

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

Wednesday, December 18, 2024

Public Session - 6:30pm (Sign up for public comments will be open from 5:15pm - 6:15pm)

Normal West High School

501 N Parkside Rd

Normal, IL 61761

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## 1. CALL TO ORDER AND ROLL CALL

## 2. ADJOURN TO CLOSED SESSION (5:45 p.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.

## 3. RECESS

## 4. RETURN TO PUBLIC SESSION

## 5. PLEDGE OF ALLEGIANCE

## 6. FOCUS ON STUDENTS AND GOOD NEWS REPORTS

- A Prairieland Good News Report 4
- B Unit 5 Energy Star Awards
- C Website Good News Report
- D RISE Award - Claye Vogelsang
- E Kingsley Junior High School - 7th Grade Girls Basketball Team 5

## 7. ACTION

A Appoint a Secretary Pro Tempore according to Board Policy 2.110; when the Secretary is absent from a meeting, the Board appoints a Secretary Pro Tempore to fulfill the Secretary's duties for that meeting.

## 8. PUBLIC HEARING

- A Public Truth in Taxation Hearing on Proposed Tax Levy for 2024.
  - 1 Comments Regarding Public Hearing

## 9. SUPERINTENDENT COMMENTS

## 10. PUBLIC COMMENTS

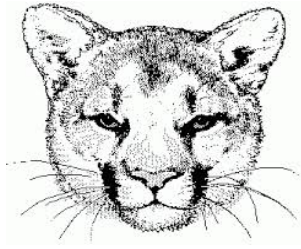
## 11. REPORTS

### A 1st Reading of Board Policies, Administrative Procedures and Exhibits

- 1 **Section 2: Board of Education**
  - a. Ethics and Gift Ban 6
- 2 **Section 4: Operational Services**
  - a. Administrative Procedure - School Threat Assessment Teams 11
- 3 **Section 5: Personnel**
  - a. General Personnel - Employee Ethics; Code of Professional Conduct; and Conflict of Interest 20
  - b. General Personnel - Personnel Records 25
  - c. Exhibit - Employee Request Form for Personnel Records (NEW) 27
  - d. Professional Personnel – Maintaining Student Discipline 29
- 4 **Section 6: Instruction**
  - a. Using Animals in the Educational Program 30
  - b. Administrative Procedure - Dissection of Animals 31
  - c. Exhibit - Guidelines and Application for Using Animals in School Facilities for Educational Purposes 33
- 5 **Section 7: Students**

|   |            |
|---|------------|
| a. Search and Seizure   | 38         |
| b. Exhibit - Letter to Parents/Guardians Regarding the Right to Privacy<br>in the School Setting Act  | 40         |
| c. Administrative Procedure – Student Discipline Guidelines   | 41         |
| d. Administrative Procedure - Student Re-Engagement Guidelines  | 46         |
| e. Suspension Procedures  | 48         |
| f. Administrative Procedure - School Student Records  | 51         |
| <b>B Requests for Information Pursuant to the Illinois Freedom of Information Act</b>   | <b>66</b>  |
| <b>The District has received and processed the following requests for information:</b>  |            |
| <b>C Field Trips/Overnight Trips</b>  | <b>67</b>  |
| <b>D Illinois Vision 2030</b>   | <b>68</b>  |
| <b>12. ACTION</b>   |            |
| A Adopt Resolution for Levying Taxes and Authorizing Certificate of Tax Levy for 2024.  | 77         |
| B Adopt Resolution Requesting the ROE to Certify a Question Regarding the County<br>School Facility Occupation Tax for the Consolidated Election in April.  | 80         |
| C Adopt Resolution Urging the Illinois General Assembly to Approve the Necessary Legislative<br>Changes to Implement the Recommendations Under the Three Pillars of Education Improvement as<br>Contained in the Illinois Vision 2030 Policy. | 82         |
| <b>13. CONSENT AGENDA</b>   |            |
| <b>A Approval of Minutes</b>  |            |
| Minutes are not released for public viewing until approved by the Board of Education  |            |
| 1 11.20.24 Closed Session Minutes   |            |
| 2 12.03.24 Closed Special Session Minutes   |            |
| 3 11.20.24 Regular Minutes  |            |
| <b>B Personnel Matters</b>  | <b>84</b>  |
| <b>C Payment of Bills and Payrolls</b>  | <b>88</b>  |
| <b>D Approve Finance Department Reports</b>   |            |
| 1 Financial Statements for October 2024   | 148        |
| E Hudson Student Activity Fund Establishment  | 150        |
| F Hudson Student Activity Fund Dissolution  | 151        |
| <b>G Approval of Insurance Renewals for Property/General Liability, School Board<br/>    Liability, Auto</b>  | <b>152</b> |
| <b>H Approve Board Policies, Administrative Procedures, and Exhibits</b>  |            |
| <b>1 Section 2: Board of Education</b>  |            |
| a. Board Member Development   | 153        |
| b. Immediately Available District Public Records and Web-Posted Reports and<br>Records (revised 11-20-24)   | 155        |
| <b>2 Section 3: General School Administration</b>   |            |
| a. Reporting Requirements for Building Principals Concerning<br>School Safety and Security  | 166        |
| <b>3 Section 4: Operational Services</b>  |            |
| a. Comprehensive Safety and Security Program  | 171        |
| b. Safety   | 181        |
| c. Revenue and Investments  | 184        |
| d. Purchases and Contracts  | 190        |
| <b>4 Section 5: Personnel</b>   |            |
| a. Fair Labor Standards Act Exemptions  | 193        |
| b. Equal Employment Opportunity   | 195        |
| c. Personal Technology and Social Media; Usage and Conduct  | 198        |
| d. Workplace Harassment Prohibited  | 201        |
| e. Abused and Neglected Child Reporting   | 205        |
| <b>5 Section 6: Instruction</b>   |            |
| a. Accelerated Placement Program Procedures   | 208        |
| b. Remote and/or Blended Remote Learning Day Plan(s)  | 210        |

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| c. Comprehensive Health Education Program  | 215 |
| d. Accelerated Placement Program   | 220 |
| e. Guidance and Counseling Program   | 226 |
| f. Curriculum Content  | 227 |
| <b>6 Section 7: Students</b>   |     |
| a. Use of Isolated Time Out and Physical Restraint   | 232 |
| b. Equal Educational Opportunities   | 234 |
| c. Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students                  | 236 |
| d. Prevention of and Response to Bullying, Intimidation, and Harassment                            | 240 |
| I Approve 48 Month Lease With Clayton Holdings, LLC For Two (2) T380AMR Scrubbers & Six (6) I-Mops | 246 |
| <b>14. BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS</b>              |     |
| <b>15. ADJOURNMENT</b>   |     |



# Prairieland Elementary School

Scott D. Peters, Principal  
1300 E. Raab Road, Normal, IL 61761  
309-557-4424 (o) 309-557-4425 (f)  
*"It's a great day to be a Cougar!"*

Date: December 3, 2024

I would like to recognize our incredible LBSI team at Prairieland Elementary. This includes both our resource and instructional teachers. This team is incredible and continues day in and day out to go above and beyond to provide support for our students.

Faced with being down resource teachers for the first half of the year and having to utilize a sub, our LBSI group immediately stepped up and took on extra work to make sure our students' services were received.

As a team they support one another and are phenomenal problem solvers. They are flexible in their daily approach and are always looking to do what is best for our kids.

They always say to surround yourself with smart, hardworking, caring people and great things will happen! This is definitely the case with this wonderful group of teachers.

Thank you for the great people you are and for all you do as educators for the students at Prairieland.

Sincerely,

Mr. Scott Peters  
Principal



**KINGSLEY JUNIOR HIGH SCHOOL**  
COMMUNITY. GROWTH. INNOVATION.

ELISA PALMER  
Principal

SYLVESTER DAVIS  
Associate Principal & Athletic Director

DENNIS LARSON  
Assistant Principal

303 Kingsley Street  
Normal, IL 61761

Phone: 309.557.4407  
Fax: 309.557.4508

December 13, 2024

**Dear Dr. Weikle and Board of Education,**

Kingsley Junior High School is proud to announce that our 7th Grade Girls Basketball Team has achieved an extraordinary milestone, winning the 7-4A State Championship for the second consecutive year! This accomplishment comes with an impressive 64-0 record over the past two seasons.

This remarkable achievement was made possible through the dedication and leadership of our coaches: Steve Wood, Roger Nalewajka, and Rebert Harris. We are incredibly proud of these talented student-athletes, who have represented Cougar Nation with skill, determination, and sportsmanship throughout the season and postseason competitions.

Thank you for allowing us to share this significant achievement with you.

Sincerely,

Elisa Palmer  
Kingsley Jr. High School Principal

### **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 the Board member or employee’s participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of the Board member or employee’s 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 the Board member’s or employee’s 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 District business.

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Adopted: June 9, 2004

Reviewed: ~~March 2023~~December 2024

Amended: April 26, 2023

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 the recipient's 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, the Board member's or employee's 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.

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Adopted: June 9, 2004

Reviewed: ~~March 2023~~December 2024

Amended: April 26, 2023

Page 3 of 5

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 the employee’s 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 Board member or official feels comfortable doing so, the Board member or official 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 5/22-93.  
5 ILCS 430/, State Officials and Employees Ethics Act.  
10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF.: 2.100 (Board Member Conflict of Interest), 2.110 (Qualifications, Term, and Duties of Board Officers), 2.260 (Uniform Grievance Procedure), 4.60 (Purchases and Contracts), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

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Adopted: June 9, 2004  
Reviewed: ~~March 2023~~ December 2024  
Amended: April 26, 2023

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**Administrative Procedure – School Threat Assessment Teams**

This procedure implements School Threat Assessment Teams. School Threat Assessment Team members are professional educators, mental health professionals, law enforcement professionals, and professionals from other disciplines as necessary who are trained in behavioral threat assessment. [105 ILCS 128/45\(a\)](#). ~~See 4.190-AP1, Targeted School Violence Prevention Program, for authority establishing School Threat Assessment Teams.~~

School Threat Assessment Teams function at the building level, taking direction from the District Safety Team. They identify, inquire, assess, and manage a range of threats that may be posed by the school community. Threats may be posed from a broad range of individuals affecting the school environment, including:

- Students: current and former (and potentially prospective)
- Employees: current and former (and potentially prospective)
- Parents/guardians or other family members of students
- Persons who are (or have been) in relationships with staff or students
- Contractors, vendors, or other visitors
- Persons unaffiliated with the District

Customize this procedure to each School Threat Assessment Team's building-specific needs, and use it in conjunction with [Administrative Procedure 4.190-AP1, Targeted School Violence Prevention Program](#); and [Exhibits 4.190-AP2, E1, Principles of Threat Assessment](#); [4.190-AP2, E2, Threat Assessment Documentation](#); [4.190-AP2, E3, Threat Assessment Key Areas and Questions; Examples](#); [4.190-AP2, E4, Responding to Types of Threats](#); and [4.190-AP2, E5, Threat Assessment Case Management Strategies](#). This procedure contains five sections as follows:

1. Glossary of Terms
2. School Threat Assessment Team Formation, Development, and Responsibilities
3. Assessing and Classifying Threats
4. Responding to and Managing Threats
5. Reporting Threats to Outside Agencies

Glossary of Terms

**Individual of Concern** – an individual who has been identified to pose a threat of violence or serious harm to self/others.

**Pose a Threat** – To pose a threat means an individual has, or is in the process of obtaining, the intent and capability to cause harm to self or others through planning and preparation.

**Protective Factors** – Characteristics or resources that make it less likely that an individual will engage in violence.

**Risk Factors** – Characteristics that make it more likely that an individual may engage in violence. Risk factors are usually stable over time.

**Target** – a school or an individual who is the intended target of the threat posed by the individual of concern.

**Threat** – A concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that could

cause harm to self or others. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means; it is considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by or communicated to a third party, and regardless of whether the target of the threat is aware of the threat.

**Threat Assessment** – A systematic, fact-based process emphasizing an appraisal of observed (or reasonably observable) behaviors to identify potentially dangerous or violent situations, to assess them, and to manage/address them.

**School Threat Assessment Team** – A multidisciplinary building-level based behavior threat assessment team lead by the Building Principal to perform specific threat assessments that must include at least one law enforcement official as well as cross-disciplinary representatives of the District who are most directly familiar with the mental and behavioral health needs of students and staff. The law enforcement official shall be the school resource officer. The cross-disciplinary representatives include the following individuals employed by the District and who are available to serve: the Building Principal, associate or assistant principals, ~~the school resource officer,~~ one or two classroom teachers, a special education teacher, the school counselor, the school psychologist, the school social worker, and the school nurse.

**School Threat Assessment Triage Team** – Consists of at least two members of the School Threat Assessment Team designated by the Building Principal to triage reported cases of concerning, aberrant, or threatening behavior and/or communication. Considers the nature and level of concern of cases to determine if existing resources and mechanisms are sufficient to address concerns, or whether the full School Threat Assessment Team should further assess and manage the situation, and initiates any crisis responses as appropriate.

#### **Types of Threats** –

**Routine/No Known Concern:** Individual of concern/situation does not indicate a threat of violence or harm to self or others, or need for assistance or intervention. No impact on others, environmental factors, or precipitants that need School Threat Assessment Team intervention. Close the case.

**Low Level:** The individual of concern/situation does not indicate a threat of violence or serious harm to self or others; would or may benefit from intervention or assistance with concerns. Individual of concern, environmental/systemic, or precipitating events may be present at low levels. May involve some ongoing assessment management with passive monitoring and/or periodic active monitoring, and referrals as appropriate. Close the case if no team interventions or monitoring are indicated.

**Moderate Level:** The individual of concern/situation does not appear to pose a threat of serious violence or harm though risk cannot be ruled-out. Individual of concern may be developing the capability for harm and is engaging in aberrant or concerning behaviors that indicate a need for assistance/intervention. Targets/others are likely concerned and impacted. Environmental/systemic or precipitating factors may be present. Consider law enforcement/security notification as appropriate. Requires ongoing assessment and management plan, active monitoring, and referrals as appropriate.

**High Level:** The individual of concern/situation poses, or is rapidly developing the capability for, a threat of serious violence or harm to self or others; or is in urgent need of hospitalization or treatment. Targets/others are impacted. Typically involves environmental/systemic factors and consideration for precipitating events. Requires immediate notification of school

administration and law enforcement, subject containment, target protection and safety plan, activation of crisis response protocols as appropriate, ongoing assessment and management plan, active monitoring, and referrals as appropriate.

**Imminent Level:** The individual of concern/situation poses an imminent threat of serious violence or harm to self/others and has or may reasonably have significant impact on others. Requires immediate law enforcement and school administration notification, subject containment, target protection and safety planning, implementation of crisis response and notification protocols, ongoing assessment and management plan, and active monitoring.

**Warning Signs** – Characteristics or behaviors that are associated with a current or escalating risk of violence. These tend to be dynamic, acute, and often associated with new stresses, events, losses, or failures.

