2021 through 12/31/2021

Fiscal Year: 2021-2022

	12/01/2021 - 12/31/2021	Year To Date
REVENUE COLLECTED		
Revenue From Payroll		
Board Contributions (+)	\$529,998.00	\$5,776,104.25
Employee Contributions (+)	\$133,316.23	\$1,457,610.28
Sub-total : Revenue From Payroll	<u>\$663,314.23</u>	<u>\$7,233,714.53</u>
Revenue From Other Sources		
Retiree Contributions (+)	\$148,430.37	\$371,148.94
Cobra Contributions (+)	\$1,444.00	\$12,490.00
Interest & Dividends (+)	\$185.69	\$1,155.91
Sub-total : Revenue From Other Sources	<u>\$150,060.06</u>	<u>\$384,794.85</u>
Total : REVENUE COLLECTED	<u>\$813,374.29</u>	<u>\$7,618,509.38</u>
EXPENDITURES PAID		
Operating Expenditures		
Heath Ins Claims (-)	\$1,506,800.54	\$7,472,940.11
HSA Contributions (-)	\$8,187.46	\$45,966.85
Health Ins Admin Fees (-)	\$88,138.95	\$598,317.02
Other Fees & Expense (-)	\$0.00	\$25,883.75
Sub-total : Operating Expenditures	<u>(\$1,603,126.95)</u>	<u>(\$8,143,107.73)</u>
Total : EXPENDITURES PAID	<u>(\$1,603,126.95)</u>	<u>(\$8,143,107.73)</u>
NET CHANGE IN FUND BALANCE	<u>(\$789,752.66)</u>	<u>(\$524,598.35)</u>

End of Report

Board Member Development

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

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

Mandatory Board Member Training

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

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, fiduciary responsibilities, and (beginning in the fall of 2023) trauma-informed practices for students and staff within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of his or her certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on the Performance Evaluation Reform Act (PERA) evaluations before participating in a vote on a tenure teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

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

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

Information about professional development opportunities is available through IASB's Online Learning Center (OLC). Inquire at: onlinelearning@iasb.com.

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 Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend:

- 1) Board meetings, except that this invitation shall not extend to any closed meetings, and
- 2) Pre-election workshops for candidates.

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

CROSS REF.: 2.80, 2.125, 2.200

Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and School Board members:

1. No employee shall intentionally perform any "political activity" during any "compensated time," as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee, shall intentionally solicit or accept any "gift" from any "prohibited source", as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.

6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume, which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. "*Intra-governmental gift*" means any gift given to a Board member or employee from another Board member or employee, and "*inter-governmental gift*" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code.

Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2.260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definition given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

"*Political activity*" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, "*compensated time*" includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

"*Prohibited source*" means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) the Board member, or (b) with an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) by an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee.
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

"*Gift*" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/70-5), members of the Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Superintendent. If the report is made to the Superintendent, the Superintendent shall promptly notify the President, or if the President is the subject of the complaint, the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board President shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board.

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board.

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office.

LEGAL REF.: 105 ILCS 5/22-90 (final citation pending).
5 ILCS 430/, State Officials and Employees Ethics Act.
10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF.: 2.100, 2.110, 2.260, 4.60, 5.120

Powers and Duties of the Board; Indemnification

The major powers and duties of the Board include, but are not limited to:

1. Annually organizing the Board by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School, and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.

16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards and/or governing bodies to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.
19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred.
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction.
21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.: 105 ILCS 5/10, 5/17-1, 5/21B-85, and 5/27-1.
115 ILCS 5/, Ill. Educational Labor Relations Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.

CROSS REF.: 1.10, 1.20, 2.10, 2.80, 2.140, 2.210, 2.240, 4.60, 4.70, 4.100, 4.110, 4.150,
4.165, 4.175, 5.10, 5.30, 5.90, 5.120, 5.150, 5.210, 5.290, 6.10, 6.15, 6.20, 7.10,
7.30, 7.190, 7.200, 7.210, 8.10, 8.30

Superintendent

Duties and Authority

The Superintendent is the District's chief executive officer and is responsible for the administration and management of the District schools in accordance with Board policies and directives, and State and federal law. District management duties include, without limitation, making recommendations to the Board concerning the budget, building plans, the location of sites, the selection, retention and dismissal of teachers and all other employees, the selection of curriculum, instructional materials, and courses of study and preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5.90, Abused and Neglected Child Reporting. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities.

The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a Superintendent Endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with State law, the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20,
5/21B-25, 5/24-11, and 5/24A-3.
5 ILCS 120/7.3, Open Meetings Act.
23 Ill. Admin. Code §§1.310, 1.705, and 25.355.

CROSS REF.: 2.20, 2.130, 2.240, 3.10, 4.165, 4.175, 5.30, 5.90, 5.120, 5.150, 5.210, 5.290

Adopted: September 16, 1968
Reviewed: December 2021
Amended: February 9, 2022

Administrative Responsibilities of the Building Principals

Duties and Authority

The Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools and may employ Associate Principals and Assistant Principals.

The primary responsibility of a Building Principal is the improvement of instruction.

Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training.

The Board and each Building Principal, Associate Principal, or Assistant Principal shall enter into an employment agreement that conforms to State law and Board policy. The terms of an individual employment contract, when in conflict with this policy, will control.

Each Building Principal, Associate Principal, and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or Associate Principal or Assistant Principal.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals, Associate Principals and Assistant Principals that complies with Section 24A-15 of the *School Code* and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal, Associate Principal and Assistant Principal.

The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3.50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.: 10 ILCS 5/4-6.2, Election Code.
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.
105 ILCS 127/, School Reporting of Drug Violations Act.
23 Ill. Admin. Code Parts 35 and 50, Subpart D.

CROSS REF.: 3.50, 4.165, 4.175, 5.90, 5.120, 5.150, 5.210, 5.250, 5.290

Adopted: January 27, 1999
Reviewed: December 2021
Amended: February 9, 2022

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

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

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

Convicted Child Sex Offender; Screening; Notifications

Persons Prohibited on School Property without Prior Permission

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 meets either of the following two exceptions:

1. The offender is 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 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. The offender received permission to be present from the School 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 shall supervise a child sex offender whenever the offender is in a child's vicinity.

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent or designee shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
20 ILCS 2635/, Uniform Conviction Information Act.
720 ILCS 5/11-9.3, Criminal Code of 2012.
730 ILCS 152/, Sex Offender Community Notification Law.
730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 2.110, 3.40, 3.50, 3.60, 4.165, 5.30, 5.260, 6.250, 8.30, 8.100

Adopted: September 25, 1996
Reviewed: December 2021
Amended: February 9, 2022

General Personnel – Staff Development Program

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

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

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

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

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

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

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

775 ILCS 5/2-109, Ill. Human Rights Act.
23 Ill. Admin. Code §§ 22.20, 226.800, and Part 525.
77 Ill. Admin. Code §527.800.

CROSS REF.: 2.265, 3.40, 3.50, 4.160, 4.165, 5.20, 5.90, 5.120, 5.250, 6.15, 6.20, 6.50, 6.160,
7.10, 7.20, 7.180, 7.185, 7.270, 7.285, 7.290, 7.305

General Personnel – Employee Ethics; Conduct; and Conflict of Interest

Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Employee Conduct Standards* and *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, are incorporated by reference into this policy. See Administrative Procedure 5.120-AP2 and Exhibit 5.120-E1.

Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, sexual misconduct. Sexual misconduct is:
 - (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity;
 - (ii) by an employee with direct contact with a student;
 - (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - a. A sexual or romantic invitation
 - b. Dating or soliciting a date
 - c. Engaging in sexualized or romantic dialog
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to:

- a. Transporting a student
- b. Taking or possessing a photo or video of a student
- c. Meeting with a student or contacting a student outside the employee's professional role
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting; and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

Statement of Economic Interests

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

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

Ethics and Gift Ban

Board policy 2.105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

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

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

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contract. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2.105, *Ethics and Gift Ban*.

Guidance Counselor Gift Ban

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

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

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

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

Outside Employment

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

Incorporated
by reference: Administrative Procedure 5.120-AP2, *Employee Conduct Standards*
Exhibit 5.120-E1, *Code of Ethics for Illinois Educators*

LEGAL REF.: U. S. Constitution, First Amendment.
C.F.R. §200.318(c)(1)
5 ILCS 420/4A-101, Ill. Governmental Ethics Act.
5 ILCS 430/, State Officials and Employees Ethics Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, and 5/22-90 (final citation pending).
325 ILCS 5/, Abused and Neglected Child Reporting Act.
775 ILCS 5/5A-102, Illinois Human Rights Act.
23 Ill. Admin. Code Part 22, Code of Ethics for Illinois Educators.
Pickering v. Board of Township H. S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2.105, 2.265, 4.60, 4.165, 5.90, 5.100, 5.125, 7.20

Personal Technology and Social Media; Usage and Conduct

Definitions

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube.*

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes, but is not limited to, laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for Professional and Appropriate Conduct required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest* and the employee conduct standards required by administrative procedure 5.120-AP2, *Employee Conduct Standards* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code §22.20.
2. Refrain from speech that interferes with their ability to perform the essential functions of their job. This includes discriminatory speech or images that interfere with the employee's duty to provide equal educational opportunities to all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy, or speech that causes or could reasonably be predicted to cause a substantial disruption to the school environment.
3. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians. A list of District-provided or supported methods of communication with students and their parents/guardians will be posted on the District website and provided annually by Building Principals to staff.
4. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
5. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
6. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting.*

7. Not disclose student record information, including student work, photographs of students, names of students, or other personally identifiable information about students, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.
8. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
9. Use social media for personal purposes only during non-work times or hours. Use personal technology for personal purposes whenever possible during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
10. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
11. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct the Director of Human Resources to annually:
 - a. Provide building staff with a copy of this policy and a list of District-provided or supported methods of communication with students and their parents/guardians.
 - b. Inform building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*. The District may require an employee or applicant to share specific content that has been reported to the District, without requesting or requiring an employee or applicant to provide a user name and password, password, or other means of authentication that provides access to an employee's or applicant's personal online account, for the purpose of:
 - a. Ensuring compliance with applicable laws or regulatory requirements;
 - b. Investigating an allegation, based on receipt of specific information, of the unauthorized transfer of the District's proprietary or confidential information or financial data to an employee or applicant's personal account;
 - c. Investigating an allegation, based on receipt of specific information, of a violation of applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;
 - d. Prohibiting an employee from using a personal online account for business purposes; or

- e. Prohibiting an employee or applicant from accessing or operating a personal online account during business hours, while on District property, while using an electronic communication device supplied by, or paid for by, the District, or while using the District's network or resources, to the extent permissible under applicable laws.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
775 ILCS 5/5A-102, Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act
23 Ill. Admin. Code §22.20, Code of Ethics for Ill. Educators.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 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), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

General Personnel – Personnel Records

Maintenance and Access to Records

The Superintendent or designee shall manage the maintenance of personnel records in accordance with state and federal law and Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's or designee's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2.250, *Access to District Public Records*.

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent or designee shall:

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 20 U.S.C. §7926.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/1, Personnel Record Review Act.
23 Ill. Admin. Code §1.660.

CROSS REF.: 2.250, 5.90, 7.340

Adopted: April 23, 1997
Reviewed: December 2021
Amended: February 9, 2022

Professional Personnel - Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the *School Code* or has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach or begin a required internship in the District, the Superintendent or designee shall ensure that:

1. The District performed a *105 ILCS 5/10-21.9(g) Check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A *105 ILCS 5/21.9(g) Check* shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law) (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law) (730 ILCS 154/75-105).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/21.9(g) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifies, as prescribed by the Department of State Policy, to the Department of State Police. The Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to tenured supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities and who meet the following guidelines:

1. Indicates an interest in serving as a cooperating teacher.
2. Recognized as an excellent/proficient teacher over the last 4 years of teaching experience.
3. Possesses the appropriate professional certification applicable to the student teacher's program.

4. Preferably holds a master's degree.

LEGAL REF.: P.L. 109-248, Adam Walsh Child Protection and Safety Act,
20 ILCS 2635/1, Uniform Conviction Information Act.
105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

CROSS REF.: 4.175, 5.190

Adopted: April 23, 1997
Reviewed: December 2021
Amended: February 9, 2022

General Personnel – Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

All applicants must complete a District application form in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent or designee shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See Board policy 5.10, *Equal Employment Opportunity*.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. The physical fitness examination and test for tuberculosis examination must be performed by a physician licensed in Illinois, or any other State, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced registered practice nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in Board policy 5.90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.
15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.
8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 21B-85, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.
20 ILCS 2630/3.3, Criminal Identification Act.
820 ILCS 55/, Right to Privacy in the Workplace Act
820 ILCS 70/, Employee Credit Privacy Act.

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),
aff'd in part and remanded 115 Ill.2d 482 (Ill. 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2.260, 3.50, 4.60, 4.175, 5.10, 5.40, 5.90, 5.125, 5.220, 5.280

General Personnel – Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

It is the policy of the District that the public has the reasonable right to expect all District employees to be free from the effects of drugs and alcohol while on duty or on District property and to observe the laws concerning the use of drugs and alcohol regardless of whether they are on duty, on District property, or at District events. The purposes of this policy shall be achieved in such a manner as not to violate any constitutional rights of employees. All District property and events are drug- and alcohol-free places. All employees are prohibited from:

1. Possessing, consuming, using, manufacturing, dispensing, distributing, or being impaired by or under the influence of alcohol or cannabis while on duty or on District property. Possession or distribution of medical cannabis by a school nurse or school administrator pursuant to Ashley's Law, 105 ILCS 5/22-33, is not prohibited;
2. Consuming, using, or being impaired by or under the influence of alcohol or cannabis while on call;
3. Being impaired by or under the influence of prescription medication or over the counter medication while on duty, on call, or on District property. The District considers employees impaired by or under the influence of prescription medication or over the counter medication when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position;
4. Possessing, selling, purchasing, delivering, manufacturing, dispensing, distributing, using, or being impaired by or under the influence of any illegal drug or controlled substance;

For purposes of this policy, an illegal drug or controlled substance means a substance that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or State controlled substance acts.

The District considers an employee to be impaired by or under the influence of one of the substances listed above if the employee manifests specific, articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including, but not limited to, symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee, students, or others, or involvement in any accident that results in serious damage to equipment or property; or carelessness that results in any injury to the employee, students, or others.

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

For purposes of this policy, District property means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. School grounds means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of this Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction.

To make employees aware of dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy, or with access to this policy online;
2. Post notice of this policy where other information for employees is posted;
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations;
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.

Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in *Board policy 8.30*. The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. *Tobacco* shall have the meaning provided in Section 10-20.5b of the *School Code*.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse program and/or, employee-assistance program.

If the District elects to discipline an employee on the basis that the employee is under the influence or impaired, the District will afford the employee a reasonable opportunity to contest the basis of the determination.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent or designee shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

LEGAL REF.: Cannabis Regulation and Tax Act, 410 ILCS 705/
Americans With Disabilities Act, 42 U.S.C. §12114.
Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
Drug-Free Workplace Act, 30 ILCS 580/
105 ILCS 5/10-20.5b.

CROSS REF.: 8.30
ADMIN. PROC.: 5.120-AP2

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 21, an abused or neglected individual with a disability, shall:

- 1) immediately report or cause a report to be made to the Illinois Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline at 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and
- 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

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 designee or Building Principal that a report has been made. The Superintendent or designee or Building Principal shall immediately coordinate any necessary notifications to the student's parents/guardians 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 CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at www.report.cybertip.org or www.missingkids.org. The Superintendent or designee 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 designee 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 District employees 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 one year of initial employment and at least every five years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, 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 well 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 policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent or designee 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 committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she 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.

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 the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act'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 any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the School Board; Indemnification*.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
105 ILCS 5/10-21.9, 5/10-23.13, and 5/21B-85.
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, 3.40, 3.50, 3.60, 4.165, 5.20, 5.30, 5.100, 5.120, 5.150, 5.200, 5.290, 6.120,
6.250, 7.20, 7.150

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. 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 School 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)

Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP;
3. Assessment processes that include multiple valid, reliable indicators; and
4. By the fall of 2023, the automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows:
 - a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
 - b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
 - c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

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

CROSS REF: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted),
7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student
Transfers To and From Non-District Schools)

Graduation Requirements

All District graduation requirements are described in detail in the *Course to Career Guide* and *High School Handbook*.

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. A student may be exempt from District requirements if eligible for a State Credits Diploma as recommended by a student support team and determined by the Director of Secondary Education or Director of Special Education. Requests for this exemption may be submitted to the Building Administration by a parent/guardian of a student, a student if at least 18 years of age or legally emancipated, or a staff member.
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 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 #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish six semesters of high school and meet all graduation requirements. The physical education graduation requirement for students graduating after six semesters is 3.0 credits.

Certificate of Completion/Attendance

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 a timely written notice of this requirement to children with disabilities and their parents/guardians.

Foreign exchange students will be awarded certificates of attendance.

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, 5/27-22.10.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill. Admin. Code §1.440.

CROSS REF.: 6.30, 6.310, 6.315, 6.320, 7.50

Curriculum Content

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

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

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

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

5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate 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 Harrassment*.
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 substitutions and exemptions, 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) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent or designee shall implement a comprehensive health education program in accordance with State law.
11. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
12. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income

- taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
13. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.
 14. Beginning in the fall of 2022, in grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing 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.
 15. Beginning in the fall of 2023, in grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. Computer science means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.
 16. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
 17. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including, but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America.

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

18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
19. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
21. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights resistance, as well as the struggles and contribution of African-Americans.
22. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
24. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, 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.
25. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.
Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.
47 C.F.R. §54.520.
5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/10-20.73 (final citation pending), 5/10-23.13,
5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-
13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-
20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5.27-23.8, 5/27-
23.10, 5/27-23.11, 5/27-23.15, 5/27-24.1, 5/27-24.2.
105 ILCS 110/3, Comprehensive Health Education Program.
105 ILCS 435/, Vocational Education Act.
625 ILCS 5/6-408.5, Ill. Vehicle Code.
23 Ill. Admin. Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF: 6.20, 6.40, 6.70, 6.235, 7.180, 7.185, 7.190, 7.260

**Administrative Procedure – Transgender, Nonbinary, and
Gender Non-Conforming Students**

This procedure's accommodation and support guidelines advance the District's goals of (1) providing all students equal access to a safe, non-hostile learning environment, and (2) implementing risk management controls in a developing and unsettled area of the law in which the federal Office of Civil Rights (OCR) and Department of Justice (DOJ) have issued guidance.

While there is no mandate requiring procedures for accommodating transgender, nonbinary, or gender non-conforming students, this procedure guides school officials through the: (1) application of State and federal anti-discrimination laws to this student population, and (2) common needs in which transgender, nonbinary, or gender non-conforming students may request accommodations and support at school. This procedure applies to all school activities, school-provided transportation, and school-sponsored events regardless of where they occur.

The Building Principal, Nondiscrimination Coordinator, and/or Complaint Manager, with input from others as appropriate, will implement this procedure. They will work with each transgender, nonbinary, or gender non-conforming student, and as appropriate with the student's parent(s)/guardian(s), to manage a student's accommodations and supports on a case-by-case basis. The Attorney for the District will be consulted concerning legal compliance.

Gender-Based Discrimination Is Prohibited

School districts must provide equal educational opportunities to transgender, nonbinary, and gender non-conforming students. Under State law, *sex discrimination* extends to claims of discrimination based on *sexual orientation* and *gender identity*. 775 ILCS 5/5-101(11); 23 Ill. Admin. Code §1.240. The Ill. Human Rights Act defines *sexual orientation* as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth." 775 ILCS 5/1-103(O-1). The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS 5/5-103.