School Threat Assessment Team Formation, Development, and Responsibilities

Following are tasks to integrate School Threat Assessment Teams into the District’s Targeted School Violence Prevention Plan.

| Actor                      | Action   |
|----------------------------|--|
| Superintendent or designee | <p>Ensures School Threat Assessment Teams are trained in threat assessment by a threat assessment expert. Free statewide training is available through the Ill. School and Campus Safety Program, at: <a href="https://ready.illinois.gov/plan/schools.html">https://ready.illinois.gov/plan/schools.html</a>.</p> <p>Prior to the start of each school year, files this procedure and a list identifying members of all School Threat Assessment Teams with (1) a local law enforcement agency, and (2) the Regional Office of Education or Intermediate Services Center, as applicable. 105 ILCS 5/128/45(b), amended by P.A. 102-791 and 103-175. Informs the Board that this filing was completed.</p>   |
| Building Principal         | <p><u>Leads the School Threat Assessment Team.</u></p> <p>Selects School Threat Assessment Team members, <del>with expertise in:</del> <u>including the school resource officer, as well as cross-disciplinary representatives of the District who are most directly familiar with the mental and behavioral health needs of students and staff. The cross-disciplinary representatives include the following individuals employed by the District or a special education cooperative that serves the District and who are available to serve:</u></p> <p><del>School administration, e.g., associate or assistant principals or other senior administrator from the school(s) covered by the School Threat Assessment Team;</del></p> <p><del>Instruction, e.g., a Classroom teacher(s) or administrators with recent instructional experience;</del></p> <p><u>Special education teacher (if applicable);</u></p> <p><del>Counseling, e.g., a school School counselor;</del></p> |

| Actor                                | Action   |
|--------------------------------------|--|
|                                      | <p><del>school</del> <u>School</u> psychologist; <del>and/or school social worker;</del></p> <p><del>Law enforcement, e.g., a school resource officer;</del></p> <p><del>Being a staff member in the building; and</del> <u>School social worker; and</u></p> <p>Other <u>District employees and or</u> community resource persons (as members or consultants as determined by the School Threat Assessment Team).</p> <p>When resources allow, selects designated back-up for each core TAT member, from the same or similar areas of expertise, to fulfill their duties in the event of their absence or inability.</p> <p>Designates a School Threat Assessment Triage Team. Ensures that any reporting mechanisms used by the school community are kept up to date, work consistently, and are checked on a regular and timely basis.</p> <p>Establishes an intake and triage process for reports regarding concerning, aberrant, or threatening behavior and/or communication.</p> <p>When a report is received, activates the TAT and uses this procedure <u>4.190-AP2, School Threat Assessment Team.</u></p>   |
| <p>School Threat Assessment Team</p> | <p>Receives education and seeks training resources, including <u>but not limited to Exhibits</u> 4.190-AP2, E1, <i>Principles of Threat Assessment</i>; 4.190-AP2, E2, <i>Threat Assessment Documentation</i>; 4.190-AP2, E3, <i>Threat Assessment Key Areas and Questions; Examples</i>; 4.190-AP2, E4, <i>Responding to Types of Threats</i>; and 4.190-AP2, E5, <i>Threat Assessment Case Management Strategies</i>.</p> <p>Receives initial and periodic refresher threat assessment training by a threat assessment expert.</p> <p>Commits to work collaboratively with each other, with other school staff, and (as appropriate) with community resource persons to support the purposes of the School Threat Assessment Team and the safety of the school, its students, and its staff.</p> <p>Actively, lawfully, and ethically communicates with each other, District administrators, and other school staff who have a need to know particular information to support the safety of the school, its students, and its staff.</p> <p>Trains staff, students, parents/guardians, and other members of the school community to recognize and report possible threats by conducting presentations, broadly disseminating relevant information, and ensuring access to consultation from the School Threat Assessment Team.</p> |

| Actor | Action   |
|-------|--|
|       | Identifies and trains members of the school community who can take reports of possible threats.<br><br>Effectively implements Board Policy 4.190, <i>Targeted School Violence Prevention Program</i> . |

Assessing and Classifying Threats

When a threat is reported, the Building Principal and School Threat Assessment Team assess and classify the threat using the criteria and process outlined below.

| Actor  | Action  |
|--|---|
| Building Principal and/or School Threat Assessment Triage Team | When a potential threat report is received, initiates the following intake and triage process.<br><br><u>Intake</u><br><br>Obtains basic information about the potential threat, including but not limited to:<br><br>Initial Report of Concern: Date/time reported, date/time reviewed, person receiving report.<br><br>Reporting Party: Name, affiliation, contact information, relationship to subject of concern.<br><br>Incident/Nature of Concern: Date/time occurred, location, nature of threat/concern, weapons involved/threatened, details about concerns, and any relevant background information.<br><br>Individual of Concern: Name, affiliation, contact information, relationship to reporting party or target(s).<br><br>Identified/Identifiable Target(s): Name, affiliation, contact information, relationship to report party or subject.<br><br>Determines if an imminent threat exists. An imminent threat is indicated by such factors as:<br><br>1. Subject intends imminent and/or serious harm to self/others; or<br>2. Subject lacks inhibitions for using violence.<br><br>If an imminent threat exists, initiates Emergency Operations Plan (EOP) and notifies law enforcement in accordance with <a href="#">Administrative Procedure 4.170-AP1, Comprehensive Safety and Security Plan, Part G, Emergency Operations Plan (EOP)</a> .<br>If no imminent threat exists, or once an imminent threat is contained, proceeds to triage.<br><br><u>Triage</u> |

| Actor                                | Action  |
|--------------------------------------|---|
|                                      | <p>Triages threat to determine if the full School Threat Assessment Team must be involved.</p> <p>Triage may include as necessary and appropriate:</p> <ul style="list-style-type: none"> <li>Reviewing the reported concerning, aberrant, or threatening behavior and/or communication.</li> <li>Reviewing school and other records for any prior history or interventions with the individual(s) involved.</li> <li>Conducting timely and thorough interviews (as necessary) with the person(s) who reported the threat, the recipient(s) or target(s) of the threat, other witnesses who have knowledge of the threat, and when reasonable, the individual of concern who allegedly engaged in the threatening behavior or communication. The purpose of the interviews is to gain a holistic understanding of the situation, determine the nature and level of the concerns, identify areas where more information may be needed, and inform appropriate strategies or interventions to address any concerns identified.</li> </ul> <p>Determines if the full School Threat Assessment Team must be involved.</p> <ul style="list-style-type: none"> <li>To determine that the full School Threat Assessment Team does not need to be involved, all School Threat Assessment Team Triage Team members must concur that there is no identifiable threat/concern, or that there is a low level of concern regarding issues that are being adequately addressed.</li> <li>If the full School Threat Assessment Team needs to be involved, convenes it as soon as possible.</li> </ul> <p>Documents intake and triage using <a href="#">Exhibit 4.190-AP2, E2, Threat Assessment Documentation</a>.</p> |
| <p>School Threat Assessment Team</p> | <p>Conducts a comprehensive and holistic assessment of the threat using the STEP framework set forth in <a href="#">Exhibit 4.190-AP2, E1, Principles of Threat Assessment</a>. See <a href="#">Exhibit 4.190-AP2, E3, Threat Assessment Key Areas and Questions; Examples</a>, for key questions to ask the person(s) who reported the threat, the threat recipient(s)/target(s), other witnesses, and the individual of concern in order to assess the threat.</p> <p>Once the assessment is complete, classifies the threat as one of the following: Routine/No Known Concern, Low Level, Moderate Level, High Level, or Imminent.</p> <p>Documents the threat assessment and classification using <a href="#">Exhibit 4.190-AP2, E2, Threat Assessment Documentation</a>, and ensures that School Threat Assessment Team documentation follows the acronym FORT:</p>  |

| Actor              | Action   |
|--------------------|--|
|                    | <p><b>Fair</b> – sought to understand situations and give individuals an opportunity to be heard and understood;</p> <p><b>Objective</b> – sought information based on facts and observations of the case and not speculation or bias;</p> <p><b>Reasonable</b> – engaged in responses that were effective and proportionate to the situation; and</p> <p><b>Timely</b> – quickly and responsively addressed reports of threatening behavior.</p>        |
| Building Principal | <p>Where the School Threat Assessment Team classifies the threat as a Moderate, High, or Imminent level of concern and the threat requires further intervention to prevent violence or serious harm, notifies:</p> <ol style="list-style-type: none"> <li>1. The parent(s)/guardian(s) of any student who is the target/recipient of a threat; and</li> <li>2. The parent(s)/guardian(s) of any student who engaged in threatening behaviors.</li> </ol> |

Responding to and Managing Threats

| Actor                         | Action   |
|-------------------------------|--|
| School Threat Assessment Team | <p>Identifies appropriate responses to the threat based upon its level. See <a href="#">Exhibit 4.190-AP2, E4, <i>Responding to Types of Threats</i></a>, for guidance on responses to each threat level.</p> <p>Develops, implements, and monitors an individualized, fact-based case management plan to intervene with, address, and reduce the threat by:</p> <p>Designating a School Threat Assessment Team member as case manager to monitor the status of the subject and to notify the School Threat Assessment Team of any change in status, response to interventions/referrals, or additional information that would be cause for reassessment and/or changes in interventions strategies;</p> <p>Assisting the individual of concern, and any impacted staff or students, in accessing appropriate school and community-based resources for support and/or further intervention;</p> <p>Appointing one or more School Threat Assessment Team members to engage directly with the individual of concern to prevent the individual from becoming isolated; and</p> <p>Using the least intrusive interventions and strategies that are sufficient, fair, and reasonable to address the concerns identified. See <a href="#">Exhibit 4.190-AP2, E5, <i>Threat Assessment Case Management Strategies</i></a>, for interventions and strategies, including those that are subject-based, target-based, and environmental/systems-based.</p> |

| Actor | Action   |
|-------|--|
|       | <p>Documents this process and any case updates using <a href="#">Exhibit 4.190-AP2, E2, Threat Assessment Documentation</a>.</p> <p>Submits updates <a href="#">to the Building Principal</a> regularly, e.g., at least every 30 days, until the case is resolved and the individual of concern no longer poses a threat to the school, its students, or its staff.</p> <p>Maintains documentation in accordance with Board policy, State records laws, and administrative procedures.</p> |

Reporting Threats to Outside Agencies

The following is the process to notify the Local Law Enforcement Agency (LLEA) and/or the Ill. Dept. of State Police (ISP) about certain types of threats. See also [Administrative Procedure 4.170-AP1, Comprehensive Safety and Security Plan, Part J, Required Notices](#).

| Actor                             | Action   |
|-----------------------------------|--|
| <p>Superintendent or designee</p> | <p><del>Reports batteries committed against teachers, teacher personnel, administrative personnel, or educator support personnel to: (1) the Local Law Enforcement Agency immediately after the occurrence of the attack, and (2) ISBE through its web-based School Incident Reporting System (SIRS) as they occur during the year and no later than August 1 for the preceding year. 105 ILCS 5/10-21.7, amended by P.A. 102-894.</del></p> <p>Immediately notifies the local law enforcement agency and the ISP upon receiving a report from any school personnel regarding a verified incident involving:</p> <p><a href="#">Batteries committed against teachers, teacher personnel, administrative personnel, or educational support personnel. 105 ILCS 5/10-21.7, amended by P.A. 102-894.</a></p> <p>A firearm in a school or on school-owned or leased property. <a href="#">105 ILCS 5/10-27.1A(cb), amended by P.A.s 103-34, 103-609, and 103-780.</a></p> <p>Drugs in a school or on school-owned or leased property, including any conveyance owned, leased, or used by the school for the transport of students or school personnel. <a href="#">105 ILCS 5/10-27.1BA(b), amended by P.A.s 103-609 and 103-780; 105 ILCS 127/).</a></p> <p><a href="#">Reports all of the above incidents to ISBE through its web-based School Incident Reporting System (SIRS) as they occur during the year but no later than July 31 for the preceding school year. 105 ILCS 5/10-27.1A, amended by P.A.s 103-34, 103-609 (first to pass both houses), and 103-780 (second to pass both houses and controlling); 105 ILCS 5/10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling); and 105 ILCS 5/10-21.7</a></p> |

| Actor              | Action  |
|--------------------|---|
| Building Principal | <p>Reports to the local law enforcement agency threats to the safety and welfare of students and teachers by illegal use of drugs and alcohol, by illegal use or possession of weapons, or by gang activity. 105 ILCS 5/10-21.4a.</p> <p>Reports other threats to the local law enforcement agency as necessary and appropriate.</p> <p>Immediately notifies the local law enforcement agency upon receiving a report that any person has been observed in possession of a firearm on school grounds (other than a law enforcement official engaged in the conduct of his or her official duties).</p> <p>If the person found to be in possession of a firearm on school grounds is a student, the Building Principal or designee shall also immediately notify the student's parent/guardian. 105 ILCS 5/10-21.7A(b).</p> <p>Reports directly to the ISP within 24 hours of a determination that a student or other person poses a clear and present danger to himself, herself, or others. 430 ILCS 66/105 and 405 ILCS 5/6-103.3; 20 Ill. Admin. Code §1230.120(b). <u><a href="#">See Exhibit 3.60-E, Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security, for further information.</a></u></p> |

**General Personnel –**

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

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

The Superintendent or designee shall post this policy on the District's website and include it in any staff, student, or parent handbook provided.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries to protect students from sexual misconduct by employees and employees from the appearance of impropriety. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse.

The District must monitor its employees for violations of employee-student boundaries. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior, this policy, and federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify appropriate employee conduct standards including, but not limited to, the following:

1. Administrative Procedure 5.120-AP2, *Employee Conduct Standards*, and Exhibit 5.120-E1, *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), are incorporated by reference into this policy. All employees will comply with the *Employee Conduct Standards*, and the *Code of Ethics for Illinois Educators*, if governed thereby.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and [Board](#) policies [2.265](#), *Title IX Grievance Procedure*; [4.165](#), *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; [5.90](#), *Abused and Neglected Child Reporting*; and [5.100](#), *Staff Development Program*.
3. Employees will maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:

Adopted: April 14, 1999  
Reviewed: [May-December](#) 2024  
Amended: June 12, 2024

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

Statement of Economic Interests

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

1. Superintendent;
2. Building Principal;
3. Head of any department;

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Reviewed: ~~May-December~~ 2024  
Amended: June 12, 2024

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 ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA)(30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in 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 subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2.105, *Ethics and Gift Ban*.

~~Guidance-School~~ Counselor Gift Ban

~~Guidance-School~~ 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-school~~ 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.

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Reviewed: ~~May-December~~ 2024  
Amended: June 12, 2024

2. Anything for which the guidance-school 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-school counselor believes that it was provided due to the official position or employment of the guidance-school counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance-school 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-school counselor, including any previous exchange of gifts between those individuals.
  - b. Whether, to the actual knowledge of the guidance-school 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-school 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.
- 7-8. Travel, lodging, food, and beverage costs incurred by the school counselor and paid by an institution of higher education for attendance by the school counselor of an educational or military program at the institution of higher education.

A guidance-school 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.  
2 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.

Adopted: April 14, 1999

Reviewed: May-December 2024

Amended: June 12, 2024

105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
775 ILCS 5/5A-102, 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 (Ethics and Gift Ban), 2.265 (Title IX Grievance Procedure), 4.60 (Purchases and Contracts), 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5.90 (Abused and Neglected Child Reporting), 5.100 (Staff Development Program), 5.125 (Personal Technology and Social Media; Usage and Conduct), 5.200 (Terms and Conditions of Employment and Dismissal), 5.290 (Employment Terminations and Suspensions), 7.20 (Harassment of Students Prohibited)

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**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 the 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.
3. Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with *Faith's Law*.

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.  
105 ILCS 5/22-94.  
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.