Federal law prohibits exclusion and discrimination on the basis of *sex*. 20 U.S.C. §1681(a), Title IX of the Education Amendments of 1972. According to the U.S. Department of Education's OCR, has taken varying positions on the application of Title IX to transgender or gender non-conforming students depending upon the administration in power. However, the Seventh Circuit U.S. Court of Appeals (which has jurisdiction over the State of Illinois) has ruled that a school's practice of denying a transgender student access to the bathroom that aligned with his gender identify violated Title IX because it was a sex-based classification. See *Whitaker by Whitaker v. Kenosha Unified School District No. 1 Board of Education*, 858 F.3d 1034 (7th Cir. 2017).

Board policy 7.10, *Equal Educational Opportunities*, recognizes the legal requirements described above. This procedure's guidance on accommodating transgender, nonbinary, or gender non-conforming students is based on the Ill. State Board of Education's (ISBE) non-regulatory guidance and OCR pronouncements. See the last section, **Resources**.

Gender-Based Bullying and/or Harassment Is Prohibited

The laws prohibiting gender discrimination require the District to protect transgender, nonbinary and gender non-conforming students from bullying and harassment by other students. Under Title IX of the Education Amendments of 1972 (Title IX), a school district is responsible for damages

suffered by a student who was the victim of protected sex-based harassment: unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity. 34 C.F.R. §106.30(a). Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, and its accompanying procedures are used to address sex-based harassment as defined in Title IX.

The School Code prohibits bullying on the basis of actual or perceived sexual orientation, gender-related identity or expression, and/or association with a person or group with one of the aforementioned actual or perceived characteristics. 105 ILCS 5/27-23.7(a). Board policy 7.180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, on bullying and the District's suite of bullying prevention materials must be used to address and resolve peer bullying and harassment of transgender or gender non-conforming students.

Terminology and Definitions

The District uses the following terms and definitions when discussing accommodations for a transgender student, nonbinary, or gender non-conforming student (from the *Arcadia Resolution Agreement*, 7-24-2013, www.justice.gov/crt/about/edu/documents/arcadiaagree.pdf and ISBE Non-Regulatory Guidance, Supporting Transgender, Nonbinary and Gender Nonconforming Students, at: www.isbe.net/supportallstudents). **Note:** Definitions are not intended to label students, but rather to assist with understanding. *Gender identity*, *sex assigned at birth*, *transgender*, and *gender transition* are defined slightly differently in a *Dear Colleague Letter* issued jointly by the U.S. Departments of Education and Justice on May 13, 2016 (see **Resources** below).

Gender-based discrimination - a form of sex discrimination, and refers to differential treatment or harassment of a student based on the student's sex, including gender identity, gender expression, and non-conformity with gender stereotypes, that results in the denial or limitation of education services, benefits, or opportunities. Conduct may constitute gender-based discrimination regardless of the actual or perceived sex, gender identity, or sexual orientation of the persons experiencing or engaging in the conduct.

Sex assigned at birth and assigned sex - a label a person is given at birth, often based on a medical professional's interpretation of the newborn's physical characteristics. Common examples may be male or female. This is typically the sex reflected on one's original birth certificate.

Gender expression - an individual's characteristics and behaviors such as appearance, dress, grooming, mannerisms, voice or speech patterns, activities, and social interactions that are perceived as masculine, feminine, both, or neither.

Gender identity - a person's internal, deeply held sense or psychological knowledge of their own gender that can include being female, male, another gender, nonbinary, gender non-conforming, or no gender, and is unrelated to the person's sex assigned at birth. Gender identity is an innate part of a person's identity, and the responsibility for determining an individual's gender identity rests with the individual. Unlike gender expression, gender identity is not visible to others.

Transgender - an individual whose gender identity is different from the individual's assigned sex at birth. Being transgender is not dependent on appearance, body parts, or medical procedures. Transgender can also be used as an umbrella term that encompasses diversity of gender identities and expressions. For purposes of this procedure, a transgender student is a student who consistently and uniformly asserts a gender identity different from the student's

assigned sex, or for whom there is documented legal or medical evidence that the gender identity is sincerely held as part of the student's core identity.

Gender transition - the process whereby people may change their gender expression, bodies, and/or identity documents to match their gender identity. Transition can be social (changing gender expression, using facilities, using a different name/pronouns), medical (hormones and/or surgeries), and/or legal (changing name/gender marker on identity documents), and is different for every individual. It is common for gender transition to be an ongoing process and is unique to each person.

Gender stereotypes - stereotypical notions of masculinity and femininity, including expectations of how boys or girls represent or communicate one's gender to others, such as behavior, clothing, hairstyles, activities, voice, mannerisms, or body characteristics.

Gender non-conforming or gender expansive - one's gender expression or gender identity that does not conform to traditional, societal, or stereotyped expectations based on the sex assigned at birth. Gender expansive individuals may identify as male, female, some combination of both, or neither.

Gender pronouns - The set of words used to refer to someone without using their name. Common examples include, but are not limited to, "she/her/hers," "he/him/his," "they/them/theirs," and "ze/zir/zirs."

Gender support plan - a document that may be used to create a shared understanding about the way in which a student's gender identity will be accounted for and supported at school.

Facilities - facilities and accommodations used by students at school or during school-sponsored activities and trips, and include, but are not limited to, restrooms, locker rooms, and overnight facilities.

Relevant Board Policies for Accommodations, Supports, and Inclusion of Transgender, Nonbinary, or Gender Non-Conforming Students

- 2.260 *Uniform Grievance Procedure* - contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.
- 2:265 *Title IX Sexual Harassment Grievance Procedure* - contains the process for an individual to report or complain of sexual harassment in violation of Title IX. The District Nondiscrimination Coordinator shall address the report or complaint promptly and equitably.
- 6:60 *Curriculum Content* - requires the history curriculum to include a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois.
- 6.65 *Student Social and Emotional Development* - requires that social and emotional learning be incorporated into the District's curriculum and other educational programs.
- 7.10 *Equal Educational Opportunities* - requires that equal educational and extracurricular opportunities be available to all students without regard to, among other protected statuses, sex, sexual orientation, and gender identity.
- 7.20 *Harassment of Students Prohibited* - prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.

- 7.130 *Student Rights and Responsibilities* - recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.
- 7.160 *Student Appearance* - prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.
- 7.180 *Prevention of and Response to Bullying, Intimidation, and Harassment* - contains the comprehensive structure for the District's bullying prevention program.
- 7:185 *Teen Dating Violence Prohibited* - prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.
- 7.250 *Student Support Services* - directs the Superintendent or designee to develop protocols for responding to students' social, emotional, or mental health problems that impact learning.
- 7.330 *Student Use of Buildings - Equal Access* - grants student-initiated groups or clubs the free use of school premises for their meetings, under specified conditions.
- 7.340 *Student Records* - contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

Common Needs for Transgender or Gender Non-Conforming Students; Accommodations and Supports

The goal of an accommodation is to allow a transgender, nonbinary, or gender non-conforming student to equally participate in educational and co-curricular opportunities. The right of transgender students to accommodations is generally found in legislation (Illinois Human Rights Act and Title IX) but has not been fully interpreted by the courts. Determining appropriate accommodations must be made on a case-by-case basis depending upon the needs expressed by the student.

The Superintendent may establish a gender support team that will identify accommodations for a specific student. Those accommodations may be documented in a gender support plan or other written document. The Attorney for the District should be consulted and invited to be a member of the team.

This following list of possible accommodation considerations is not exhaustive, and each student's request must be managed on a case-by-case basis. A particular student may not be interested in an accommodation for each item listed. Seek the Attorney for the District's advice concerning the scope and extent of accommodations.

1. Gender transition
2. Names and gender pronouns
3. School student records
For managing demographic information in the ISBE Student Information System, see www.isbe.net/sis/pdf/student_demographics.pdf.
4. Student privacy and confidentiality
5. Access to gender-segregated areas (e.g. locker rooms and restrooms)
6. Sports and physical education classes - participation in competitive athletic activities and contact sports is resolved pursuant to IHSA policy #34, *Policy and School Recommendations for Transgender Participation*, www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx
7. Dress codes

8. Gender segregation in other activities (e.g., class discussions and field trips including any overnight school trips)
9. Communication with a new school about gender-specific accommodations upon transfer or graduation.

A transgender, nonbinary, or gender non-conforming student shall be allowed access to gender-segregated areas upon presenting a certified new or amended birth certificate indicating a change in the student's sex designation, an affidavit from a physician indicating the student has a medical diagnosis of gender dysphoria ([7.10-E2 Physician's Affidavit](#)), or name or gender identity change request signed by the student and the student's parent or guardian if the student is a minor ([7.10-E3 Name or Gender Identity Change Request](#)).

Training for School Staff Members

When and where appropriate, professional development for staff members should include opportunities to gain a better understanding of equal educational opportunity laws, gender identity, gender expression, and gender diversity; the development of gender identity in children and adolescents; developmentally appropriate strategies for communicating with students and parents/guardians about issues related to gender identity; gender-affirming approaches to ensuring the safety and support of transgender, nonbinary, and gender non-conforming students; developmentally appropriate strategies for preventing and intervening in bullying incidents; and Board policies regarding equal educational opportunities, bullying, discrimination, and student privacy.

Resources

Ill. State Board of Education, Supporting Transgender, Nonbinary, and Gender Nonconforming Students (March 1, 2020), at www.isbe.net/supportallstudents.

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, published by the National School Board Association and other participating organizations, April 2013, at www.nsba.org/sites/default/files/reports/Dealing%20with%20Legal%20Matters%20Surrounding%20Students%E2%80%99%20Sexual%20Orientation%20and%20Gender%20Identity.pdf.

Gender Spectrum, an organization whose mission is to help create gender sensitive and inclusive environments for all children and teens, at www.genderspectrum.org.

Massachusetts Department of Elementary and Secondary Education, *Guidance for Massachusetts Public Schools Creating a Safe and Supportive School Environment Nondiscrimination on the Basis of Gender Identity* (undated), at www.doe.mass.edu/ssce/GenderIdentity.pdf.

OCR *Dear Colleague Letter*, harassment and bullying (2010), at www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.html.