Adopted: April 23, 1997

Reviewed: ~~July 2023~~ December 2024

Amended: August 16, 2023

CROSS REF.: 2.250 (Access to District Public Records), 5.90 (Abused and Neglected Child Reporting), 7.340 (Student Records)

**Exhibit – Employee Request Form for Personnel Records (NEW)**

*To be used when an employee requests to inspect, copy, or receive copies of their personnel records under the Personal Record Review Act. An employee must be granted at least two requests per calendar year, made at reasonable intervals unless otherwise provided in a collective bargaining agreement. 820 ILCS 40/2(b), added by P.A. 103-727, eff. 1-1-25.*

Employee Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

The Personnel Record Review Act (820 ILCS 40/) grants every employee the right to inspect, copy, and receive copies of the following documents:

1. Personnel documents which are, have been, or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, compensation, benefits, discharge, or other disciplinary action, except as provided in 820 ILCS 40/10;
2. Employment-related contracts or agreements that are legally binding on the employee;
3. Employee handbooks made available to the employee or that the employee acknowledged receiving; and
4. Written District policies or procedures the employee was subject to and that concern qualifications for employment, promotion, transfer, compensation, benefits, discharge, or other disciplinary action.

I request to (*check one*):

**Inspect**  
 **Copy**

**Receive Hard Copies of**  
 **Receive Electronic Copies of**

my personnel records as follows (*identify what records are sought*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will the records inspection, copying, or receipt of copies be performed by the employee?

**Yes**

**No, by the employee's representative\*:**

Representative's Name: \_\_\_\_\_

Representative's Role (*check one*):

**Family member**

**Lawyer**

**Union steward/official**

**Translator**

\*If the request includes medical information and medical records, attach a signed waiver to release medical information and medical records to the employee's representative.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adopted:  
Reviewed: December 2024  
Amended:

*Completed by the Records Custodian or Privacy Officer.*

Request received on: \_\_\_\_\_

Personnel records due to employee on: \_\_\_\_\_

Personnel records provided to employee on: \_\_\_\_\_

\_\_\_\_\_  
Record Custodian or Privacy Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adopted:  
Reviewed: December 2024  
Amended:

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**Professional Personnel – Maintaining Student Discipline**

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent or designee shall ensure that all teachers, other ~~licensed employees with a professional educator license ("PEL")~~, and persons providing a student's related services:

- (1) maintain discipline in the schools as required in the School Code, and
- (2) follow the Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

~~Teachers and other School~~ personnel ~~with a PEL~~ shall address ~~disciplinary matters~~ behavior concerns in a manner, which maintains student dignity. ~~School Personnel personnel with a PEL~~ shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) ~~may not be used~~ is prohibited in all circumstances. ~~School Personnel personnel with a PEL~~ may only use:

- (1) Momentary periods of physical restriction by direct person to person contact, without the aid of material or mechanical devices, that are accomplished with limited force and that are designed to prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.
- (2) Reasonable force as part of an isolated time out, time out, or physical restraint as permitted by 105 ILCS 5/10-20.33.

LEGAL REF.: 105 ILCS 5/22-100 and 5/24-24.  
23 Ill. Admin. Code §1.280.

CROSS REF.: 2.150 (Committees), 7.190 (Student Behavior), 7.230 (Misconduct by Students with Disabilities)

Adopted: April 23, 1997  
Reviewed: ~~September 2023~~ December 2024  
Amended: October 18, 2023

### **Using Animals in the Educational Program**

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment. See Administrative Procedure 6.120-AP3, Service Animal, regarding the use of service animals at school facilities. Emotional support animals are not allowed in school facilities.

#### Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

#### Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissections of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection.

The Superintendent shall inform students of:

- 1) their right to refrain from performing, participating in, or observing dissections; and
- 2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.: 105 ILCS 5/2-3.122, 5/27-14, and 112/1.

CROSS REF.: 6.40 (Curriculum Development), 6.120-AP3 (Service Animal)

Adopted: May 28, 1997

Reviewed: ~~September 2023~~ December 2024

Amended: October 18, 2023

Administrative Procedure - Dissection of Animals

| Actor   | Action   | Time   |
|---|--|--|
| <p><del>Assistant Superintendent Curriculum and Instruction or designee</del></p> | <p><del>Determine-Identifies:</del> which, if any, courses contain a dissection project; <u>and (2) the available alternative projects. Reports this information to the Building Principal.</u></p> <p>“Dissection” includes cutting, killing, preserving, or mounting of living or dead animals or animal parts for scientific study; it does not include the cutting, preserving, or mounting of: (1) meat or other animal products that have been processed for use as food or in the preparation of food, <del>;</del> or (2) wool, silk, glue, or other commercial or artistic products derived from animals. <del>(105 ILCS 112/10).</del></p> <p><del>Board policy 6.100, permits s</del>Students who object to performing, participating in, or observing a dissection <del>to</del> <u>must</u> be excused from classroom attendance without penalty. <u>105 ILCS 112/25.</u></p> | <p>Throughout the curriculum development process.</p>  |
| <p><del>Assistant Superintendent Curriculum and Instruction</del></p>             | <ul style="list-style-type: none"> <li><del>• Determine alternative projects, if any, to dissection for those courses that contain a dissection project.</del></li> <li><del>▪ Report to the Building Principal which, if any, courses contain a dissection project and the availability, if any, of an alternative.</del></li> </ul>  | <p><del>Annually before course offerings and descriptions are distributed to students.</del></p> |
| <p>Building Principal</p>   | <p>Ensures that course descriptions indicate which courses contain a dissection unit. For such courses, indicate that objecting students have the right to refrain, and the availability, if any, of an alternative.</p> <p><u>ISBE guidelines for notifying students, parents, administrators, and teachers are available at:</u></p> <p><u><a href="http://www.isbe.net/Documents/alternatives_dissection_2000.pdf#search=dissection">www.isbe.net/Documents/alternatives_dissection_2000.pdf#search=dissection.</a></u></p>   | <p>Annually when course offerings and descriptions are distributed to students.</p>              |
| <p><del>Guidance School Counselors and Teachers</del></p>                         | <p><del>Inform-Reminds</del> objecting students to <del>consider-check</del> the expectations and requirements of the post-secondary schools <u>that</u> they may be interested in attending. <del>(105 ILCS 112/20(b)).</del></p>   | <p>Whenever a student may choose between dissection and an alternative program.</p>              |
| <p>Students</p>   | <p>If dissection is objectionable, asks the teacher to be excused from the dissection project and request an alternative project, <del>if one is available.</del></p>  | <p>Within the first 10 days of the course, if possible.</p>                                      |

|                   |   |              |
|-------------------|---|--------------|
| All Staff Members | Do not penalize or discriminate against a student in any way for refusing to perform, participate in, or observe dissection. <a href="#">105 ILCS 112/25.</a> | Continuously |
|-------------------|---|--------------|

~~LEGAL REF.: 105 ILCS 112/1 et seq.~~

Adopted: February 24, 2010  
Reviewed: [December 2024](#)  
Amended:

**Exhibit - Guidelines and Application for Using Animals in School Facilities for Educational Purposes**

*To be submitted to the Building Principal*

**This application must be approved before an animal may be brought into any school facility.** Animals may be brought into the classroom or learning center for educational purposes, provided: 1) prior permission is received from both the supervising teacher and the Building Principal or designee; and ~~These the following guidelines~~ Guidelines for Using Animals in School Facilities are agreed to by the applicant, supervising teacher, and/or the animal owner must be followed by anyone, including a classroom teacher, wishing to bring an animal in the classroom. ~~Special consideration may be given for service animals.~~

*Please print*

|   |                   |
|---|-------------------|
| Name and type of animal                               | School facility   |
| Materials (i.e., cages, <u>carriers</u> , food, etc.) | Date(s) requested |
| Educational purpose                                   |                   |

**Guidelines for Using Animals in School Facilities**

Prohibited Animals

The following animals are prohibited in school facilities:

1. Inherently dangerous animals (e.g., lions, tigers, cougars, and bears)
2. Nonhuman primates (e.g., monkeys and apes)
3. Mammals at high-risk for transmitting rabies (e.g., bats, raccoons, skunks, foxes, and coyotes)
4. Aggressive or unpredictable animals, wild or domestic
5. Stray animals with unknown health and vaccination history
6. Venomous or toxin-producing animals (e.g., certain spiders, insects, reptiles, and amphibians)

Vaccination Requirements

Prior to bringing certain animals into school facilities, current health records and/or proof of current vaccination is required as follows:

1. **Cats** – A health certificate signed by a licensed veterinarian showing proof of current vaccination against feline distemper/upper respiratory vaccine (FVRCP), feline leukemia, feline chlamydiosis, and rabies; and proof of a negative fecal exam or successful treatment for internal parasites within the past six months.
2. **Dogs** – A health certificate signed by a licensed veterinarian showing proof of current vaccination against canine distemper, hepatitis, leptospirosis, canine parainfluenza

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- (CPiV), parovirus, Bordatella, and rabies; and proof of a negative fecal exam or successful treatment for internal parasites within the past six months.
3. **Ferrets** – A health certificate signed by a licensed veterinarian showing proof of current vaccination against rabies; and proof of a negative fecal exam or successful treatment for internal parasites within the past six months.
  4. **Psittacine Birds** – Proof of treatment or negative test results for psittacosis (avian chlamydiosis).

#### General Guidelines

To protect students and staff from zoonotic diseases, the following guidelines apply to animals brought into school facilities for educational purposes:

1. The Building Principal or designee must approve all animals brought into school facilities.
2. Animals must be clean and free of intestinal parasites, fleas, ticks, and mites.
3. Students must be supervised by District staff during all human-animal contact.
4. Animals should be handled humanely.
5. Animals should be displayed in enclosed cages or under appropriate restraint (e.g., leash).
6. Animals may not roam free, fly free or have contact with wild animals.
7. No animals are allowed in areas where food or drink is prepared or consumed.
8. Food for animals must be stored in air-tight, closed contains (preferably hard plastic) to prevent spills and attracting nuisance animals and/or insects.
9. Anyone handling animals must wash his/her hands thoroughly with warm water and soap afterwards. Hand sanitizer may not be used as a substitute for soap and water.
10. Areas where animals have been present must be cleaned and disinfected by District staff.
11. Animal waste must be appropriately disposed of by a District staff member (e.g., using disposable plastic gloves and plastic bags). **Under no circumstances are students allowed to clean cages/aquariums or handle animal waste.**
12. The supervising teacher must:
  - A. Consult with parent(s)/guardian(s) to determine any special considerations needed for students who are immunocompromised or have allergies, asthma, or other health concerns; and
  - B. Complete and issue the *Student Permission for Exposure to Animal(s)* form to the parent(s)/guardian(s) of all students who will be exposed to the animal(s).
13. A responsible adult must accompany all animal visits into school facilities.

#### Procedures for the Housing, Care and Handling of Specific Animals

1. **Dogs** – All dogs must be housebroken.
2. **Farm animals** – Due to the risk of E. coli O157:H7, Salmonella, Campylobacter, and Cryptosporidium, these animals are not appropriate unless meticulous attention to personal hygiene can be assured.
3. **Ferrets** – Ferrets bite when startled, therefore students should not handle ferrets in the classroom. Students under the age of five are prohibited from having contact with these animals.
4. **Fish** – Use disposable gloves when cleaning aquariums. Do not dispose of aquarium water in sinks used for food preparation or for obtaining drinking water.
5. **Hamsters, Guinea pigs, and Gerbils** – Due to the risk of Salmonella bacteria and Lymphocytic choriomeningitis virus, special care must be taken when students handle

these animals. Students under the age of five are prohibited from having contact with these animals.

6. **Psittacine Birds** – Because these birds (e.g., parrots, parakeets, budgies, and cockatiels) can carry disease, students are prohibited from handling them. Staff members should clean cages when students are not present.

7. **Reptiles and Amphibians** – Due to the risk of Salmonella bacteria, special precautions must be taken when students handle these animals. Students under the age of five are prohibited from having contact with these animals.

#### Animal-Related Injuries

If an animal bites, scratches, or otherwise injures someone at school and the skin is pierced, the Building Principal or designee will ensure:

1. The teacher immediately reports the incident to the Building Principal or designee and school nurse;
2. If necessary, the school nurse notifies public health authorities;
3. The school nurse notifies the student's parent(s)/guardian(s); and
4. An incident/accident report is completed by the staff member responsible at the time of the injury and forwarded to the school nurse.

#### Additional Applicant, Supervising Teacher, and Animal Owner Responsibilities

1. Applicant responsibilities:

- A. The applicant must have a plan that assures the animal is appropriately housed, humanely cared for, and properly handled.
- B. ~~No wild animal or animal that poses a known risk to humans or other animals may be brought to school.~~The applicant must submit health records and/or proof of current vaccination as set forth in these *Guidelines for Using Animals in School Facilities*.
- C. Animals are not to be transported on school buses.

2. ~~Classroom-Supervising~~ teacher and/or facility staff responsibilities:

- A. The ~~classroom-supervising~~ teacher signing the application must assume primary responsibility for the animal.
- B. ~~Before submitting the application, the classroom teacher must check with the school nurse regarding any known allergies among students in the classroom. If allergies exist, the teacher must contact the parents/guardians for directions.~~
- C. ~~The applicant must provide to the school office a certificate demonstrating that the animal's vaccinations, if applicable, are current.~~
- ~~D.B.~~ Only the teacher or students designated by the teacher are to handle the animals.
- ~~E.C.~~ If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.

~~F. If an animal bites someone at school and the skin is pierced, the teacher must report the incident immediately to the school office, who will assume responsibility to notify public health authorities.~~

**Animal owner's responsibilities:**

1. The animal's owner agrees to hold the District, its employees, agents, and assigns harmless for any injury to, including death of, the animal.
2. The animal's owner, if different from the person making the application, must sign below demonstrating that ~~he or she~~they granted permission for the animal to come into the classroom and agrees to the conditions set forth in this application.

**I agree to abide by ~~the guidelines~~ Guidelines for Using Animals in School Facilities outlined above stated in this application.**

\_\_\_\_\_  
Applicant (*please print*) Telephone number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Applicant signature Date

\_\_\_\_\_  
~~Classroom-Supervising~~ teacher (*please print*)

\_\_\_\_\_  
~~Classroom-Supervising~~ teacher's signature Date

\_\_\_\_\_  
Animal owner's name if different from applicant (*please print*)

\_\_\_\_\_  
Animal owner's signature Date

The Building Principal will base his or her decision on the information being provided in this application as well as other criteria deemed important. *Note to Building Principal or designee: after approving or denying this application, return a copy of it to the applicant and keep the original in the school office.*

**Approved**       **Denied**

\_\_\_\_\_  
Principal's or designee's signature Date

Adopted: February 24, 2010  
Reviewed: December 2024  
Amended:



### **Search and Seizure**

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

#### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of ~~his or her~~their vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

#### Students

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

When feasible, the search should be conducted as follows:

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

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. ~~The student's parents/guardians shall be notified of the search as soon as possible.~~

Commented [RMC1]: This is not in PRESS.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Adopted: July 9, 1997

Reviewed: ~~January 2016~~December 2024

Amended: February 10, 2016

Page 1 of 2

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

1. School officials may not request or require a student or ~~his or her~~their parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.  
Right to Privacy in the School Setting Act, 105 ILCS 75/  
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).  
People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).  
People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996) *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).  
T.L.O. v. New Jersey, 405 S.Ct. 733469 U.S. 325 (1985).  
Vernonia School District 47J v. Acton, 415 S.Ct. 2386515 U.S. 364 (1995).  
Safford Unified School Dist. No. 1 v. Redding, 429 S.Ct. 2633557 U.S. 364 (2009).

CROSS REF.: 7.130 (Student Rights and Responsibilities), 7.150 (Agency and Police Interviews), 7.190 (Student Behavior)  
ADMIN. PROC.: 7.140-E1, 7.150-AP1

Adopted: July 9, 1997

Reviewed: ~~January 2016~~December 2024

Amended: February 10, 2016

Page 2 of 2

**NEW**  
**Exhibit -- Letter to Parents/Guardians Regarding the Right to Privacy  
in the School Setting Act**

*On District Letterhead*

Date

Re: When may school officials require a student to share the content from his or her account or profile on a social networking website?

Dear Parents / Guardians:

State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parents/guardians to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking website* include Facebook, Instagram, [X \(formerly Twitter\)](#), [TikTok](#), and [ask.fm/Snapchat](#).
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Please contact the school if you have any questions.

Sincerely,

Building Principal.

Adopted: January 27, 2016  
Reviewed: [December 2024](#)  
Amended:

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**Administrative Procedure – Student Discipline Guidelines**

The intent of these guidelines is to enhance school climate, improve school discipline practices, and ensure that students are disciplined without discrimination on the basis of race, color, national origin, gender, disability, or other protected status. Data collected from Ill. school districts on student discipline is available at [www.isbe.net/research/htmls/eoy\\_report.htm](http://www.isbe.net/research/htmls/eoy_report.htm)  
[www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx](http://www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx).

Recordkeeping

1. Develop and implement a District-wide uniform discipline process (currently Skyward) that documents each of the following (if known):
  - a. Student name
  - b. Identity of staff member making referral
  - c. Date and time of incident
  - d. Location of incident
  - e. Description of incident
  - f. Description of interventions attempted prior to incident
  - g. Description of the incident's effect on other students and/or the learning environment
  - h. Parent/guardian contact made (when, how, and by whom)
  
2. Maintain each of the following data related to student discipline referrals:
  - a. Race of the student referred for discipline
  - b. Gender of the student referred for discipline
  - c. Disability status of the student referred for discipline
  - d. Basis for the referral
  - e. Identity of the staff member making referral
  - f. Race of the staff member making referral
  - g. Gender of the staff member making referral
  - h. Basis for imposing or not imposing discipline
  - i. Description of discipline imposed, if any, and the rationale for its selection
  - j. Whether the referral was made to the school resource officer (SRO) or law enforcement
  - k. Basis for making the referral to the SRO or law enforcement (if applicable)
  - l. Whether there were any criminal charges filed as a result of the student's misconduct
  - m. If the student received an exclusionary consequence (out-of-school suspension or expulsion) for his/her misconduct, whether the student was offered any academic or behavior support services and, if so, which support services

Periodic Review and Self-Monitoring

Review the following on a periodic basis and at least annually:

1. Discipline-related District policies and procedures
  - a. Such policies may include:

[7.20, Harassment of Students Prohibited](#)  
[7.70, Attendance and Truancy](#)

Adopted: April 27, 2016

Reviewed: [December 2024](#)

Amended:

[7.130, Student Rights and Responsibilities](#)  
[7.140, Search and Seizure](#)  
[7.150, Agency and Police Interviews](#)  
[7.160, Student Appearance](#)  
[7.165, School Uniforms](#)  
[7.170, Vandalism](#)  
[7.180, Prevention and Response to Bullying, Intimidation, and Harassment](#)  
[7.185, Teen Dating Violence Prohibited](#)  
[7.190, Student Behavior](#)  
[7.200, Suspension Procedures](#)  
[7.210, Expulsion Procedures](#)  
[7.220, Bus Conduct](#)  
[7.230, Misconduct by Students With Disabilities](#)  
[7.240, Conduct Code For Participants in Extracurricular Activities](#)  
[7.250, Student Support Services](#)  
[7.310, Restrictions on Publications; Elementary Schools](#)~~7.20, 7.70, 7.130, 7.140, 7.150, 7.160, 7.170, 7.180, 7.185, 7.190, 7.200, 7.210, 7.220, 7.230, 7.240, 7.250, 7.310~~

b. This review should:

- 1) Include input from all members of the school community (administrators, staff, students, parents/guardians, volunteers and community members). Such input may be obtained through school climate surveys, school forums, and the District's parent-teacher advisory committee (established per 105 ILCS 5/10-20.14, [amended by P.A. 103-896](#)) and the behavior interventions committee for students with disabilities (established per 105 ILCS 5/14-8.05).
- 2) Ensure policies and procedures (e.g., an individual school's conduct code) have clear definitions of prohibited student conduct, especially those entailing the subjective exercise of discretion.
- 3) Attempt to incorporate alternative disciplinary measures into Board policies and procedures.
- 4) Implement a system of Positive Behavioral Interventions and Support (PBIS) or, if PBIS has been implemented, analyze and monitor its effectiveness and ways to improve it.

2. Discipline data

a. Data review should analyze each of the following:

- 1) Number of referrals by teacher/staff member.
- 2) Race/gender/disability status of referred students by teacher/staff member.
- 3) Overall percentage of student disciplinary referrals by race, gender, and disability status versus the overall percentage of said student groups in the school and District.

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Amended:

- 4) Overall percentage of student disciplinary referrals for a specific offense (i.e. tardy, dress code violation) by race, gender, and disability status versus the overall percentage of said student groups in the school and District.
  - 5) Overall percentage of student disciplinary referrals resulting in an exclusionary consequence by race, gender, and disability status versus the overall percentage of said student groups in the school and District.
  - 6) Overall percentage of student disciplinary referrals resulting in a referral to law enforcement by race, gender, and disability status versus the overall percentage of said student groups in the school and District.
  - 7) Comparison of discipline imposed for the same or similar offense for students of different races, gender, and disability statuses.
- b. Compare the District's student discipline data with the data from other school districts. As required by 105 ILCS 5/2-3.162, by Oct. 31 annually, ISBE prepares a report on student discipline from data collected from all Ill. school districts. The report includes data on the issuance of out-of-school suspensions, expulsions, and removals to alternative settings in lieu of another disciplinary action, disaggregated by race and ethnicity, gender, age, grade level, whether a student is an English learner, incident type, and discipline duration. It is available at [www.isbe.net/research/htmls/eoy\\_report.htm](http://www.isbe.net/research/htmls/eoy_report.htm) [www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx](http://www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx).

c. According to section 2-3.162:

- 1) ~~Beginning with the 2017-2018 school year,~~ School districts that are identified in the top 20% of any of the metrics for 3 consecutive years must submit a plan identifying its strategies to reduce the use of exclusionary disciplinary practices or racial disproportionality or both, if applicable.
  - 2) The plan must be approved by the school board and posted on the district's website. Within one year after being identified, the school district must submit to ISBE and post on the district's website a progress report describing the plan's implementation and the results achieved.
- ~~ed.~~ If there are any red flags resulting from the data analysis, the discipline committee should meet to determine if there are comparably effective alternative practices or policies that would meet the school's stated educational goal with less of a burden or adverse impact on the disproportionately affected group.

### Training

1. Annually train all District staff and school-based law enforcement on each of the following:
  - a. The District's discipline-related policies and procedures, including which behaviors fall into categories of misconduct defined therein so that there is consistency in application.
  - b. How to apply school discipline policies, procedures, and practices in a fair and equitable manner so as not to disproportionately impact students of color, students of a particular gender, students with disabilities, or at-risk students.

Adopted: April 27, 2016  
Reviewed: December 2024  
Amended:

- c. Effective classroom management strategies, recognizing that the removal of students from the classroom is to be used as a last resort.
  - d. How to engage students and support positive behavior, including through any PBIS program implemented in the District.
  - e. Classroom management techniques and resources available to staff who are having difficulty with classroom management.
  - f. The role that school-based law enforcement is expected to play in the discipline process, including when it is or is not appropriate to refer a student to school-based law enforcement.
2. Make reasonable efforts to provide ongoing professional development to all District staff, school board members, and SROs on the requirements of 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14, adverse consequences of exclusion and justice system involvement, effective classroom management strategies, culturally responsive discipline, trauma responsive learning environments, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

#### Notice

Annually notify students and parents/guardians of the District's discipline-related policies and procedures.

1. Use varied communication methods, such as student handbooks, District or school websites, posters, classroom instruction, assemblies, etc.
2. Ensure such notice is provided in an age-appropriate, easily understood manner.
3. Ensure such notice is provided in multiple languages.
4. Explain to students:
  - a. The District's discipline-related policies and procedures, including which behaviors fall into categories of misconduct.
  - b. Their particular school's discipline-related procedures and conduct codes, including which behaviors fall into categories of misconduct.
  - c. Behavior expectations.
  - d. Resources and support services available to students

#### Collaboration with Law Enforcement

1. Annually train SROs on the District's discipline-related policies and procedures (if applicable).
2. Review the District's reciprocal reporting agreement<sup>4</sup> with local law enforcement agencies to determine if revisions are necessary.
3. Develop and enter into a memorandum of understanding (MOU) with local law enforcement agencies. The MOU should clearly define law enforcement's role in the District's schools. Follow an existing MOU and suggest modifications as the need arises.

#### Resources

School Climate and Student Discipline Resources: Know the Law (multiple guidance documents), at: <https://www.ed.gov/teaching-and-administration/safe-learning-environments/school-safety->

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Reviewed: December 2024  
Amended:

[andsecurity/school-climate-and-student-discipline/school-climate-and-student-discipline-resourcesknow-the-law.](#)

*Dear Colleague* [Letter on Nondiscriminatory Administration of School Discipline](#), issued by the Civil Rights Division of the U.S. Dept. of Justice and the Office for Civil Rights of the U.S. Dept. of Education on 1-8-14 (no longer available on the U.S. Dept. of Education's website) at: [www2.ed.gov/about/offices/list/ocr/letters/colleague-201401-title-vi.pdf](http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201401-title-vi.pdf).

*Note:* This guidance document was rescinded by a joint Dear Colleague letter dated 12-21-18, at: [www.ed.gov/sites/ed/files/about/offices/list/ocr/letters/colleague-201812.pdf](http://www.ed.gov/sites/ed/files/about/offices/list/ocr/letters/colleague-201812.pdf).

Civil Rights Data Collection at: [www2.ed.gov/about/offices/list/ocr/data.html?src=rt](http://www2.ed.gov/about/offices/list/ocr/data.html?src=rt) .

ISBE Data Analysis of Expulsions, Suspensions, and Truants by District at: [www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx](http://www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx)[www.isbe.net/research/htmls/eoy\\_report.htm](http://www.isbe.net/research/htmls/eoy_report.htm).

**Administrative Procedure ~ Student Re-Engagement Guidelines**

| <b>Actor</b>                                      | <b>Action</b>  |
|---|--|
| Building Principal or designee, student's teacher | <p>Determine on a case-by-case basis whether a <i>re-engagement conference</i> and/or a <i>re-engagement plan</i> is/are appropriate.</p> <p>School boards must adopt a policy on the re-engagement of students who are returning from an exclusionary discipline or an alternative school. 105 ILCS 5/10-22.6(b-25), amended by P.A. <del>99-456</del><u>103-896</u>, <del>eff. 9-15-2016</del>. See Board <del>policy</del><u>Policy</u> 7.190, <i>Student Behavior</i>.</p> <p>While neither a <i>re-engagement conference</i> nor a <i>re-engagement plan</i> is mandatory, one or both will advance “supporting the student’s ability to be successful in school following a period of exclusionary discipline,” from Board <del>policy</del><u>Policy</u> 7.190.</p> <p>As appropriate:</p> <ol style="list-style-type: none"> <li>1. Initiate and schedule a <i>re-engagement conference</i> with the suspended or expelled student and the student’s parent(s)/guardian(s) for a time soon after the student is excluded. If the student is expelled, a second re-engagement conference may be needed before the student’s scheduled return date.</li> <li>2. Develop a <i>re-engagement plan</i> for each student who is returning from an exclusionary discipline. The plan may address each of the following, as determined on a case-by-case basis:                         <ol style="list-style-type: none"> <li>a. Appropriate and available support services, if any, during the period of exclusionary discipline. For students who are suspended out-of-school for <del>longer than 4</del> <u>or more school days</u> <del>(5-10 days)</del>, districts are required to:                                 <ol style="list-style-type: none"> <li>(1) provide “appropriate and available support services” during the period of their suspension,</li> <li>(2) determine what are the “appropriate and available support services,” and</li> <li>(3) document whether such services are to be provided or whether there are no “appropriate and available support services.” 105 ILCS 5/10-22.6(b-25), amended by P.A. <del>99</del><u>103-894</u><del>56</del>, <del>eff. 9-15-2016</del>. Districts may refer students who are expelled to “appropriate and available support services.” <del>105 ILCS 5/10-22.6(b-25), amended by P.A. 99-456, eff. 9-15-2016.</del><u>Id.</u></li> </ol> </li> <li>b. Provisions for a suspended student to continue work during an out-of-school suspension or makeup academic credit, such as completing academic work; taking tests or exams; or enrolling in an alternative education program. Districts are required to do this for students who are suspended; it is</li> </ol> </li> </ol> |

Adopted: July 13, 2016  
 Reviewed: December 2024  
 Amended:

| Actor   | Action  |
|---|---|
|   | <p>optional whether to give expelled students this opportunity. 105 ILCS 5/10-22.6(b-30), amended by P.A. 99-456, eff. 9-15-2016.</p> <p>c. Academic and behavioral re-engagement strategies and interventions, such as the following:</p> <ol style="list-style-type: none"> <li>1) A plan for the student to receive tutoring (during school, after school, at an alternative site, etc.).</li> <li>2) Regularly scheduled and/or impromptu meetings with counseling, guidance, or other staff members.</li> <li>3) Steps to prevent future misconduct, such as avoiding certain other students and/or situations.</li> <li>4) Ways to develop the social and emotional skills to cope with adversity.</li> <li>5) An altered schedule.</li> <li>6) A communication plan between the school and the student and his or her parent(s)/guardian(s).</li> <li>7) Completion of identified behavioral assessments, with the consent of the parent/guardian, and/or a safety plan where appropriate.</li> </ol> <p>3. Identify community resources that may help the student, such as mental health and behavioral support services and academic supports.</p> <p><b>Note:</b> <u>20 ILCS 1705/76, requires the Ill. Dept. of Public Health to create and maintain an online database and resource page on its website that contains mental health resources specifically geared toward school social workers, school counselors, parents, teachers, and school support personnel. See the database at: <a href="http://www.dhs.state.il.us/page.aspx?item=118331">www.dhs.state.il.us/page.aspx?item=118331</a>. Also, the Ill. Public Aid Code, 305 ILCS 5/5-5.23(g), requires the Ill. Dept. of Healthcare and Family Services to restructure the Family Support Program (formerly known as the Individual Care Grant program) to enable early treatment of youth, emerging adults, and transition-age adults with a serious mental illness or serious emotional disturbance.</u></p> |
| <p>Parent(s)/Guardian(s), Student, and Building Principal <u>and/or Assistant Principal</u> designee(s)</p> | <p>If scheduled, attend the re-engagement conference during which the following occurs:</p> <ol style="list-style-type: none"> <li>1. Help the student understand why he or she was suspended or expelled.</li> <li>2. Review the re-engagement plan, if any, and make adjustments as needed.</li> <li>3. Identify community resources that may help the student, such as mental health and behavioral support services and academic supports.</li> </ol>   |

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## **Suspension Procedures**

### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program, if any, shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel (e.g. paraprofessional).
3. Students are given an opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation:

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Adopted: May 26, 1999

Reviewed: ~~March 2022~~ December 2024

Amended: April 27, 2022

- a) Of the other behavioral and disciplinary interventions that have been or will be attempted;
  - b) Of the restorative justice practices that will be attempted; and
  - c) That the student's continuing presence in school would either pose:
    - i) A threat to school safety; or
    - ii) A disruption to other students' learning opportunities.
  - ii. For a suspension of 4 or more school days, an explanation:
    - a) Of the other behavioral and disciplinary interventions that have been attempted;
    - b) That other appropriate and available behavioral and disciplinary interventions have been exhausted;
    - c) Of the restorative justice practices that have been or will be attempted; and
    - d) That the student's continuing presence in school would either:
      - i) Pose a threat to the safety of other students, staff or members of the school community, or
      - ii) Substantially disrupt, impede or interfere with the operation of the school.
  - iii. For a suspension of ~~45~~ or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parents/guardians, a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parents/guardians may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel at their own expense. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.: Goss v. Lopez, 19 U.S. 565 (1975).  
105 ILCS 5/10-20.14, 5/10-22.6.  
23 Ill. Admin. Code §1.280.