OCR *Guidance on Responsibilities of Schools to Address Sexual Violence, Other Forms of Sex Discrimination* (2014) at www.ed.gov/news/press-releases/guidance-issued-responsibilities-schools-address-sexual-violence-other-forms-sex.

OCR and DOJ Consent Decrees and Resolution Agreements: www2.ed.gov/about/offices/list/ocr/docs/investigations/05115901.html (Anoka-Hennepin School District, MN, 3-5-2012).

www2.ed.gov/about/offices/list/ocr/docs/investigations/09111031.html (Tehachapi Unified School District, CA, 7-7-2011).

www.justice.gov/crt/about/edu/documents/arcadiaagree.pdf (Arcadia Unified School District, CA, 7-24-2013).

OCR Resources for LGBTQ Students, at: www2.ed.gov/about/offices/list/ocr/lgbt.html

Executive Order No. 11,246, 30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339, (1965), as amended on July 21, 2014, prohibits discrimination by the federal government or federal contractors on the basis of sexual orientation or gender identity. The Secretary of Labor was directed to prepare implementing regulations within 90 days (or by 10-19-2014).

The School Leaders Risk Management Association. *District Transgender and Gender Non-conforming Student Practice and Policy*, May 2014 (Copyright - Chicago: Brokers Risk Placement Service, Inc., 2014).

Transgender Students in Schools: Frequently Asked Questions and Answers for Public School Boards and Staff. April 2016 (Copyright – National School Boards Association), at http://cdn-files.nsba.org/s3fs-public/reports/2016_Transgender_Guide.pdf?fR8tsknQRT6y2_Cy.WC6K2y2KEH.ewZg

Which Way to the Restroom? Respecting the Rights of Transgender Youth in the School System. April 2012 (Copyright - National School Boards Association), Grant Bowers and Wendy Lopez, at www.nsba.org/sites/default/files/reports/Respecting%20the%20Rights%20of%20Transgender%20Youth%20and%20appendices.pdf.

CROSS REF.: 2.260, 6.65, 7.10, 7.20, 7.50, 7.60, 7.130, 7.160, 7.180, 7.250, 7.330, 7.340, 8.20

ADMIN. PROC.: 7.10-E1, 7.10-E2, 7.10-E3, 7.20-AP1, 7.50-AP1, 7.50-E1

Administrative Procedure - School Student Records
This procedure implements Board policy 7:340, Student Records.
*It contains a **Table of Contents** and lettered **Sections**.*

Table of Contents

- A. Legal Citations and Definitions
- B. School Student Records Defined
- C. Eligible Students Accorded the Rights of Parent/Guardian
- D. Official Records Custodians
- E. Maintenance of School Student Records
- F. Retention and Destruction of School Student Records
- G. Social Security Numbers
- H. Access to School Student Records
- I. Record of Release
- J. Orders of Protection
- K. Parenting Plans
- L. Transmission of Records for Transfer Students
- M. Directory Information
- N. Student Record Challenges
- O. Amendment of Records

Sections

A. Legal Citations and Definitions

The legal requirements contained in this procedure are followed by a citation to the controlling rule and/or statute. Citations in parenthesis indicate the location of a named law. For additional clarification regarding a requirement, the cited law should be reviewed.

Definitions are found in the Illinois School Student Records Act and the Illinois State Board of Education (ISBE) rules. 105 ILCS 10/2; 23 Ill. Admin. Code §375.10. For easy reference, some definitions are re-printed in this procedure.

The release of confidential information given by a student to a therapist (e.g., school counselor or psychologist) is not included in these procedures but is governed by the Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA). 740 ILCS 110/.

B. School Student Records Defined

School Student Record means any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored. 105 ILCS 10/2(d).

Special Education Records means school records that relate to identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities under the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*) and Article 14 of the School Code. These records include the report of the multidisciplinary staffing conference on which placement or nonplacement was based and all records and audio recordings in any format relating to special education placement hearings and appeals. 23 Ill. Admin. Code §375.10.

A school student record does not include any of the following:

1. Writings or other recorded information maintained by an employee for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a substitute teacher. 105 ILCS 10/2(d).
2. Information maintained by law enforcement professionals working in the school. 105 ILCS 10/2(d).
3. Any information, either written or oral, received from law enforcement officials pursuant to 105 ILCS 5/22-20 concerning a student less than the age of 18 years who has been arrested or taken into custody. 23 Ill. Admin. Code §375.10.

C. Eligible Students Accorded the Rights of Parent/Guardian

All rights and privileges concerning school student records that are accorded to parents/guardians become exclusively those of the student when the student reaches 18 years of age, graduates from high school, marries, or enters military service, whichever occurs first. 105 ILCS 10/2(g). Such students are called *eligible students* in this procedure.

D. Official Records Custodians

Each Building Principal is designated the Official Records Custodian for his or her respective school and has the duties, without limitation, listed below.

1. Is responsible for the maintenance, care, and security of all school student records, whether or not the records are in his or her personal custody or control, and shall take all reasonable measures to protect school student records through administrative, technical, and security safeguards against risks, such as unauthorized access, release, or use. 105 ILCS 10/4(a) & (b); 23 Ill. Admin. Code §375.40(g).
2. Reviews student temporary records at least every four years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary, or irrelevant information. The records review is required in any given school year at the time a student first changes attendance centers within the District, but it does not need to be conducted if the student enrolls in a different attendance center later in that same school year. 23 Ill. Admin. Code §375.40(b).
3. When notified by the Dept. of Children and Family Services (DCFS), purges DCFS's final finding report from the student's record and returns the report to DCFS. If a school has transferred the report to another school as part of the transfer of the student's records, the sending school shall forward a copy of the DCFS's request to the receiving school. 325 ILCS 5/8.6.
4. Manages requests to access school student records.
5. Transfers a certified copy of the records of students transferring to another school and retains the original records.
6. Provides all required notices to parents/guardians and students, including without limitation, each of the following:
 - a. Upon initial enrollment or transfer to the school, notification of rights concerning school student records; the notification may be delivered by any means likely to reach parents, including direct mail or email, delivery by the student to the parent, or incorporation into a student handbook. 23 Ill. Admin. Code §375.30.
 - b. Annual notification of information that is considered to be *directory information* and of the procedures to be used by parents/guardians to request that specific information not be released. 23 Ill. Admin. Code §375.80.

- c. Notification to secondary students and their parents/guardians that they may opt out of the disclosure of students' names, addresses, and telephone listings to military recruiters and institutions of higher learning by submitting a written request that such information not be released without the prior written consent of the parent/guardian. 20 U.S.C. §7908.
 - d. Notification of their right to a hearing to challenge any entry in the school student records (except for academic grades) and Official Records Custodian's name and contact information. 23 Ill. Admin. Code §375.90.
 - e. Upon a student's graduation, transfer, or permanent withdrawal, notification of the destruction schedule for the student's permanent and temporary school student records and of their right to request a copy through: (1) the school's parent or student handbook, (2) publication in a newspaper published in the District or, if no newspaper is published in the District, in a newspaper of general circulation within the district, (3) U.S. mail delivered to the last known address of the parent/guardian or student, or (4) other means provided notice is confirmed to have been received, e.g., hand delivery, return receipt, or read receipt email. 105 ILCS 10/4(h), amended by P.A. 101-161, eff. 1-1-20; 23 Ill. Admin. Code §375.40(c).
7. Takes all action necessary to ensure that school personnel are informed of the provisions of the School Student Records Act. 105 ILCS 10/3(c).
 8. Performs all actions required of the District described in this procedure and the laws governing school student records.

The Building Principal may delegate any of these duties to an appropriate staff member but shall remain responsible for the duty's execution.

E. Maintenance of School Student Records 105 ILCS 10/2; 23 Ill. Admin. Code §375.10.

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record.

The *student permanent record* shall consist of the following and only the following:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
2. Evidence required by the Missing Children's Records Act (325 ILCS 50/5(b)(1)).
3. Academic transcripts, including grades, class rank, graduation date, and grade level achieved, as applicable; scores received on college entrance examinations if that inclusion is requested in writing by an eligible student or the student's parent/guardian; the unique student identifier assigned and used by ISBE's Student Information System (23 Ill. Admin. Code §1.75.); as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purposes of meeting State graduation requirements set forth in 105 ILCS 5/27-22, amended by P.A. 101-643; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with 105 ILCS 5/2-3.159 and 23 Ill. Admin. Code Part 680; as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy, awarded in accordance with 23 Ill. Admin. Code §680.20(c); and as applicable, designation of the student's achievement of the Global Scholar Certification, awarded in accordance with 105 ILCS 5/2-3.169 and 23 Ill. Admin. Code §1.443.
4. Attendance record.
5. Health record, defined by ISBE rule as "medical documentation necessary for enrollment and proof of having certain examinations, as may be required under Section 27-8.1 of the [School] Code."

6. Record of release of permanent record information that contains the information listed in Section I, **Record of Release**, below.
7. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12). 105 ILCS 5/2-3.64a-5, amended by P.A. 101-643.

If not maintained in the temporary record, the *permanent record* may include:

1. Honors and awards received.
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

No other information shall be placed in the permanent record.

The *student temporary record* contains all information not required to be kept in the student permanent record and must include:

1. Record of release of temporary record information that contains the information listed in Section I, **Record of Release**, below.
2. Scores received on the State assessment tests administered in the elementary grade levels (kindergarten through grade 8).
3. Completed home language survey. 23 Ill. Admin. Code §228.15(d).
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. Any final finding report received from a DCFS provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act (325 ILCS 5/8.6) shall be placed in the student record 23 Ill. Admin. Code §375.40(f).
6. Any biometric information that is collected in accordance with 105 ILCS 5/10-20.40.
7. Health-related information, defined by ISBE rule as “current documentation of a student’s health information, not otherwise governed by the MHDDCA or other privacy laws, that includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, documentation regarding a student athlete’s and his or her parents’ acknowledgment of the District’s concussion policy adopted under Section 22-80 of the [School] Code, and other health-related information that is relevant to school participation (e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports)”.
8. Accident report, defined by ISBE rule as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or if the school nurse has referred the student for a medical evaluation, regardless of whether the parent or guardian, student (if 18 years or older) or an unaccompanied youth ... has followed through on that request.”
9. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred (23 Ill. Admin. Code §375.75(e)).
10. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement (23 Ill. Admin. Code §1.445).