Adopted: May 26, 1999  
Reviewed: ~~March 2022~~December 2024  
Amended: April 27, 2022

CROSS REF.: 5.100 (Staff Development Program), ~~7.125~~, 7.130 (Student Rights and Responsibilities), 7.190 (Student Behavior), 7.220 (Bus Conduct)

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**Administrative Procedure - School Student Records**

This procedure implements Board ~~policy~~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~~parentheses 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.

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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-requested~~ by the Dept. of Children and Family Services (DCFS), due to an indicated finding being overturned in an appeal or hearing, purges DCFS's final finding report from the student's record in accordance with the Ill. School Student Records Act (105 ILCS 10/) on the date of expungement provided by the report, ~~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, amended by P.A. 103-624, eff. 1-1-25.-
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 to the parents/guardians, and if the student is in the legal custody of DCFS, DCFS' Office of Education and Transition Services, of the destruction schedule for the student's permanent and temporary school student records and of their right to request a copy. Notice to parents/guardians or the student may be provided 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. ~~s 101-161~~ and 102-199; 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 duties'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, ~~amended by P.A. 101-643~~, amended by P.A. 103-979, eff. 1-1-25, 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.s ~~101-161~~ and 102-199, 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.

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**Access to Parent/Guardian, Eligible Student, or DCFS**

1. A student's parent(s)/guardian(s) or eligible student, or designee, or DCFS' Office of Education and Transition Services, when a student is in the legal custody of DCFS, 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), DCFS, if applicable, or the District may request a qualified professional to be present to interpret the student's records. 105 ILCS 10/5(b), amended by P.A. 102-199. 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, or if applicable, DCFS' Office of Education and Transition Services, 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), amended by P.A. 102-199.

**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](http://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.*

8. DCFS' Office of Education and Transition Services will be granted access if the student is in the legal custody of DCFS. 105 ILCS 10/6(a)(12.5), added by P.A. 102-199 and renumbered by P.A. 102-813.

**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—entered under 20 U.S.C. §1232g(j), *Investigation and prosecution of terrorism*, 20 U.S.C. §1232g(j)(4) (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

Adopted: June 22, 2011  
Reviewed: December ~~2022~~2024  
Amended: January 18, 2023

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~~ [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 Ill. 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, unless otherwise prohibited by State law (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 **Building** 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 [exhibit 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.

December 18, 2024

Requests for Information Pursuant to the Illinois Freedom of Information Act  
The District has received and processed the following requests for information:

1. The Data Branch - Matt Stockwell Responded 12/12/2024
2. Kanoski Bresney Responded 12/11/2024
3. Science of Reading Illinois - Katharine Casey Responded 12/16/2024
4. SmartProcure Responded 12/13/2024

December 18, 2024

**Requests for Field Trips/Overnight requests:**

The District has received the following requests for field trips/overnight requests:

1. Normal Community High School Boys Wrestling Team attending a wrestling invitational at Harlem High School in Machesney Park, IL from 12-21-24 to 12-22-24.
2. Normal Community High School and Normal Community West High School HS Music Departments, All State Students attending an IL Music Education Conference in Peoria, IL from 1-30-25 to 2-1-25
3. Normal Community High School Drama Club attending the IL HS Theatre Festival at the University of Illinois in Champaign-Urbana from 1-9-25 to 1-11-25.



# Vision 2030



## **Fulfilling the Promise of Public Education in Illinois**

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Vision 2030 represents the second time education stakeholders fostered collaboration and unity among education organizations across the state to create an advocacy framework for public education in Illinois.



70



The Association of Illinois Rural and Small Schools

# Mandate Relief



**Illinois  
School Code  
has doubled since  
2000**

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# Future-Focused Learning

1. Promote future-driven skills that allow for more college and career exploration
2. Enhance student safety and well-being
3. Attract and retain a high quality and diverse educator pipeline <sup>72</sup>
4. Promote curriculum and instructional flexibility to meet the unique needs of local communities

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# Shared Accountability

1. Reform the Illinois assessment system to be a timely and useful measure of student proficiency and growth over time
2. Reform the current accountability system to provide local flexibility for identifying indicators that create a more holistic view of student success
3. Reform the mandate process to ensure implementation procedures that promote flexibility and local decision making

73

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# Predictable Funding

1. Protect the integrity and funding of the evidence-based funding formula
2. Establish equitable statewide funding sources for capital and safety needs
3. Enhance financial flexibility for all school districts

74



# Key Goals

**Keeping  
students  
safe**

**Keeping  
high-quality  
educators  
in front of  
students**

**Enhancing  
post-secondary  
success**

**Improving  
measurement  
of what is  
working**

75



# Vision 2030

76



Scan to learn more, or visit  
[IllinoisVision2030.com](http://IllinoisVision2030.com)



Original:    
 Amended:

**ILLINOIS STATE BOARD OF EDUCATION**  
 School Business and Support Services Division  
 (217) 785-8779

**CERTIFICATE OF TAX LEVY**

*A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.*

|  |                      |                            |
|--|----------------------|----------------------------|
| District Name<br>Community District No. 5 McLean and Woodford Counties | District Number<br>5 | County<br>McLean, Woodford |
|--|----------------------|----------------------------|

**Amount of Levy**

|                                     |                |                                       |                |
|-------------------------------------|----------------|---------------------------------------|----------------|
| <b>Educational</b>                  | \$ 109,050,000 | <b>Fire Prevention &amp; Safety *</b> | \$ 1,650,000   |
| <b>Operations &amp; Maintenance</b> | \$ 16,500,000  | <b>Tort Immunity</b>                  | \$ 6,650,000   |
| <b>Transportation</b>               | \$ 6,750,000   | <b>Special Education</b>              | \$ 1,300,000   |
| <b>Working Cash</b>                 | \$ 1,650,000   | <b>Leasing</b>                        | \$ 1,650,000   |
| <b>Municipal Retirement</b>         | \$ 1,500,000   |                                       | \$ 0           |
| <b>Social Security</b>              | \$ 3,100,000   | <b>Other</b>                          | \$ 0           |
|                                     |                | <b>Total Levy</b>                     | \$ 149,800,000 |

\* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

**See explanation on reverse side.**

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

**We hereby certify that we require:**

the sum of 109,050,000 dollars to be levied as a special tax for educational purposes; and  
 the sum of 16,500,000 dollars to be levied as a special tax for operations and maintenance purposes; and  
 the sum of 6,750,000 dollars to be levied as a special tax for transportation purposes; and  
 the sum of 1,650,000 dollars to be levied as a special tax for a working cash fund; and  
 the sum of 1,500,000 dollars to be levied as a special tax for municipal retirement purposes; and  
 the sum of 3,100,000 dollars to be levied as a special tax for social security purposes; and  
 the sum of 1,650,000 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and  
 the sum of 6,650,000 dollars to be levied as a special tax for tort immunity purposes; and  
 the sum of 1,300,000 dollars to be levied as a special tax for special education purposes; and  
 the sum of 1,650,000 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and  
 the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_; and  
 the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_  
 on the taxable property of our school district for the year 2024

Signed this 18 day of December 2024 . \_\_\_\_\_  
 (President)

\_\_\_\_\_  
 (Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

**Number of bond issues of said school district that have not been paid in full** 3 .

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 5 , McLean, Woodford County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2024 was filed in the office of the County Clerk of this County on 2024 .

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2024 , is \$ \_\_\_\_\_ .

\_\_\_\_\_  
 (Signature of County Clerk)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (County)

## TRUTH IN TAXATION CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of Community Unit School District No. 5, McLean and Woodford Counties, Illinois and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of 35 ILCS 200/18-60 through 35 ILCS 200/18-85 of the "Truth in Taxation Act."

Check one of the choices below

- 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law.
  
- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.
  
- 3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
  
- 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the 2024 levy.

Presiding Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**RESOLUTION OF THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS, REQUESTING THE REGIONAL SUPERINTENDENT OF SCHOOLS FOR DEWITT, LIVINGSTON, AND MCLEAN COUNTIES, ILLINOIS, TO CERTIFY TO THE COUNTY CLERK OF MCLEAN COUNTY AND THE BOARD OF ELECTION COMMISSIONERS OF THE CITY OF BLOOMINGTON, ILLINOIS, THE QUESTION OF IMPOSING A RETAILERS' OCCUPATION TAX AND A SERVICE OCCUPATION TAX TO BE USED EXCLUSIVELY FOR SCHOOL FACILITY PURPOSES, SCHOOL RESOURCE OFFICERS, AND MENTAL HEALTH PROFESSIONALS, FOR SUBMISSION TO THE ELECTORS OF MCLEAN COUNTY AT THE CONSOLIDATED ELECTION TO BE HELD ON THE 1st DAY OF APRIL, 2025.**

**WHEREAS**, Section 5-1006.7 of the Counties Code of the State of Illinois, as amended (the "County School Facility Occupation Tax Law"), authorizes the imposition of a tax upon all persons engaged in the business of selling tangible personal property, other than personal property titled or registered with an agency of the government of the State of Illinois, at retail in McLean County, Illinois (the "County"), on the gross receipts of the sales made in the course of business and a service occupation tax upon all persons engaged in the County in the business of making sales of service, who, as an incident to making those sales of service, transfer tangible personal property within the County as an incident to a sale of service, at a rate of 1% to provide revenue to be used exclusively for school facility purposes, school resource officers, and mental health professionals (the "County School Facility Occupation Taxes") if a proposition for the County School Facility Occupation Taxes (the "Proposition") is submitted to the electors of the County at a regular election and approved by a majority of the electors voting on the Proposition; and

**WHEREAS**, for purposes of the County School Facility Occupation Tax Law, "school facility purposes" means (i) the acquisition, development, construction, reconstruction, rehabilitation, improvement, financing, architectural planning, and installation of capital facilities consisting of buildings, structures, and durable equipment and the acquisition and improvement of real property and interest in real property required, or expected to be required, in connection with the capital facilities and (ii) the payment of bonds or other obligations heretofore or hereafter issued, including bonds or other obligations heretofore or hereafter issued to refund or to continue to refund bonds or other obligations issued, for school facility purposes, provided that the taxes levied to pay such bonds are abated by the amount of the taxes imposed under the County School Facility Occupation Tax Law that are used to pay such bonds; and

**WHEREAS**, for purposes of the County School Facility Occupation Tax Law, "school facility purposes" also includes fire prevention, safety, energy conservation, disabled accessibility, school security, and specified repair purposes set forth under Section 17-2.11 of the School Code of the State of Illinois, as amended; and

**WHEREAS**, the County School Facility Occupation Tax Law provides that upon receipt of a resolution or resolutions of school district boards that represent more than 50% of the student enrollment within the County, the Regional Superintendent of Schools for the County (the "Regional Superintendent") must certify the Proposition to the proper election authority in accordance with the Election Code of the State of Illinois, as amended (the "Election Code"); and

**WHEREAS**, the Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District"), deems it necessary, advisable and in the best interest of the District that the Regional Superintendent certify the Proposition to the County Clerk of McLean County (the "County Clerk") and the Board of Election Commissioners of the City of Bloomington, Illinois (the "Board of Election Commissioners") for submission to the electors of McLean County at the consolidated election to be held on the 1<sup>st</sup> day of April, 2025 (the "Election");

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 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.      Direction to Regional Superintendent. The Regional Superintendent is hereby directed to certify the Proposition to the County Clerk and the Board of Election Commissioners, in the form set forth in the County School Facility Occupation Tax Law and in accordance with the Election Code, for submission to the electors of the County at the Election.

Section 3.      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 4.      Repeal. 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.

**PASSED BY THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS, BY A MAJORITY VOTE THEREOF IN REGULAR AND PUBLIC SESSION THIS 18TH DAY OF DECEMBER 2024.**

AYES:            \_\_\_\_\_  
NAYS:            \_\_\_\_\_  
ABSENT:         \_\_\_\_\_

\_\_\_\_\_  
Jeremy DeHaai  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary Pro Tempore, Board of Education

**BOARD OF EDUCATION OF COMMUNITY UNIT DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS, urges the Illinois General Assembly to approve the necessary legislative changes to implement the recommendations under the three pillars of education improvement as contained in the Illinois Vision 2030 policy.**

**WHEREAS**, public education plays a defining role in ensuring equal opportunity for children in Illinois and throughout the United States; and

**WHEREAS**, it is our collective duty to ensure that every student, regardless of demographic or geographic identity, has equal access to a quality, public education; and

**WHEREAS**, we believe that strides need to be proactively made to face challenges and continually improve our public education system; and

**WHEREAS**, there have been three areas of prioritization identified as integral in improving our public education system: Future-Focused Learning, Shared Accountability, and Predictable Funding; and

**WHEREAS**, Future-Focused Learning should address: promoting future-driven skills that allow for more college and career exploration; enhancing student safety and well-being; attracting and retaining a high quality and diverse educator pipeline; and promoting curriculum and instructional flexibility to meet the unique needs of local communities; and

**WHEREAS**, Shared Accountability should address: reforming the Illinois assessment system to be a timely and useful measure of student proficiency and growth over time; reforming the current accountability system to provide local flexibility for identifying indicators that create a more holistic view of student success; and reforming the mandate process to ensure implementation procedures that promote flexibility and local decision making; and

**WHEREAS**, Predictable Funding should address: protecting the integrity and funding of the evidence-based funding formula; strengthening public education through pension reforms; and establishing equitable funding sources for Capital and safety needs; and

**WHEREAS**, it is imperative that any education improvement proposal for comprehensive change must be developed and supported by not only the education community, but in collaboration with families, communities, businesses, and others whose priorities reflect the best interests of the students;

**NOW, THEREFORE, BE IT RESOLVED** that the BOARD OF EDUCATION OF COMMUNITY UNIT DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS, joins with the Illinois Association of School Administrators (IASA), Illinois Association of School Boards (IASB), Illinois Principals' Association (IPA), Illinois Association of School Business Officials (IASBO), Illinois Association of Regional Superintendents of Schools (IARSS), Superintendents'

Commission for the Study of Demographics and Diversity (SCSDD), Illinois Alliance of Special Education Administrators (IAASE), and the Association of Illinois Rural and Small Schools (AIRSS) in supporting the Vision 2030 education improvement policy; and

BE IT FURTHER RESOLVED that the BOARD OF EDUCATION OF COMMUNITY UNIT DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS, urges the Illinois General Assembly to approve the necessary legislative changes to implement the recommendations under the three pillars of education improvement as contained in the Illinois Vision 2030 policy.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

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Jeremy DeHaai  
President of the Board

ATTEST

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Kelly Pyle  
Board Secretary Pro Tempore

**Personnel Matters - 12/18/2024**

**New Hires**

**Administrators**

| Homebase             | First Name | Last Name  | Position  | FTE  | Effective |
|----------------------|------------|------------|-----------|------|-----------|
| Grove Elementary     | Jennifer   | Mangruem   | Principal | 1.00 | 2025-26   |
| Kingsley Junior High | Kelly      | Fitzgerald | Principal | 1.00 | 2025-26   |

**Certified**

| Homebase                   | First Name | Last Name     | Position | Salary Placement: Lane / Step | FTE  | Effective |
|----------------------------|------------|---------------|----------|-------------------------------|------|-----------|
| Pepper Ridge               | Hannah     | Wood          | LBS1     | B+0 New Grad                  | 1.00 | 1/6/2025  |
| Normal Community West High | Adriana    | Rosales       | LBS1     | B+0 New Grad                  | 1.00 | 1/6/2025  |
| Evans Junior High          | William    | Duncan-Savage | LBS1     | B+0 New Grad                  | 1.00 | 1/6/2025  |
| Chiddix Junior High        | Jennifer   | Hatch         | LBS1     | B+0 New Grad                  | 1.00 | 1/6/2025  |
| Normal Community West High | Victoria   | Montes        | LBS1     | B+0 New Grad                  | 1.00 | 1/6/2025  |
| Benjamin                   | Katie      | Wasielewski   | Grade 2  | B+0 New Grad                  | 1.00 | 1/6/2025  |
| Chiddix Junior High        | Kaleb      | Kiesewetter   | LBS1     | B+0 New Grad                  | 1.00 | 1/6/2025  |
| Normal Community West High | Aura       | Wynne         | LBS1     | B+0 New Grad                  | 1.00 | 1/6/2025  |

84

**Educational Support Personnel**

| Homebase                   | First Name   | Last Name       | Position                    | Salary Placement | FTE    | Effective  |
|----------------------------|--------------|-----------------|-----------------------------|------------------|--------|------------|
| Parkside Junior High       | Michele      | McComas         | Paraprofessional            | Step 2           | 1.00   | 11/21/2024 |
| Normal Community High      | Tinita       | Wright          | Paraprofessional            | Step 2           | 1.00   | 12/2/2024  |
| Warehouse                  | Garrett      | Barksdale       | Custodian                   | Step 0           | 1.00   | 12/2/2024  |
| Pepper Ridge               | Sarah        | Harrison        | Paraprofessional            | Step 6           | 1.00   | 12/2/2024  |
| Colene Hoose               | Priatharsini | Balasubramanian | Paraprofessional            | Step 2           | 1.00   | 12/16/2024 |
| Cedar Ridge                | Brooke       | Starr           | Admin Assistant - 9.5 month | Step 3           | 1.00   | 12/10/2024 |
| Colene Hoose               | Kaleigh      | Stuart          | Paraprofessional            | Step 2           | 1.00   | 12/16/2024 |
| Brigham                    | Yasmine      | Thomas          | Paraprofessional            | Step 2           | 1.00   | 12/16/2024 |
| Normal Community West High | Drake        | Sniff           | Custodian                   | Step 0           | 1.00   | 12/2/2024  |
| Cedar                      | Amy          | Drzemala        | Food Service                | Step 0           | 0.6563 | 12/2/2024  |
| Colene Hoose               | Debora       | Alcorn          | Food Service                | Step 0           | 0.3750 | 12/2/2024  |
| Normal Community High      | Amanda       | Ehlers          | Food Service                | Step 0           | 0.3750 | 12/2/2024  |
| Normal Community High      | Carman       | Almanza         | Food Service                | Step 0           | 0.6250 | 12/2/2024  |
| Evans Junior High          | Joelle       | Amadi           | Custodian                   | Step 0           | 1.00   | 12/16/2024 |
| Evans Junior High          | Sandra       | Starr           | Paraprofessional            | Step 2           | 1.00   | 12/18/2024 |
| Chiddix Junior High        | Sarah        | Combites        | Paraprofessional            | Step 2           | 1.00   | 1/6/2025   |
| Normal Community West High | Samantha     | Rich            | Admin Assistant - 10 month  | Step 6           | 1.0    | 12/18/2024 |

\*All new hires are replacements for current positions unless otherwise noted above.

**Resignations/Retirements/Releases/Terminations**

**Certified**

| Homebase              | First Name | Last Name | Position                                | Action      | Effective  |
|-----------------------|------------|-----------|---|-------------|------------|
| Unit Office           | Dannell    | Wipperman | Assistant Director of Special Education | Resignation | 1/10/2025  |
| Normal Community West | Traci      | Verdery   | Teacher                                 | Resignation | 05/21/2025 |
|                       |            |           |   |             |            |

**Educational Support Personnel**

| Homebase                   | First Name  | Last Name | Position         | Action      | Effective  |
|----------------------------|-------------|-----------|------------------|-------------|------------|
| Evans Junior High          | Joselyn     | Wurth     | Paraprofessional | Resignation | 11/25/2024 |
| Benjamin Elementary        | Jaden       | Graham    | OTPT             | Resignation | 01/06/2025 |
| Sugar Creek                | Sydney      | Kozlowski | Paraprofessional | Resignation | 12/10/2024 |
| Parkside Junior High       | Shelby      | Shepherd  | Paraprofessional | Resignation | 01/17/2025 |
| Normal Community West High | Drake       | Sniff     | Custodian        | Termination | 12/16/2024 |
| Oakdale Elementary         | Emily       | Tucker    | Nurse            | Resignation | 12/20/2024 |
| Pepper Ridge               | Kimberly    | Roegge    | Paraprofessional | Resignation | 12/20/2024 |
| Normal Community High      | Regino      | Dizon     | Paraprofessional | Resignation | 05/21/2025 |
| Sugar Creek                | Tanya       | Aguilar   | Paraprofessional | Resignation | 11/26/2024 |
| Normal Community West High | Christopher | Millmore  | Safety Monitor   | Resignation | 12/20/2024 |

85

**Contract Revisions**

**Administration**

| Homebase | First Name | Last Name | Position | Previous Placement | Revision | Effective |
|----------|------------|-----------|----------|--------------------|----------|-----------|
|          |            |           |          |                    |          |           |
|          |            |           |          |                    |          |           |

**Certified**

| Homebase | First Name | Last Name | Position | Previous Placement | Revision | Effective |
|----------|------------|-----------|----------|--------------------|----------|-----------|
|          |            |           |          |                    |          |           |
|          |            |           |          |                    |          |           |

**Educational Support Personnel**

| Homebase | First Name | Last Name | Position | Previous Placement | Revision | Effective |
|----------|------------|-----------|----------|--------------------|----------|-----------|
|          |            |           |          |                    |          |           |

**Leave Requests**

**Certified**

| Homebase | First Name | Last Name | Position | Leave Requested | Effective |
|----------|------------|-----------|----------|-----------------|-----------|
|          |            |           |          |                 |           |





**MCLEAN COUNTY UNIT DISTRICT NO. 5**  
**Authorization for Payment of Bills and Payrolls**  
**November 21, 2024 through December 18, 2024**

**SUMMARY OF BILLS & PAYROLLS BY FUND**

| <b>Fund</b>                            | <b><sup>1</sup> Prepaid Bills</b> | <b><sup>2</sup> Bills To Be Paid</b> | <b><sup>3</sup> Payrolls</b> | <b>Total</b>           |
|--|-----------------------------------|--------------------------------------|------------------------------|------------------------|
| 07 Flexible Benefit Plan Trust Fund    | 35,456.87                         | 0.00                                 | 0.00                         | 35,456.87              |
| 08 Unit 5 Self-Funded Insurance        | 1,480,444.67                      | 0.00                                 | 0.00                         | 1,480,444.67           |
| 10 Educational                         | 556,574.58                        | 639,903.74                           | 10,747,732.64                | 11,944,210.96          |
| 20 Operations & Maintenance            | 185,065.76                        | 352,076.84                           | 668,521.97                   | 1,205,664.57           |
| 30 Debt Service                        | 9,933,442.00                      | 10,009.10                            | 0.00                         | 9,943,451.10           |
| 40 Transportation                      | 76,990.13                         | 105,141.24                           | 24,022.75                    | 206,154.12             |
| 50 Social Security                     | 0.00                              | 0.00                                 | 278,707.08                   | 278,707.08             |
| 51 IMRF                                | 0.00                              | 0.00                                 | 165,591.15                   | 165,591.15             |
| 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                       | 99,632.26                         | 1,302,842.76                         | 30,456.84                    | 1,432,931.86           |
| 90 Life Safety                         | 0.00                              | 199,594.00                           | 0.00                         | 199,594.00             |
| 99 Student Activity Funds <sup>4</sup> | 216,932.92                        | 0.00                                 | 0.00                         | 216,932.92             |
| <b>Grand Total</b>                     | <b>\$12,584,539.19</b>            | <b>\$2,609,567.68</b>                | <b>\$11,915,032.43</b>       | <b>\$27,109,139.30</b> |

<sup>1</sup> For funds 8 through 90, these bills were paid on and between 11/21/24 and 12/17/24. Please see the "Vendor Bill Listing - PREPAID" report for details.

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

<sup>3</sup> Please see the "Payroll Fund Totals" report for details.

<sup>4</sup> 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 11/20/24 and 12/17/24. 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 \$27,109,139.30.**

\_\_\_\_\_  
 Jeremy DeHaai, President, Board of Education

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Kelly Pyle, Secretary Pro Tempore, Board of Education

\_\_\_\_\_  
 Date

# CUSD No. 5, McLean and Woodford Counties, Illinois

## Payroll Fund Totals

Fiscal Year: 2024-2025

| Pay Cycle:        | Pay Period: | Start Date: | End Date:  | Pay Date:  |
|-------------------|-------------|-------------|------------|------------|
| Certified - Semi  | 10          | 11/01/2024  | 11/15/2024 | 11/29/2024 |
| Certified - Semi  | 10.1        | 11/01/2024  | 11/15/2024 | 11/29/2024 |
| Certified - Semi  | 10.2        | 11/01/2024  | 11/15/2024 | 11/29/2024 |
| Certified - Semi  | 10.4        | 11/01/2024  | 11/15/2024 | 11/29/2024 |
| Certified - Semi  | 11          | 11/16/2024  | 11/30/2024 | 12/13/2024 |
| Certified - Semi  | 11.1        | 11/16/2024  | 11/30/2024 | 12/13/2024 |
| Certified - Semi  | 11.2        | 11/16/2024  | 11/30/2024 | 12/13/2024 |
| Certified - Semi  | 11.3        | 11/16/2024  | 11/30/2024 | 12/13/2024 |
| Classified - Semi | 10          | 11/01/2024  | 11/15/2024 | 11/29/2024 |
| Classified - Semi | 10.1        | 11/01/2024  | 11/15/2024 | 11/29/2024 |
| Classified - Semi | 10.2        | 11/01/2024  | 11/15/2024 | 11/29/2024 |
| Classified - Semi | 10.3        | 11/01/2024  | 11/15/2024 | 11/29/2024 |
| Classified - Semi | 11          | 11/16/2024  | 11/30/2024 | 12/13/2024 |
| Classified - Semi | 11.1        | 11/16/2024  | 11/30/2024 | 12/13/2024 |
| Classified - Semi | 11.2        | 11/16/2024  | 11/30/2024 | 12/13/2024 |

| FUND  | GROSS                 | FICA               | RETIREMENT          | BENEFITS            | TOTALS                |
|---|-----------------------|--------------------|---------------------|---------------------|-----------------------|
| <b>Certified - Semi - Period Number: 10</b> |                       |                    |                     |                     |                       |
| 10  | 3,425,129.13          | 0.00               | 196,283.85          | 442,781.50          | 4,064,194.48          |
| 50  | 0.00                  | 47,506.98          | 0.00                | 0.00                | 47,506.98             |
| 80  | 4,260.41              | 0.00               | 502.41              | 600.00              | 5,362.82              |
| <b>Period Total:</b>                        | <b>\$3,429,389.54</b> | <b>\$47,506.98</b> | <b>\$196,786.26</b> | <b>\$443,381.50</b> | <b>\$4,117,064.28</b> |

|   |                       |                    |                     |                     |                       |
|---|-----------------------|--------------------|---------------------|---------------------|-----------------------|
| <b>Certified - Semi - Period Number: 11</b> |                       |                    |                     |                     |                       |
| 10  | 3,485,188.42          | 0.00               | 200,363.91          | 443,164.00          | 4,128,716.33          |
| 50  | 0.00                  | 48,397.24          | 0.00                | 0.00                | 48,397.24             |
| 80  | 4,260.41              | 0.00               | 502.41              | 600.00              | 5,362.82              |
| <b>Period Total:</b>                        | <b>\$3,489,448.83</b> | <b>\$48,397.24</b> | <b>\$200,866.32</b> | <b>\$443,764.00</b> | <b>\$4,182,476.39</b> |

|  |                       |                    |                    |                     |                       |
|--|-----------------------|--------------------|--------------------|---------------------|-----------------------|
| <b>Classified - Semi - Period Number: 10</b> |                       |                    |                    |                     |                       |
| 10   | 921,907.93            | 0.00               | 2,364.09           | 244,924.00          | 1,169,196.02          |
| 20   | 280,353.93            | 0.00               | 1,027.74           | 44,632.50           | 326,014.17            |
| 40   | 9,849.43              | 0.00               | 0.00               | 2,295.00            | 12,144.43             |
| 50   | 0.00                  | 87,918.93          | 0.00               | 0.00                | 87,918.93             |
| 51   | 0.00                  | 0.00               | 80,624.19          | 0.00                | 80,624.19             |
| 80   | 8,199.67              | 0.00               | 378.93             | 1,372.00            | 9,950.60              |
| <b>Period Total:</b>                         | <b>\$1,220,310.96</b> | <b>\$87,918.93</b> | <b>\$84,394.95</b> | <b>\$293,223.50</b> | <b>\$1,685,848.34</b> |

|  |                       |                    |                    |                     |                       |
|--|-----------------------|--------------------|--------------------|---------------------|-----------------------|
| <b>Classified - Semi - Period Number: 11</b> |                       |                    |                    |                     |                       |
| 10   | 940,344.29            | 0.00               | 2,364.09           | 243,394.00          | 1,186,102.38          |
| 20   | 292,421.81            | 0.00               | 1,027.74           | 44,632.50           | 338,082.05            |
| 40   | 9,583.32              | 0.00               | 0.00               | 2,295.00            | 11,878.32             |
| 50   | 0.00                  | 90,012.83          | 0.00               | 0.00                | 90,012.83             |
| 51   | 0.00                  | 0.00               | 84,672.07          | 0.00                | 84,672.07             |
| 80   | 8,029.67              | 0.00               | 378.93             | 1,372.00            | 9,780.60              |
| <b>Period Total:</b>                         | <b>\$1,250,379.09</b> | <b>\$90,012.83</b> | <b>\$88,442.83</b> | <b>\$291,693.50</b> | <b>\$1,720,528.25</b> |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| <b>Certified - Semi - Period Number: 10.1</b> |  |  |  |  |  |
|---|--|--|--|--|--|

| FUND                 | GROSS              | FICA              | RETIREMENT      | BENEFITS      | TOTALS             |
|----------------------|--------------------|-------------------|-----------------|---------------|--------------------|
| 10                   | 94,070.00          | 0.00              | 850.37          | 0.00          | 94,920.37          |
| 50                   | 0.00               | 1,364.08          | 0.00            | 0.00          | 1,364.08           |
| <b>Period Total:</b> | <b>\$94,070.00</b> | <b>\$1,364.08</b> | <b>\$850.37</b> | <b>\$0.00</b> | <b>\$96,284.45</b> |