11. Information contained in related service logs maintained by the District for a student with an individualized education program under 105 ILCS 5/14-8.02f(d), amended by P.A. 101-643, including for speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services.

The temporary record may also consist of:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in co-curricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §701 et seq.)
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

F. Retention and Destruction of School Student Records

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(e). The temporary record is maintained for at least five years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(f). Individuals adding information to a student's temporary record must include their name, signature, and position and the date the information was added. 105 ILCS 10/4(d). Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent(s)/guardian(s) or to the eligible student. Appropriate District personnel shall explain to the student and the parent/guardian the future usefulness of these records. 23 Ill. Admin. Code §375.40(d). Be sure to provide notice of destruction of school student records pursuant to 105 ILCS 10/4(h), amended by P.A. 101-161, as noted in D(6)(e), above.

G. Social Security Numbers

School officials, with limited exceptions, may not require students or their parents/guardians to provide social security numbers. 5 ILCS 179/, Identity Protection Act. The collection and retention of social security numbers shall be in accordance with Board policy 4.15, *Identity Protection*.

H. Access to School Student Records

The phrase "access to a school student record" means any release or disclosure of information from a student's school record, whether or not any record is copied. Access in all cases is limited to the designated portion of the record to which the consent or statutory authority applies.

Neither the District nor any of its employees shall release, disclose, or grant access to information found in any school student record except under the conditions set forth in the Illinois School

Student Records Act. 105 ILCS 10/6. Absent a court order, school officials do not provide educational records to the Immigration Customs Enforcement.

The Building Principal shall grant access to school student records as detailed below. The Building Principal shall consult with the Superintendent and, if authorized, the Attorney for the District concerning any questions.

Access to Parent/Guardian or Eligible Student

1. A student's parent(s)/guardian(s) or eligible student, or designee, are entitled to inspect and copy information in the student's school record; a student less than 18 years old may inspect or copy information in his or her permanent school record. 105 ILCS 10/5. A request to inspect or copy school student records shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 10 school days after the receipt of such a request. 105 ILCS 10/5(c). The District may extend this timeline by up to five additional business days if one or more of these six reasons applies:
 - a. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
 - b. The request required the collection of a substantial number of specified records;
 - c. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
 - d. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
 - e. The request for records cannot be complied with by the school district within the time limits prescribed by subsection (c) without unduly burdening or interfering with the operations of the school district; or
 - f. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request.105 ILCS 10/5(c-5).

The District and the person making the request may also agree in writing to extend the timeline for response. The response to an access request for a special education student's records shall include those school student records located in the special education office.
2. The parent(s)/guardian(s) or the District may request a qualified professional to be present to interpret the student's records. 105 ILCS 10/5(b). If the District makes the request, it is responsible for securing and bearing the cost of the professional's presence.
3. Unless the District has actual notice of a court order or a notice of a *parenting plan* under the Illinois Marriage and Dissolution of Marriage Act, indicating otherwise:
 - a. Divorced or separated parents/guardians with and without *parental responsibility* (formerly custody) are both permitted to inspect and copy the student's school student records 750 ILCS 5/602.11.
 - b. The Building Principal shall send copies of the documents listed below to both divorced or separated parents/guardians at either's request. 105 ILCS 5/10-21.8.
 - 1) Academic progress reports or records
 - 2) Emotional and physical health reports
 - 3) Notices of school-initiated parent-teacher conferences
 - 4) School calendar regarding the student
 - 5) Notices about open houses, graduations, and other major school events including student-parent/guardian interaction
4. The school will deny access to a student's school records to a parent against whom an order of protection (OP) was issued if OP prohibits the parent from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal

Procedure of 1963. See the Ill. Marriage and Dissolution of Marriage Act, 750 ILCS 5/602.11(a), and 750 ILCS 60/214(b)(15) and 222(f). Also see **Orders of Protection**, below.

5. Parent(s)/guardian(s) or the student shall not be granted access to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to 1/1/75, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements. 105 ILCS 10/5(e).

Access With Consent of Parent/Guardian or Eligible Student

1. Access will be granted to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student, stating to whom the records may be released, the information or record to be released, and the reason for the release. 105 ILCS 10/6(a)(8); 23 Ill. Admin. Code §375.70(e). Whenever the District requests the consent to release records, the Building Principal shall inform the parent(s)/guardian(s) or eligible student in writing of the right to inspect, copy, and challenge their contents and to limit such consent to designated portions of the records. 105 ILCS 10/6(a)(8).
2. Access to any record that is protected by the Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA, 740 ILCS 110/), specifically that of a therapist, social worker, psychologist, nurse, agency, or hospital that was made in the course of providing mental health or developmental disabilities services to a student, will be granted according to the consent requirements contained in MHDDCA. 740 ILCS 110/4 and 5.

Access Without Notification to or Consent of Parent/Guardian or Eligible Student

1. District employees or officials of the Illinois State Board of Education will be granted access, without parental/guardian consent or notification, when a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need. 105 ILCS 10/6(a)(2). Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest. 105 ILCS 10/6(a)(2).
2. Access will be granted, without parental/guardian consent or notification, to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent/guardian can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. 105 ILCS 10/6(a)(4).
3. Access will be granted, without parental/guardian consent or notification, to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information between them. 105 ILCS 10/6(a)(13), added by P.A. 102-557.
4. The District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the parent(s)/guardian(s). 20 U.S.C. §1232(g)(j), as added by the Sec. 507 of the U.S.A. Patriot Act of 2001. An *ex parte* order is an order issued by a court of competent jurisdiction without notice to an adverse party.
5. A Serious Habitual Offender Comprehensive Action Program (SHOCAP) committee member will be granted access, but only to the extent that the release, transfer, disclosure,

- or dissemination is consistent with the Family Educational Rights and Privacy Act. 105 ILCS 10/6(a)(10) allows disclosure to SHOCAP committee members who are “state and local officials and authorities” as those terms are used in the federal Family Educational Rights and Privacy Act. This federal law does not define “state and local officials and authorities;” rather, it limits when disclosure may be made to such officials and authorities.
6. Juvenile authorities will be granted access when necessary for the discharge of their official duties upon their request before the student’s adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. *Juvenile authorities* means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court. 105 ILCS 10/6(a)(6.5).
 7. Military recruiters and institutions of higher learning will be granted access to secondary students’ names, addresses, and telephone listings, unless the student’s parent(s)/guardian(s) submits a written request that such information not be released without the prior written consent of the parent/guardian or eligible student. Only this written consent process may be used, no other processes, such as an opt-in process, etc., may be used. Military recruiters and institutions of higher learning have access to students’ names, addresses, and phone numbers even if the District does not release directory information. 20 U.S.C. §7908. For more information, see *Exhibit 7.340-AP1, E3, Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information; Exhibit 7.340-AP1, E4, Frequently Asked Questions Regarding Military Recruiters Access to Students and Student Information; ISBE Military Recruitment Access Reminder, announced in State Superintendent Smith’s Weekly Message, 11-27-18, at: www.isbe.net/Documents/Military-Access-Reminder.pdf*. The requirements in this paragraph apply only if the District receives funds under the Elementary and Secondary Education Act. Id.

Access Without Consent of, but With Notification to, Parent/Guardian or Eligible Student

1. In accordance with the procedures described in Section L below (Transmission of Records for Transfer Students), access will be granted, without parental/guardian consent, to the official records custodian of another school within Illinois or an official with similar responsibilities of a school outside Illinois, in which the student has enrolled or intends to enroll, upon the request of such official or student. 105 ILCS 10/6(a)(3).
2. Access will be granted pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order’s terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. 105 ILCS 10/6(a)(5). Parents of students who are named in a court order or parenting plan shall be deemed to have received the required written notice. The Building Principal shall respond to the order no earlier than five school days after its receipt in order to afford parents/guardians the opportunity to review, inspect, and challenge the records if the parents choose to do so. 23 Ill. Admin. Code §375.70(d).

For the purposes of these procedures, a court order is a document signed by a judge. A subpoena signed by a court clerk, an attorney, or an administrative agency official shall not be considered a court order unless signed by a judge. 23 Ill. Admin. Code §375.40(a).

3. Information may be released without parental consent, in connection with an articulable and significant threat to the health or safety of a student or other individuals, to appropriate persons if the knowledge of the requested information is necessary to protect the health or safety of the student or other individuals. The Building Principal shall make this decision taking into consideration the seriousness of the threat to the health or safety of the student or other individuals, the need for such records to meet the emergency, whether the persons to whom such records are released are in a position to deal with the emergency, and the extent to which time is of the essence in dealing with the emergency. 105 ILCS 10/6(a)(7); 23 Ill. Admin. Code §375.60. The Building Principal shall notify the parent(s)/guardian(s) or eligible student, no later than the next school day after the date that the information is released, of the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
4. The District will grant access as specifically required by federal or State statute, provided the individual complies with the requirements in 23 Ill. Admin. Code §375.70(b). 105 ILCS 10/6(a)(6). Prior to granting access, the Building Principal shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. 105 ILCS 10/6(b); 23 Ill. Admin. Code §375.70. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release relates to more than 25 students, a notice published in the newspaper is sufficient.

The District may charge for copying information from a student's records. No parent/guardian or student shall be precluded from copying information because of financial hardship. 23 Ill. Admin. Code §375.50.

I. Record of Release

Except as provided below, a record of all releases of information from school student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. 105 ILCS 10/6(c). This record shall be maintained for the life of the school student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, Building Principal, or other authorized person. The record of release shall include each of the following:

1. The nature and substance of the information released or made accessible;
2. The name and signature of the Building Principal releasing such information;
3. The name and capacity of the person requesting the information and the purpose of the request;
4. The date of the release or grant of access;
5. A copy of any consent to such release.

No record of a disclosure is maintained when records are disclosed according to the terms of an *ex parte* court order. 20 U.S.C. §1232(g)(j)(4).

J. Orders of Protection

Upon receipt of a court order of protection that prohibits a Respondent's access to records, the Building Principal shall file it in the temporary record of a student who is the *protected person* under the order of protection. No information or records shall be released to the Respondent named in the order of protection. 750 ILCS 60/222(f).

K. Parenting Plans

Upon receipt of a parenting plan under the Illinois Marriage and Dissolution of Marriage Act (750 ILCS 5/), the Building Principal shall file it in the temporary record of a student who is the subject of the parenting plan.

L. Transmission of Records for Transfer Students 105 ILCS 10/6(a)(3); 23 Ill. Admin. Code §§375.70 and 375.75.

The Building Principal shall:

1. Within 14 calendar days after enrolling a transfer student, request directly from the student's previous school a certified copy of the student's record. The District shall exercise due diligence in obtaining the copy of the record requested.
2. Upon the student's request or that of the official records custodian of another school in which the student has enrolled or intends to enroll, within 10 calendar days, transfer a certified copy of the student's record (that is, the student's permanent and temporary record) to the official records custodian of the appropriate school and retain the original records. The records transfer is subject to prior notice to the student's parent(s)/guardian(s) as described above in Section H (Access to School Student Records). See *Board policy 7.50, School Admissions and Student Transfers To and From Non-District Schools*.
3. Determine if the school or special education office has any record that is protected by the MHDDCA concerning the transferring student, specifically a record or report made by a therapist, social worker, psychologist, nurse, agency, or hospital that was made in the course of providing mental health or developmental disabilities services. If so, ask the appropriate person as identified in 740 ILCS 110/4 whether to send the record protected by MHDDCA to the new school and, if yes, obtain a written consent for disclosure as provided in 740 ILCS 110/5.
This requirement does not apply to special education records and reports that are related to the identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities. 23 Ill. Admin. Code §375.10.
4. Provide the parent/guardian or eligible student prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge it. If the parent's/guardian's address is unknown, notice may be served upon the official records custodian of the requesting school for transmittal to the parent/guardian. This service is deemed conclusive, and ten calendar days after this service, if the parents/guardians make no objection, the records may be transferred to the requesting school.
5. Destroy any biometric information collected and do not transfer it to another school district.
6. Refrain from transferring the records if a student's record has been flagged as a "missing child" as provided in Section 5 of the Missing Children Records Act and Section 5 of the Missing Children Registration Law. The District shall notify the Illinois Department of State Police or the local law enforcement authority of the request.
7. Retain the original records in accordance with the requirements of 105 ILCS 10/4.
8. Include information about whether or not the student is in good standing and whether or not the student's medical records are up-to-date and complete. 105 ILCS 5/2-3.13a.
9. Maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record.

If the student has unpaid fines, fees, or tuition charged pursuant to 105 ILCS 5/10-20.12a and is transferring to a public school located in Illinois or any other state, the Building Principal shall (23 Ill. Admin. Code §375.75(i)):

1. Transfer the student's *unofficial record of student grades* in lieu of the student's official transcript of scholastic records. The *unofficial record of student grades* means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. These records shall also include the school's name and address, the student's name, the name and title of the school official transmitting the records, and the transmittal date.
2. Within 10 calendar days after the student has paid all of his or her unpaid fines or fees and at this District's own expense, forward the student's official transcript of scholastic records to the student's new school.

The Principal shall include the following information with the transferred records if the student is transferring to another public school located in Illinois or any other state and at the time of the transfer is currently serving a term of suspension or expulsion for any reason: 105 ILCS 5/2-3.13a; 23 Ill. Admin. Code 375.75(j).

1. The date and duration of the period of any current suspension or expulsion; and
2. Whether the suspension or expulsion is for: (a) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. §7961 et seq.); (b) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or (c) battering a school staff member.

M. Directory Information 23 Ill. Admin. Code §375.80

The District may release certain directory information regarding students as permitted by law, except that a student's parent(s)/guardian(s) may prohibit the release of the student's directory information. Directory information is limited to:

1. Student's Name
2. Student's Address
3. Student's Grade level
4. Student's Birth date and place
5. Parents'/guardians' names, addresses, electronic mail addresses, and telephone numbers
6. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
7. Academic awards, degrees, and honors
8. Information in relation to school-sponsored activities, organizations, and athletics
9. Major field of study
10. Period of attendance in school

No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion, or fundraising, without the prior, specific, dated, and written consent of the parent or eligible student (see 765 ILCS 1075/30). 23 Ill. Admin. Code §375.80. The following shall not be designated as directory information: (a) an image on a school security video, or (b) student social security number or student identification or unique student identifier.

The notification to parents/guardians and students concerning school student records will inform them of their right to object to the release of directory information. See 7.340-AP1, *E1 Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*.

N. Student Record Challenges

Parents/guardians have the right to a hearing to challenge the accuracy, relevancy, or propriety of any entry in their student's school records, exclusive of academic grades and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. 105 ILCS 10/7; 23 Ill. Admin. Code §375.90. A request for a hearing should be submitted to the Superintendent and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. The following procedures apply to a challenge: 105 ILCS 10/7; 23 Ill. Admin. Code §375.90.

1. The Superintendent or designee will invite the parent(s)/guardian(s) to an initial informal conference, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated. The Superintendent will appoint a hearing officer, who is not employed in the attendance center in which the student is enrolled.
3. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent(s)/guardian(s) and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
4. At the hearing each party shall have the right to:
 - a. Present evidence and to call witnesses;
 - b. Cross-examine witnesses;
 - c. Counsel;
 - d. A written statement of any decision and the reasons therefore; and
 - e. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.
5. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a transcript is not required in an appeal.
6. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parent(s)/guardian(s) and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
 - a. To retain the challenged contents of the school student record;
 - b. To remove the challenged contents of the school student record; or
 - c. To change, clarify or add to the challenged contents of the school student record.
7. Any party has the right to appeal the decision of the local hearing officer to the Regional Superintendent, within 20 school days after the decision is transmitted to the parties. The parent(s)/guardian(s), if they appeal, shall so inform the District and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent materials to the Regional Superintendent. The District may initiate an appeal by the same procedures.
8. The final decision of the Regional Superintendent may be appealed to the circuit court of the county in which the District is located.
9. The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The District will include a copy of the statement in any release of the information in dispute. 105 ILCS 10/7(d).

O. Amendment of Records

Students may request a change in the legal name associated with school student records by presenting a certified new or amended birth certificate or court order indicating a change in the

student's legal name. Transgender, nonbinary, or gender nonconforming students may request a change in the name identified on school records by presenting a Name or Gender Identity Change Request (see Board Exhibit 7.10-E3) signed by the student and the student's parent or guardian if the student is a minor; provided, however, that no change shall be made to the legal name associated with school student records until a certified new or amended birth certificate or court order indicating a change in the student's legal name has been presented. Students may request a change in the gender identified on school student records by presenting a certified new or amended birth certificate indicating a change in the student's sex designation, a Physician's Affidavit (see Board Exhibit 7.10-E2) indicating the student has a medical diagnosis of gender dysphoria, or a Name or Gender Identity Change Request (see Board Exhibit 7.10-E3) signed by the student and the student's parent or guardian if the student is a minor. School student records will be amended to the extent it is reasonably practicable.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act;
 34 C.F.R. Part 99.
 105 ILCS 10/, Illinois School Student Records Act;
 23 Ill. Admin. Code Part 375.
 740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality
 Act.
 750 ILCS 5/, The Illinois Marriage and Dissolution of Marriage Act.

Equal Educational Opportunities

Equal educational and co-curricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8.20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2.260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, based on 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 co-curricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2.260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §791, et seq., Rehabilitation Act of 1973.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
Ill. Constitution, Art. I, §18.
105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, and 5/27-1.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
23 Ill. Admin. Code §1.240 and Part 200.

CROSS REF.: 2.260, 2.265, 6.65, 7.20, 7.50, 7.60, 7.130, 7.160, 7.165, 7.180, 7.185, 7.250, 7.330, 7.340, 8.20

Student Support Services

The following student support services may be provided by the District:

1. Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the adverse health effects of bed bugs and spread of disease.
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from the student's parents/guardians. The results will be given to the parents/guardians, with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parents/guardians must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Dept. of Children and Family Services (DCFS) when enrolling in or changing schools.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse, along with District and community-based options for victims of sexual abuse to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: 105 ILCS 5/10-23.13(b) and 5/21B-25(B)
405 ILCS 49/, Children's Mental Health Act of 2003.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
CROSS REF.: 6.65, 6.270, 7.100, 7.280, 7.290, 7.340

MCLEAN COUNTY UNIT DISTRICT 5

Proposal for Consulting Services

February 7, 2022

This Agreement contains proprietary information and may not be distributed to any other entity or person not associated with or in the employment of MCLEAN COUNTY UNIT DISTRICT 5.



SITUATION ANALYSIS

McLean County Unit District 5 (hereinafter: D5) is seeking to engage the community in a collaboration to determine the future of their school district and potential community buy-in for the enhancements/investments necessary to achieve that vision.

Next steps are to engage the community, solicit feedback, finalize a community-based committee to lead these efforts, engage the board on a decision, and collaboratively chart a course forward.

EOSullivan Consulting (hereinafter: EOS) is an Illinois-based firm that specializes in driving consensus to achieve policy victories in Illinois. Ed Sullivan is a former legislator with 14 years of experience bringing stakeholders together to win tough policy battles in Springfield and over 25 years of experience leading in local government. Sullivan is widely considered the property tax expert in Illinois and has extensive experience assisting local Illinois governments with community engagement.

EOS developed a successful consulting package that assists units of local government, including school districts, with engaging the community, crafting messaging, engaging key influencers, and developing consensus plans. These services will be engaged, utilizing in person and virtual tactics as necessary to comply with current public safety guidelines, to assist D5 in this important community effort.