**Certified - Semi - Period Number: 10.2**

|                      |                    |                   |               |               |                    |
|----------------------|--------------------|-------------------|---------------|---------------|--------------------|
| 10                   | 14,134.00          | 0.00              | 0.00          | 0.00          | 14,134.00          |
| 50                   | 0.00               | 1,081.22          | 0.00          | 0.00          | 1,081.22           |
| <b>Period Total:</b> | <b>\$14,134.00</b> | <b>\$1,081.22</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$15,215.22</b> |

**Certified - Semi - Period Number: 11.1**

|                      |                    |                 |                 |               |                    |
|----------------------|--------------------|-----------------|-----------------|---------------|--------------------|
| 10                   | 68,862.50          | 0.00            | 620.61          | 0.00          | 69,483.11          |
| 50                   | 0.00               | 998.62          | 0.00            | 0.00          | 998.62             |
| <b>Period Total:</b> | <b>\$68,862.50</b> | <b>\$998.62</b> | <b>\$620.61</b> | <b>\$0.00</b> | <b>\$70,481.73</b> |

**Certified - Semi - Period Number: 11.2**

|                      |                    |                 |               |               |                    |
|----------------------|--------------------|-----------------|---------------|---------------|--------------------|
| 10                   | 13,026.00          | 0.00            | 0.00          | 0.00          | 13,026.00          |
| 50                   | 0.00               | 996.47          | 0.00          | 0.00          | 996.47             |
| <b>Period Total:</b> | <b>\$13,026.00</b> | <b>\$996.47</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$14,022.47</b> |

**Classified - Semi - Period Number: 10.1**

|                      |                 |                |                |               |                 |
|----------------------|-----------------|----------------|----------------|---------------|-----------------|
| 20                   | 544.00          | 0.00           | 0.00           | 0.00          | 544.00          |
| 50                   | 0.00            | 41.62          | 0.00           | 0.00          | 41.62           |
| 51                   | 0.00            | 0.00           | 38.41          | 0.00          | 38.41           |
| <b>Period Total:</b> | <b>\$544.00</b> | <b>\$41.62</b> | <b>\$38.41</b> | <b>\$0.00</b> | <b>\$624.03</b> |

**Certified - Semi - Period Number: 10.4**

|                      |                   |                |                 |               |                   |
|----------------------|-------------------|----------------|-----------------|---------------|-------------------|
| 10                   | 6,342.11          | 0.00           | 266.24          | 0.00          | 6,608.35          |
| 50                   | 0.00              | 91.89          | 0.00            | 0.00          | 91.89             |
| <b>Period Total:</b> | <b>\$6,342.11</b> | <b>\$91.89</b> | <b>\$266.24</b> | <b>\$0.00</b> | <b>\$6,700.24</b> |

**Classified - Semi - Period Number: 10.2**

|                      |                 |                |                |               |                 |
|----------------------|-----------------|----------------|----------------|---------------|-----------------|
| 10                   | 516.16          | 0.00           | 0.00           | 0.00          | 516.16          |
| 50                   | 0.00            | 39.48          | 0.00           | 0.00          | 39.48           |
| 51                   | 0.00            | 0.00           | 36.44          | 0.00          | 36.44           |
| <b>Period Total:</b> | <b>\$516.16</b> | <b>\$39.48</b> | <b>\$36.44</b> | <b>\$0.00</b> | <b>\$592.08</b> |

**Classified - Semi - Period Number: 10.3**

|                      |                   |                 |                 |                 |                   |
|----------------------|-------------------|-----------------|-----------------|-----------------|-------------------|
| 20                   | 1,598.32          | 0.00            | 0.00            | 382.50          | 1,980.82          |
| 50                   | 0.00              | 113.62          | 0.00            | 0.00            | 113.62            |
| 51                   | 0.00              | 0.00            | 112.84          | 0.00            | 112.84            |
| <b>Period Total:</b> | <b>\$1,598.32</b> | <b>\$113.62</b> | <b>\$112.84</b> | <b>\$382.50</b> | <b>\$2,207.28</b> |

**Classified - Semi - Period Number: 11.1**

|                      |                 |                |               |               |                 |
|----------------------|-----------------|----------------|---------------|---------------|-----------------|
| 10                   | 395.40          | 0.00           | 0.00          | 0.00          | 395.40          |
| 50                   | 0.00            | 30.25          | 0.00          | 0.00          | 30.25           |
| <b>Period Total:</b> | <b>\$395.40</b> | <b>\$30.25</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$425.65</b> |

**Certified - Semi - Period Number: 11.3**

|                      |                 |               |               |               |                 |
|----------------------|-----------------|---------------|---------------|---------------|-----------------|
| 10                   | 437.50          | 0.00          | 2.54          | 0.00          | 440.04          |
| 50                   | 0.00            | 6.34          | 0.00          | 0.00          | 6.34            |
| <b>Period Total:</b> | <b>\$437.50</b> | <b>\$6.34</b> | <b>\$2.54</b> | <b>\$0.00</b> | <b>\$446.38</b> |

**Classified - Semi - Period Number: 11.2**

|    |          |      |      |        |          |
|----|----------|------|------|--------|----------|
| 20 | 1,518.43 | 0.00 | 0.00 | 382.50 | 1,900.93 |
|----|----------|------|------|--------|----------|

| FUND                 | GROSS                 | FICA                | RETIREMENT          | BENEFITS              | TOTALS                 |
|----------------------|-----------------------|---------------------|---------------------|-----------------------|------------------------|
| 50                   | 0.00                  | 107.51              | 0.00                | 0.00                  | 107.51                 |
| 51                   | 0.00                  | 0.00                | 107.20              | 0.00                  | 107.20                 |
| <b>Period Total:</b> | <b>\$1,518.43</b>     | <b>\$107.51</b>     | <b>\$107.20</b>     | <b>\$382.50</b>       | <b>\$2,115.64</b>      |
| <b>Grand Totals:</b> | <b>\$9,590,972.84</b> | <b>\$278,707.08</b> | <b>\$572,525.01</b> | <b>\$1,472,827.50</b> | <b>\$11,915,032.43</b> |

End of Report

**Expenditure Summary Report**

From Date: 11/20/2024  
To Date: 11/20/2024

| Vendor   | Invoice              | PO No.    | Check No. | Check Date | Amount          |
|--|----------------------|-----------|-----------|------------|-----------------|
| AMAZON CAPITAL SERVICES                              | 1MWR9CRF11VN         | 302250050 | 48437     | 11/20/2024 | 41.31           |
|  | 1XM9CC3HWYVY         | 302250048 | 48437     | 11/20/2024 | 83.34           |
| <b>AMAZON CAPITAL SERVICES Total</b>                 |                      |           |           |            | <b>124.65</b>   |
| AUBIN, CHAD STEPHEN                                  | GC for Coaches       | (blank)   | 48438     | 11/20/2024 | 529.82          |
| <b>AUBIN, CHAD STEPHEN Total</b>                     |                      |           |           |            | <b>529.82</b>   |
| AUTOMATED COMMUNICATIONS INC.                        | 1061263              | (blank)   | 48439     | 11/20/2024 | 416.00          |
| <b>AUTOMATED COMMUNICATIONS INC. Total</b>           |                      |           |           |            | <b>416.00</b>   |
| BIERBAUM, JOHN                                       | SS Cub Mtg Food      | (blank)   | 48440     | 11/20/2024 | 48.46           |
| <b>BIERBAUM, JOHN Total</b>                          |                      |           |           |            | <b>48.46</b>    |
| BSN SPORTS   | 927729224            | (blank)   | 48441     | 11/20/2024 | 716.77          |
| <b>BSN SPORTS Total</b>                              |                      |           |           |            | <b>716.77</b>   |
| COLLEGE BOARD  | P2411159321          | (blank)   | 48442     | 11/20/2024 | 1,002.30        |
| <b>COLLEGE BOARD Total</b>                           |                      |           |           |            | <b>1,002.30</b> |
| CONRAD, KAREN  | Reimbursement Soccer | (blank)   | 48443     | 11/20/2024 | 288.54          |
| <b>CONRAD, KAREN Total</b>                           |                      |           |           |            | <b>288.54</b>   |
| FIVE STAR WATER                                      | V86191184            | (blank)   | 6435      | 11/20/2024 | 110.95          |
| <b>FIVE STAR WATER Total</b>                         |                      |           |           |            | <b>110.95</b>   |
| HAFERMANN, EDUARD P                                  | BloNo Tip            | (blank)   | 48444     | 11/20/2024 | 86.82           |
|  | Rakes                | (blank)   | 48444     | 11/20/2024 | 214.80          |
| <b>HAFERMANN, EDUARD P Total</b>                     |                      |           |           |            | <b>301.62</b>   |
| Hupp, Dana   | B Soccer Banquet     | (blank)   | 48445     | 11/20/2024 | 92.47           |
| <b>Hupp, Dana Total</b>                              |                      |           |           |            | <b>92.47</b>    |
| ILLINOIS FFA SECTION 9                               | 87156                | (blank)   | 48446     | 11/20/2024 | 55.00           |
| <b>ILLINOIS FFA SECTION 9 Total</b>                  |                      |           |           |            | <b>55.00</b>    |
| ILLINOIS HIGH SCHOOL ASSOCIATION                     | 38494                | (blank)   | 48447     | 11/20/2024 | 257.35          |
| <b>ILLINOIS HIGH SCHOOL ASSOCIATION Total</b>        |                      |           |           |            | <b>257.35</b>   |
| LET'S PARTY RENTAL                                   | State Golf Rental    | (blank)   | 48448     | 11/20/2024 | 387.30          |
| <b>LET'S PARTY RENTAL Total</b>                      |                      |           |           |            | <b>387.30</b>   |
| LIMELITE GRAPHICS                                    | 7712                 | (blank)   | 48449     | 11/20/2024 | 371.00          |
| <b>LIMELITE GRAPHICS Total</b>                       |                      |           |           |            | <b>371.00</b>   |
| MACKINSON, NICOLE A                                  | NEHS Induction       | (blank)   | 48450     | 11/20/2024 | 63.58           |
| <b>MACKINSON, NICOLE A Total</b>                     |                      |           |           |            | <b>63.58</b>    |
| MCLEAN CO UNIT DIST NO 5 - FOOD SERVICE              | V39221390            | (blank)   | 6972      | 11/20/2024 | 10.00           |
| <b>MCLEAN CO UNIT DIST NO 5 - FOOD SERVICE Total</b> |                      |           |           |            | <b>10.00</b>    |
| MINERVA PROMOTIONS                                   | V56475556            | (blank)   | 25282     | 11/20/2024 | 420.25          |
| <b>MINERVA PROMOTIONS Total</b>                      |                      |           |           |            | <b>420.25</b>   |
| MYERS, ROBIN   | VB Official Oct 5    | (blank)   | 48451     | 11/20/2024 | 95.00           |
| <b>MYERS, ROBIN Total</b>                            |                      |           |           |            | <b>95.00</b>    |
| NORMAL WEST HIGH SCHOOL                              | V6078033             | (blank)   | 25283     | 11/20/2024 | 275.00          |
| <b>NORMAL WEST HIGH SCHOOL Total</b>                 |                      |           |           |            | <b>275.00</b>   |

**Expenditure Summary Report**

From Date: 11/20/2024  
To Date: 11/20/2024

| Vendor                                   | Invoice              | PO No.  | Check No. | Check Date | Amount          |
|--|----------------------|---------|-----------|------------|-----------------|
| NOVOTNEY, MEGAN E                        | V96519323            | (blank) | 6973      | 11/20/2024 | 19.98           |
| <b>NOVOTNEY, MEGAN E Total</b>           |                      |         |           |            | <b>19.98</b>    |
| OSTLING, COREY MATTHEW                   | Ostling Reimburse    | (blank) | 48452     | 11/20/2024 | 286.50          |
| <b>OSTLING, COREY MATTHEW Total</b>      |                      |         |           |            | <b>286.50</b>   |
| PEORIA HIGH SCHOOL                       | V5525390             | (blank) | 25284     | 11/20/2024 | 175.00          |
| <b>PEORIA HIGH SCHOOL Total</b>          |                      |         |           |            | <b>175.00</b>   |
| STARKEY, MEGAN RUTH                      | Pizza Hut Reimburse  | (blank) | 48453     | 11/20/2024 | 371.19          |
|  | Relay for Life       | (blank) | 48453     | 11/20/2024 | 80.00           |
| <b>STARKEY, MEGAN RUTH Total</b>         |                      |         |           |            | <b>451.19</b>   |
| WINSLER, ANNETTE                         | V27305924            | (blank) | 5181      | 11/20/2024 | 200.00          |
| <b>WINSLER, ANNETTE Total</b>            |                      |         |           |            | <b>200.00</b>   |
| ZEMAN, JOSEPH                            | V32320161            | (blank) | 6974      | 11/20/2024 | 72.90           |
|  | V5331042             | (blank) | 6974      | 11/20/2024 | 231.75          |
| <b>ZEMAN, JOSEPH Total</b>               |                      |         |           |            | <b>304.65</b>   |
| ZIMMERMAN, CLAIRE CHRISTINE              | Transportation Cards | (blank) | 48454     | 11/20/2024 | 80.00           |
| <b>ZIMMERMAN, CLAIRE CHRISTINE Total</b> |                      |         |           |            | <b>80.00</b>    |
| <b>Grand Total</b>                       |                      |         |           |            | <b>7,083.38</b> |