We will gather data in three tracks:

- Intuitive: Since the success of any public effort is driven by people's intuitive, gut reactions, it is vital that we gather the full public's intuitive feelings throughout this process. This shows us where people stand today. We use several methods to gather this data, primarily scientific phone surveys.
- Informed: Gathering feedback from those who have had a chance to learn more about the information we are presenting gives us informed opinions. This shows us where people will stand if educated and given time to digest that information. We gather this data through multiple methods, especially a community committee.
- Passion: We must also identify the level of passion within segments of the public supporting or opposing specific things throughout this process. That passion shows us how strongly the public feels about things and allows us to incorporate that data as we develop the final plan. This data is gathered throughout, though one of the best methods is through public forums.

Through this three-track process, we will engage as many district residents as possible to give the board and administration the data they need to make decisions. This will earn the support and respect from the public, because the district will have conducted a transparent and collaborative process that brings the community together and results in a true consensus plan to solve the district's pressing challenges.



PUBLIC RELATIONS & MESSAGING

Running parallel with the community engagement efforts and continuing until the board votes on a final plan, it is imperative we consistently educate the public and influencers on the positive accomplishments of the district, the need to invest in the schools, and areas they would see improvement if those investments are made. This will lead to a stronger ongoing relationship between residents and their schools, increased favorability for the school district, and further community investment in this important issue and effort.

In addition, we must inform key stakeholders of D5's plans for the future, make the public aware of this effort, and educate as many individuals as possible why this path is the right one for D5's future. This understanding will set up any potential efforts for success.

To accomplish this, we will develop effective messaging that will be used by all individuals and entities involved in this effort, keeping all communications consistent. We will develop messaging in coordination with D5, and messaging will be adjusted at the beginning of each phase to ensure it addresses concerns and incorporates feedback gathered from community and key influencers. Then, this messaging will be disseminated to all stakeholders. We will also provide direct support and even training should it be necessary to ensure everyone is comfortable with the messaging and effective in its delivery.

We will also work with the district to engage key influencers directly to provide them information on the ongoing process so they are equipped to answer any questions they may receive. We will develop the process, work with the district to assign influencers to each team member based on existing relationships, and provide talking points for each round of influencer engagement. During these efforts, we will actively solicit influencer feedback and include that feedback in each phase. If necessary, we may schedule an event, such as a breakfast, to bring influencers together for a collaborative private discussion.

FOUNDATIONAL COMMUNITY ENGAGEMENT

Phase 1 continues with foundational community engagement. This is important because if any eventual effort is not a community-driven effort, and is not viewed as such, that effort is doomed from the start. EOS will work with the administration to actively engage the community on the path forward for the school district.

This effort will begin by developing a committee of individuals who will provide direct input throughout the entire process, specifically including anyone who has been involved in any previous district facilities or financial planning. The committee will be made up of a cross-section of D5 stakeholders: parents, students, taxpayers without children in the schools, business leaders, teachers, and administration. The committee will be tasked (with assistance from EOS) with the responsibility of actively gathering input from the community on where they would like to see their school district in the future and providing that input to D5. During this phase, we will hold one to two meetings of this community committee.

We will also host several public community events open to all D5 residents. We will actively promote the events and encourage attendance from parents, students, taxpayers, and community stakeholders. The events will provide the latest positive information about D5 and the facility planning process to date, lay the foundation for the discussion by detailing the district's needs and challenges, then actively solicit open-ended input from the community on areas of success, opportunities for improvement, and what investments they would like to see in their schools. It will also allow for questions and answers to further the community's knowledge.



This information will all be made available on D5's website, and the public will be provided additional collaboration opportunities through email, comment cards, and the website. We will also engage various community groups through direct meetings, such as PTOs, municipal leaders, and local civic organizations.

Once this foundational engagement process is complete, we will formalize a report for the administration and school board. This report will serve as the roadmap moving forward in D5's ongoing efforts to advance their mission and will inform the next phase in this effort.

DETAILED COMMUNITY ENGAGEMENT

The second round of public community engagement efforts are held during Phase 2. This round is more direct, providing detailed information on potential projects as well as their potential costs (the same projects tested with the Menu Survey). This step cements this process as truly being community-driven.

We will accomplish this by holding a series of public, town hall style events. We will actively promote the events and encourage attendance from parents, students, taxpayers, and community stakeholders. These events will be held at various locations and times of the day so all community members have the opportunity to attend. The administration will make a short presentation outlining the process that led to that point and the projects under consideration. Then, there will be a break where attendees go to a pre-determined area and review boards with details for all the projects under consideration. Staff will be available at each station to discuss the projects and answer questions. Once this is done, the event will conclude with a public Q&A on the projects. Comment cards will also be made available to all attendees in order to solicit their feedback and learn their preferences as to the priority level of each project.

In addition, one to two meetings of the community committee will be held during this phase. At these meetings we will actively solicit feedback from committee members and will have them provide their preferences as to priority levels.

This leads into Phase 3, where we hone in on the potential final plan. At a meeting of the community committee, as well as in the Options Survey detailed below, we provide three final potential options to the public for feedback on their preference. This is the final piece of data needed to finalize the plan and move to any needed next steps.

SCIENTIFIC SURVEY RESEARCH

A successful process and outcome is driven by unbiased data. Using surveys, we can gather important data that will help guide D5's efforts. This step is crucial in the overall effort.

Along with our partners, we have been conducting surveys for nearly a decade now nationwide, including over 100 in the Chicago suburbs alone over the past five years. We have conducted survey research for a number of Illinois municipalities, school districts, and colleges. We employ polling and data experts who conduct the polls, then we analyze the results using our knowledge of our clients' needs as well as our long history of involvement in Illinois issues, elections, and referendums.

Our recommendation is to conduct two surveys. The first is taken at the beginning of Phase 2 and is what we call a "menu survey." The menu survey gives a full list of potential projects and components to those projects (ideally no more than ten) for the public to consider, providing the features, benefits, and costs for each item and then asking if the public supports or opposes it (and how strongly). We also test various potential funding levels, giving details on the property tax impact of each project and how many could be funded. In the past, we have also tested potential solutions



to major challenges, generic categories of projects, opinions of schools and school boards, positions on hot-button issues that generate strong opinions, potential funding methods, and preferences for multi-optioned projects such as building, renovating, or repairing buildings. The data from this survey will help us identify which projects are most and least favorable and how much the community is willing to invest in D5, which will inform the plan moving forward.

The second survey is taken during Phase 3 and is what we call an “options survey.” This survey tests three final options at different funding levels, developed using data gathered from the menu survey, rankings from committee and community engagement efforts, and information gathered from the public. This gives the public one final opportunity for input in determining the final plan, provides more useful data to D5, and can be used to indicate to the public the level of support that exists for the final plan. These numbers will be strong if all previous steps have been followed appropriately, because the final plan will consist of items the community has indicated they support.

We will guide D5 through this entire process. We start by helping identify the subjects to poll and the questions to ask, ultimately writing the scripts. We then coordinate the execution of the poll, keeping a close eye to verify we are generating enough responses to ensure accuracy. Then our data experts conduct any weighting and modeling necessary. Finally, we present to D5 a summary of the results, a breakdown of those results by demographic and region, and an analysis of the data as part of each phase’s report.

FINAL PLAN & (IF NEEDED) REFERENDUM DEVELOPMENT

This takes us to the final phase, Phase 4. Equipped with the data from the community engagement and survey research, we will work with the administration, the district’s experts, and the board to determine the best possible course forward and finalize the plan.

We will help D5 finalize the plan based on the data gathered from the community through the community engagement process. This includes determining funding options/levels and which projects should be funded.

Should a referendum be needed, we will work with D5’s bond counsel and local counsel to craft the ballot question (we also have relationships with multiple bond houses should an introduction be required). We will also help D5 determine when to put the referendum on the ballot. The next two opportunities available once this community engagement process is complete are the General Election in November of 2022 and the Consolidated Election in April of 2023. With our knowledge of the political landscape as well as our ability to use data to predict the makeup of electorates, we will advise D5 on the best path forward.

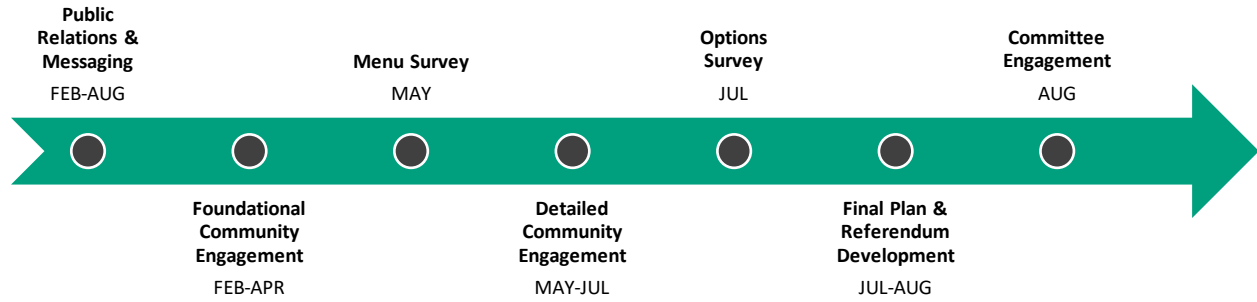
COMMITTEE ENGAGEMENT

We will facilitate the formation of a community-based committee to take the lead on informing the public of the plan and answering their questions. Oftentimes members of the community engagement committee form the backbone of this new committee. The exact form of the committee will be determined based on the best fit for the situation, whether it’s a committee filed with the state, a foundation, or some other form of organization. We will assist with setting up the committee and ensuring legal compliance.

Most importantly, this committee will be community-based. It will be comprised of community leaders with a vested interest in seeing D5 succeed, a belief in the final plan, and support for the chosen path. We will assist in identifying the individuals to serve on this committee, secure their participation in the committee, and prepare them for fulfilling their role on the committee.



TIMELINE



Note: Based on scheduling of public presentations and board meetings, the above timeline could alter in detail but not in substance. A more detailed timeline will be developed in partnership with D5.

EOS TEAM

EOS has an entire team, internal and external, that works together to provide the services detailed in this agreement. For your reference, below are the primary team members who will be working on this project and their roles and responsibilities, though EOS retains the right to adjust our team as necessary to ensure we are providing the best possible support to our clients:

- Ed Sullivan & Collin Corbett: Strategy & Messaging
- Rich Carter: Community Engagement
- Ryan Kilduff: Operations
- Lane Davis: Communications & Content
- Michael Butler: Marketing
- Abe Levy: Data & Technology
- Abbey Corbett: Events

PROJECT COST

Billing structure to be determined in consultation with client as determined to be best for D5. We can break down billing monthly, by project, or lump sum.

Total Cost: \$60,000 for Consulting, Plus \$10,000 for Surveys

Cost By Project:

- Community & Committee Engagement: \$30,000
- Public Relations & Messaging: \$20,000
- Final Plan & (If Needed) Referendum Development: \$10,000
- Surveys: \$10,000 for 2 Automated Surveys with Modeling/Weighting



TERMS

- All pricing good for 30 days from date of proposal.
- Agreement terms are from date of signature until project completion.
- Client will be billed based on determination between EOS and D5, to be agreed upon in writing.
- Client will reimburse EOS for mutually agreed upon expenses. Expenses will be included on the following invoice. Proper documentation of each expense will be available at any time upon request.
- D5 and EOS reserve right to terminate this Agreement with 30 days' notice without cause.

CONDITIONS

- Completion of projects contingent on timely communication from client.
- During the term of this Agreement, EOS and its employees will not perform services, whether compensated or voluntary under the employment of EOS or independently, that shall conflict with any activities of D5 or cause to sully the goodwill of, or put into disrepute, D5 or its agents or clients.
- In the performance of its services, EOS shall comply with all laws applicable to the performance of such services and otherwise applicable to D5, its board members and employees, including, but not limited to, the State Ethics Act and laws governing lobbying, political activities, and the use of public funds. EOS shall comply with any D5 Board Policies regulating ethics and gift bans.
- All information and materials related to D5 and its operations are the property of D5 and will be treated as confidential information; EOS will not disclose any confidential information during or after the terms of this Agreement.
- Both parties agree that the duties and services outlined in this Agreement do not include any type of lobbying and/or government relations activities with the State of Illinois. If both parties agree that lobbying services are needed, then a separate and independent agreement would be executed and both parties would register with the Illinois Secretary of State's office, Index Division and follow all applicable Illinois laws and regulations.
- Client agrees to allow reasonable use of its name and work resulting from this Agreement for EOS's promotional efforts.
- Each Party ("the Indemnitor") will defend, indemnify, and hold harmless the other Party, the other Party's affiliates, subsidiaries, and related companies, and its trustees, members, officers, directors, agents, representatives, and employees, and each of their respective successors (collectively, the "Indemnitees") against any and all third party claims, suits, losses, damages, suits, fees, judgments, costs, and expenses (collectively referred to as "Claims"), including reasonable attorney's fees incurred in responding to such Claims, caused by any act, omission, negligence, or breach of this Agreement by the Indemnitor in connection with the performance of the Services.
- In no event shall either party be liable to the other for special, indirect, incidental, or consequential damages, including, without limitation, loss of use or loss of profits, regardless of whether such damages are caused or allegedly caused by breach of Agreement, tort or otherwise (including negligent or willful act or omission, warranty, indemnity, or strict liability).
- **Certifications.** As required by the Criminal Code, 720 ILCS 5/33E-11, by executing this Agreement, EOS certifies that it is not barred from contracting with any unit of State or local government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the Criminal Code. EOS agrees that if this certification is false, D5 may declare the Agreement void. EOS further certifies that it will provide a drug free workplace as required by the Illinois Drug Free Workplace Act, 30 ILCS 580/1 et seq.



- **Equal Employment Opportunity.** EOS agrees to fully comply with the requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., including, but not limited to, the provisions of sexual harassment policies and procedures pursuant to Section 2-105 of the Act. EOS further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the Americans with Disabilities Act, 42 U.S.C Section 1201 et seq., and rules and regulations promulgated thereunder.
- As required by Illinois law, in the event of EOS's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), EOS may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Agreement, EOS shall agree as follows:
 - a. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service or arrest record status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
 - b. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the areas from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
 - c. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service.
 - d. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of EOS's obligations under the Illinois *Human Rights Act* and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with EOS in its efforts to comply with such Act and Rules, EOS will promptly so notify the Department and D5 and will recruit employees from other sources when necessary to fulfill its obligation thereunder.
 - e. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or D5, and in all respects comply with the Illinois *Human Rights Act* and the Department's Rules.
 - f. That it will permit access to all relevant books, records, accounts and work sites by personnel of D5 and the Department for purpose of investigation to ascertain compliance with the Illinois *Human Rights Act* and the Department's Rules.
 - g. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such sub. In the same manner as with other provisions of the Agreement, EOS will be liable for compliance with applicable provisions of this clause by such sub; and further it will promptly notify D5 and the Department in the event any sub fails or refuses to comply therewith. In addition, EOS will not utilize any sub declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.
- This typewritten Agreement constitutes the entire Agreement of the Parties and supersedes all prior or contemporaneous written or oral negotiations, correspondence, understandings, and agreements, between



the Parties respecting the subject matter hereof. Any changes, additions, stipulations, or deletions including correcting lining out by any party to this Agreement or signator to this Agreement will not be considered agreed to or binding on any party unless such modifications have been initialed or otherwise approved in writing by all parties to this Agreement. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provisions, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

ACCEPTANCE

In Witness Whereof, the parties hereto agree to the deliverables, scope, cost, and terms & conditions of this Agreement. Client representative is duly authorized to enter into this Agreement.

EOSULLIVAN CONSULTING

MCLEAN COUNTY UNIT DISTRICT 5

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



**CERTIFICATE OF APPROVAL FOR THE EXPENDITURE OF
FIRE PREVENTION AND SAFETY FUNDS**

(Section 17-2.11 of the School Code)

FOX CREEK ELEMENTARY SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 12	

Total Previously Approved	
Approved to raise with this Amendment	\$54,000.00
Total Approved to Date	\$54,000.00
Existing District Funds Approved	\$0.00

I, , State Superintendent of Education, acknowledge receipt of the estimate of cost certified by the architect/engineer required:

1.	<input type="checkbox"/>	to bring this school building into compliance with the safety standards set forth in 23 Ill. Adm. Code Part 175, 23 Ill. Adm. Code Part 180, and or 23 Ill. Adm. Code Part 185 as promulgated by the State Board of Education.
2.	<input type="checkbox"/>	to bring the school building into compliance with the Asbestos Abatement Act 105 ILCS 105/1 et.seq, and the federal Asbestos Hazard Emergency Response Act of 1986 as amended (AHERA).
3.	<input type="checkbox"/>	to provide funds for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes pursuant to Section 17-2.11 of the School Code with funds not necessary for the completion of items under No. 1 or No. 2 above.

I Further certify that the estimate of total approval to date, in the amount of \$54,000.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education
------	--

EXPLANATORY NOTES:

1.	<input checked="" type="checkbox"/>	No items in this amendment were disapproved nor were any of the estimated costs adjusted.
2.	<input type="checkbox"/>	One or more items in this amendment were disapproved and the estimated costs adjusted accordingly. The amount shown above as the total amount approved for this amendment reflects an aggregate cost adjustment of + / - \$0.00. Comments regarding this amendment and a list of the items disapproved and cost adjustments applied are attached to this certificate.

COMMENTS:

ADJUSTED ITEMS:

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON
---------	-------------	------------------	-----------------	------------	--------

(35-22) (7/07) Prescribed for ISBE for ISBE Use

REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The FOX CREEK ELEMENTARY SCHOOL school, located at 3910 Fox Creek Rd Bloomington, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 8/5/2020.

- All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.
- All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 54,000.00.

<i>Name of Architect/Engineer</i> Randall Middleton	<i>Name of Firm</i> MIDDLETON ASSOCIATES INC.
<i>Phone Number</i> (309) 452-1271	<i>Fax Number</i> (309) 454-8049.
<i>License Number</i> 001-007938	<i>Expiration Date</i> 11/30/2022
<i>Email Address</i> rand@miltonassociates.net	<i>[Seal and Signature]</i>

PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- a. Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- b. The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- c. The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- d. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- e. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).
- f. All work authorized by the District will be executed in conformity with all applicable codes.
- g. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

(35-76) (7/07) Prescribed by ISBE for ISBE Use

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE 064, McLean				2. DISTRICT CODE/NAME 0050, McLean County USD 5			3. FACILITY CODE/NAME FOX CREEK ELEMENTARY SCHOOL		
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation			9. Recommendation to correct violation		
1	North Classrooms	b.	BOCA 3401.2	There are seven Classrooms and two Commons Rooms with exits on the north elevation. The grade is almost flat on the north side, and in the winter the side walk always heaves up enough to cause the Emergency exit doors to scrape and catch on the heaved concrete. This year the ROE/ State Fire Marshal Inspection noted this as a violation of exit requirements.			Replace the doors and thresholds so new doors are shorter by 1.25" minimum so there is clearance for the doors to operate year around. The concrete cannot be lowered as this will cause ice to build up at each door due to the extremely flat grade.		

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE 064, McLean			2. DISTRICT CODE/NAME 0050, McLean County USD 5			3. FACILITY CODE/NAME FOX CREEK ELEMENTARY SCHOOL					
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Remove existing metal doors and thresholds. install new ramped up thresholds and new doors 1.25" shorter. Install new continuous hinges and new latch hardware. Paint doors to match exterior brick color and interior wall color.	each	9	2	\$45,000.00			8/16/2021	F

	Original Subtotal	\$45,000.00	Adjusted Subtotal	\$45,000.00	
	Original 10.00% Contingency	\$4,500.00	Adjusted 10.00% Contingency	\$4,500.00	
	Original 10.00% A/E Fees	\$4,500.00	Adjusted 10.00% A/E Fees	\$4,500.00	
	Original Grand Total	\$54,000.00	Adjusted Grand Total	\$54,000.00	

Items with a Funding Type of 'O' are not included in the cost calculation.
35-48 (7/07) (Prescribed by ISBE for Local Board Use)