**Expenditure Summary Report**

From Date: 11/20/2024  
To Date: 11/20/2024

| Fund               | Amount          |
|--------------------|-----------------|
| 99                 | 7,083.38        |
| <b>Grand Total</b> | <b>7,083.38</b> |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor                         | Invoice              | PO No.  | Check No. | Check Date | Amount        |
|--------------------------------|----------------------|---------|-----------|------------|---------------|
| ACREE, ROY                     | Invite Official11/30 | (blank) | 49023     | 11/26/2024 | 275.00        |
| <b>ACREE, ROY Total</b>        |                      |         |           |            | <b>275.00</b> |
| ADELMAN, JOSEPH R              | Invite Official11/30 | (blank) | 49024     | 11/26/2024 | 275.00        |
| <b>ADELMAN, JOSEPH R Total</b> |                      |         |           |            | <b>275.00</b> |
| <b>ADVANCE AUTO PARTS</b>      | 6.25343E+12          | 2500208 | 262986    | 12/4/2024  | 47.56         |
|                                | 6.25343E+12          | 2500208 | 262986    | 12/4/2024  | 149.27        |
|                                | 6.25343E+12          | 2500208 | 262986    | 12/4/2024  | 114.27        |
|                                | 6.25343E+12          | 2500208 | 262986    | 12/4/2024  | 175.46        |
|                                | 6.25343E+12          | 2500224 | 262986    | 12/4/2024  | 143.93        |
|                                | 6.25343E+12          | 2500224 | 262986    | 12/4/2024  | 223.61        |
|                                | 6.25343E+12          | 2500224 | 262986    | 12/4/2024  | 224.51        |
|                                | 6.25343E+12          | 2500224 | 262986    | 12/4/2024  | 55.84         |
|                                | 6.25343E+12          | 2500224 | 262986    | 12/4/2024  | 354.64        |
|                                | 6.25343E+12          | 2500208 | 262986    | 12/4/2024  | 3.65          |
|                                | 6.25343E+12          | 2500208 | 262986    | 12/4/2024  | 184.69        |
|                                | 6.25343E+12          | 2500224 | 262986    | 12/4/2024  | 219.68        |
|                                | 6.25343E+12          | 2500224 | 262986    | 12/4/2024  | 169.80        |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 14.60         |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 102.88        |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 109.11        |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 69.90         |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 27.29         |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 63.47         |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 5.84          |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 78.35         |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | (255.00)      |
|                                | 6.25343E+12          | 2500208 | 263034    | 12/10/2024 | 34.99         |
|                                | 6.25343E+12          | 2500208 | 263034    | 12/10/2024 | 76.44         |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 30.54         |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 155.49        |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 23.00         |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 136.92        |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 30.09         |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 18.32         |
|                                | 6.25343E+12          | 2500208 | 263034    | 12/10/2024 | 6.99          |
|                                | 6.25343E+12          | 2500208 | 263034    | 12/10/2024 | 41.94         |
|                                | 6.25343E+12          | 2500208 | 263034    | 12/10/2024 | 17.17         |
|                                | 6.25343E+12          | 2500208 | 263034    | 12/10/2024 | 123.16        |
|                                | 6.25343E+12          | 2500208 | 263034    | 12/10/2024 | 88.41         |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 5.54          |
|                                | 6.25343E+12          | 2500224 | 263034    | 12/10/2024 | 490.58        |
|                                | 6.25343E+12          | 2500208 | 263034    | 12/10/2024 | 345.23        |
|                                | 6.25343E+12          | 2500208 | 263034    | 12/10/2024 | (45.00)       |
|                                | 6.25342E+12          | 2500208 | 263034    | 12/10/2024 | 172.34        |
|                                | 6.25342E+12          | 2500208 | 263034    | 12/10/2024 | 158.24        |
|                                | 6.25342E+12          | 2500208 | 263034    | 12/10/2024 | 93.60         |
|                                | 6.25342E+12          | 2500208 | 263034    | 12/10/2024 | 424.88        |
|                                | 6.25342E+12          | 2500208 | 263034    | 12/10/2024 | 18.26         |
|                                | 6.25342E+12          | 2500224 | 263034    | 12/10/2024 | 13.20         |
|                                | 3.25342E+12          | 2500208 | 263034    | 12/10/2024 | 43.00         |
|                                | 6.25342E+12          | 2500208 | 263034    | 12/10/2024 | 52.31         |
|                                | 6.25342E+12          | 2500208 | 263034    | 12/10/2024 | 191.13        |
|                                | 6.25342E+12          | 2500208 | 263034    | 12/10/2024 | 46.84         |
|                                | 6.25342E+12          | 2500224 | 263034    | 12/10/2024 | 170.09        |
|                                | 6.25342E+12          | 2500224 | 263034    | 12/10/2024 | 19.36         |
|                                | 6.25342E+12          | 2500224 | 263034    | 12/10/2024 | 6.60          |
|                                | 6.25342E+12          | 2500208 | 263034    | 12/10/2024 | 189.32        |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor   | Invoice        | PO No.       | Check No. | Check Date | Amount          |
|--|----------------|--------------|-----------|------------|-----------------|
| ADVANCE AUTO PARTS                             | 6.25342E+12    | 2500208      | 263034    | 12/10/2024 | 142.78          |
|  | 6.25342E+12    | 2500224      | 263034    | 12/10/2024 | 159.33          |
|  | 6.25342E+12    | 2500224      | 263034    | 12/10/2024 | 68.59           |
|  | 6.25342E+12    | 2500224      | 263034    | 12/10/2024 | 170.09          |
| <b>ADVANCE AUTO PARTS Total</b>                |                |              |           |            | <b>6,003.12</b> |
| A-FRAME PIANO SERVICES LLC                     | CHDJH110624    | 2502880      | 262985    | 12/4/2024  | 115.00          |
| <b>A-FRAME PIANO SERVICES LLC Total</b>        |                |              |           |            | <b>115.00</b>   |
| ALDRIDGE, KLARISSA                             | Speech Judge   | 2502761      | 262987    | 12/4/2024  | 100.00          |
| <b>ALDRIDGE, KLARISSA Total</b>                |                |              |           |            | <b>100.00</b>   |
| ALL IN GEAR                                    | V56558914      | (blank)      | 15645     | 12/13/2024 | 3,520.00        |
|  |                | 1382 (blank) | 48979     | 11/21/2024 | 371.00          |
| <b>ALL IN GEAR Total</b>                       |                |              |           |            | <b>3,891.00</b> |
| ALPHA CONTROLS & SERVICES LLC                  | C007632        | 2502784      | 262988    | 12/4/2024  | 5,576.00        |
| <b>ALPHA CONTROLS &amp; SERVICES LLC Total</b> |                |              |           |            | <b>5,576.00</b> |
| AMAZON CAPITAL SERVICES                        | 1H6K-XXTQ-9GQJ | 105250001    | 5162      | 12/17/2024 | 47.99           |
|  | 1MVJDQ1XJ64V   | 302250054    | 48493     | 12/12/2024 | 10.73           |
|  | 1YT7QCHKDTH1   | 302250055    | 48493     | 12/12/2024 | 82.96           |
|  | 1CYQL4KGCN64   | 302250056    | 48493     | 12/12/2024 | 86.82           |
|  | 1F66DNJP79W7   | 302250057    | 48493     | 12/12/2024 | 1,598.94        |
|  | 1JT1-DY9K-JJHC | 2502856      | 262989    | 12/4/2024  | 100.86          |
|  | 11YG-XD3W-XHK9 | 2502862      | 262989    | 12/4/2024  | 13.89           |
|  | 19P3-VKL7-X6TC | 2502885      | 262989    | 12/4/2024  | 52.45           |
|  | 1J63-P1H7-1KGN | 2502825      | 262989    | 12/4/2024  | 111.92          |
|  | 1XCTCH4MWR3K   | 302250049    | 48468     | 12/4/2024  | 189.14          |
|  | 1KTRDNF6RV9F   | 302250053    | 48455     | 11/25/2024 | 301.64          |
|  | 1NND-76RC-HHQV | 2502839      | 262989    | 12/4/2024  | 323.13          |
|  | 1VKP-XFD7-DFKL | 2502751      | 262989    | 12/4/2024  | 150.49          |
|  | 1V3CP1LCCRW3   | 302250051    | 48455     | 11/25/2024 | 46.98           |
|  | 1X3N-JC7X-3NJF | 2502789      | 262989    | 12/4/2024  | 80.40           |
|  | 17ZJFY3L1F47   | 302250052    | 48455     | 11/25/2024 | 137.35          |
|  | 1FNF-49KK-C64F | 2502550      | 262989    | 12/4/2024  | 36.49           |
|  | 1GPH-RNKP-CLX3 | 2502603      | 262989    | 12/4/2024  | 7.99            |
|  | 1QGQ-61NL-CFX3 | 2502573      | 262989    | 12/4/2024  | 28.94           |
|  | 17N7-FHLL-9F6N | 2502667      | 262989    | 12/4/2024  | 308.69          |
| 1XQ1-91K3-7QFH                                 | (blank)        | 262989       | 12/4/2024 | (224.95)   |                 |
| 176J-WYWV-1X9H                                 | 2502753        | 262989       | 12/4/2024 | 21.30      |                 |
| 1413-QLDQ-TD3M                                 | 2502603        | 262989       | 12/4/2024 | 69.34      |                 |
| 1394-9FNX-PWL6                                 | 2502857        | 262989       | 12/4/2024 | 34.74      |                 |
| <b>AMAZON CAPITAL SERVICES Total</b>           |                |              |           |            | <b>3,618.23</b> |
| AMERMAN, JULIE                                 | V71612631      | (blank)      | 20912     | 12/9/2024  | 110.00          |
| <b>AMERMAN, JULIE Total</b>                    |                |              |           |            | <b>110.00</b>   |
| ANDERSON, SHAWN                                | V1429680       | (blank)      | 15646     | 12/13/2024 | 6.00            |
| <b>ANDERSON, SHAWN Total</b>                   |                |              |           |            | <b>6.00</b>     |
| ANGSTEN, ALESHA KRISTINE                       | V776256        | (blank)      | 5083      | 11/25/2024 | 83.88           |
| <b>ANGSTEN, ALESHA KRISTINE Total</b>          |                |              |           |            | <b>83.88</b>    |
| APPERSON EDUCATION PRODUCTS INC.               | ES40532        | 2502554      | 262990    | 12/4/2024  | 503.85          |
| <b>APPERSON EDUCATION PRODUCTS INC. Total</b>  |                |              |           |            | <b>503.85</b>   |
| Armstrong, Jennifer                            | V55675909      | (blank)      | 25302     | 12/12/2024 | 207.00          |
|  | V33039309      | (blank)      | 25290     | 11/25/2024 | 34.56           |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor  | Invoice              | PO No.  | Check No. | Check Date | Amount          |
|---|----------------------|---------|-----------|------------|-----------------|
| <b>Armstrong, Jennifer Total</b>                      |                      |         |           |            | <b>241.56</b>   |
| <b>AVANTI'S ITALIAN RESTAURANT -BLOOMINGTON</b>       | V72615541            | (blank) | 15647     | 12/13/2024 | 528.25          |
|   | V47307407            | (blank) | 6437      | 12/11/2024 | 187.21          |
|   | 5882 & 5216          | (blank) | 49050     | 12/11/2024 | 356.25          |
|   | December 2 Statement | (blank) | 48494     | 12/12/2024 | 940.10          |
|   | V72508058            | (blank) | 25298     | 12/12/2024 | 1,258.07        |
|   | V58103474            | (blank) | 6987      | 12/9/2024  | 509.55          |
|   | transaction 4172     | (blank) | 22547     | 12/11/2024 | 56.00           |
|   | 3 invoices for VB    | (blank) | 48980     | 11/21/2024 | 524.91          |
| <b>AVANTI'S ITALIAN RESTAURANT -BLOOMINGTON Total</b> |                      |         |           |            | <b>4,360.34</b> |
| <b>B &amp; B AWARDS &amp; RECOGNITION</b>             | 20055167 & 20055224  | (blank) | 49068     | 12/13/2024 | 361.49          |
|   | 20055269             | (blank) | 48495     | 12/12/2024 | 53.59           |
|   | 20055163             | (blank) | 49037     | 12/5/2024  | 64.00           |
|   | 20055093             | (blank) | 49007     | 11/26/2024 | 185.73          |
|   | 20055160             | 2502853 | 262991    | 12/4/2024  | 275.88          |
|   | 20054913             | 2502819 | 262991    | 12/4/2024  | 137.94          |
| <b>B &amp; B AWARDS &amp; RECOGNITION Total</b>       |                      |         |           |            | <b>1,078.63</b> |
| <b>BACON SANDRA</b>                                   | Madrigal Greenery    | (blank) | 49051     | 12/11/2024 | 259.87          |
| <b>BACON SANDRA Total</b>                             |                      |         |           |            | <b>259.87</b>   |
| <b>BAIN, LEEANN JANETTE</b>                           | V84400666            | (blank) | 6224      | 12/11/2024 | 23.99           |
| <b>BAIN, LEEANN JANETTE Total</b>                     |                      |         |           |            | <b>23.99</b>    |
| <b>BAIRDS AUTO AND TIRE</b>                           | 1012339              | 2502901 | 262992    | 12/4/2024  | 5,167.61        |
|   | 1012405              | 2502779 | 262992    | 12/4/2024  | 128.36          |
| <b>BAIRDS AUTO AND TIRE Total</b>                     |                      |         |           |            | <b>5,295.97</b> |
| <b>BAKER, MELANIE</b>                                 | V44948956            | (blank) | 4194      | 11/25/2024 | 68.56           |
| <b>BAKER, MELANIE Total</b>                           |                      |         |           |            | <b>68.56</b>    |
| <b>BANKS, STEPHANIE A</b>                             | V23131807            | (blank) | 1937      | 12/5/2024  | 27.96           |
| <b>BANKS, STEPHANIE A Total</b>                       |                      |         |           |            | <b>27.96</b>    |
| <b>BARR, KARA E</b>                                   | V51712863            | (blank) | 5547      | 12/6/2024  | 51.60           |
| <b>BARR, KARA E Total</b>                             |                      |         |           |            | <b>51.60</b>    |
| <b>BEER, JULIA RENEE</b>                              | V21839262            | (blank) | 6977      | 11/26/2024 | 31.98           |
|   | choir                | (blank) | 22538     | 11/25/2024 | 188.19          |
| <b>BEER, JULIA RENEE Total</b>                        |                      |         |           |            | <b>220.17</b>   |
| <b>BEIRNE, COREY THOMAS JOHN</b>                      | V49075484            | (blank) | 4197      | 12/4/2024  | 268.49          |
| <b>BEIRNE, COREY THOMAS JOHN Total</b>                |                      |         |           |            | <b>268.49</b>   |
| <b>BENNETT ELECTRONICS</b>                            | 37142                | 2502829 | 262993    | 12/4/2024  | 122.00          |
| <b>BENNETT ELECTRONICS Total</b>                      |                      |         |           |            | <b>122.00</b>   |
| <b>BENNETT, SUSAN C</b>                               | V55322755            | (blank) | 1938      | 12/5/2024  | 627.11          |
| <b>BENNETT, SUSAN C Total</b>                         |                      |         |           |            | <b>627.11</b>   |
| <b>BEST ONE OF CENTRAL ILLINOIS</b>                   | 50-662334            | 2502778 | 262994    | 12/4/2024  | 317.00          |
| <b>BEST ONE OF CENTRAL ILLINOIS Total</b>             |                      |         |           |            | <b>317.00</b>   |
| <b>BIERBAUM, JOHN</b>                                 | Misc Food            | (blank) | 48486     | 12/9/2024  | 162.93          |
|   | Yard Sign Reimburse  | (blank) | 48469     | 12/4/2024  | 54.94           |
|   | V382781              | 2502892 | 262995    | 12/4/2024  | 165.00          |
| <b>BIERBAUM, JOHN Total</b>                           |                      |         |           |            | <b>382.87</b>   |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor  | Invoice              | PO No.              | Check No. | Check Date | Amount     |                     |
|---|----------------------|---------------------|-----------|------------|------------|---------------------|
| BJK WELDING SOLUTIONS                           |                      | 5249                | 2502553   | 262996     | 12/4/2024  | 140.00              |
| <b>BJK WELDING SOLUTIONS Total</b>              |                      |                     |           |            |            | <b>140.00</b>       |
| BLAUM, MELISSA MARIE                            | MILES202411          | (blank)             | 262898    | 12/4/2024  | 29.88      |                     |
| <b>BLAUM, MELISSA MARIE Total</b>               |                      |                     |           |            |            | <b>29.88</b>        |
| BLOOMINGTON HIGH SCHOOL                         | Tourn Entry fee      | (blank)             | 49052     | 12/11/2024 | 96.00      |                     |
|   | Dec 7 Speech Tourney | (blank)             | 48485     | 12/6/2024  | 30.00      |                     |
| <b>BLOOMINGTON HIGH SCHOOL Total</b>            |                      |                     |           |            |            | <b>126.00</b>       |
| BLUE CROSS BLUE SHIELD OF ILLINOIS              |                      | 3.83168E+11 (blank) | 0         | 12/10/2024 | 601,268.45 |                     |
|   |                      | 3.83168E+11 (blank) | 0         | 12/3/2024  | 349,018.17 |                     |
|   |                      | 7.60673E+11 (blank) | 0         | 12/10/2024 | 64,109.26  |                     |
|   |                      | 3.8316E+11 (blank)  | 0         | 11/26/2024 | 459,381.54 |                     |
| <b>BLUE CROSS BLUE SHIELD OF ILLINOIS Total</b> |                      |                     |           |            |            | <b>1,473,777.42</b> |
| BLUE RIBBON BOOK FAIRS                          | V93276030            | (blank)             | 4195      | 11/25/2024 | 1,895.69   |                     |
| <b>BLUE RIBBON BOOK FAIRS Total</b>             |                      |                     |           |            |            | <b>1,895.69</b>     |
| BLUE SPRINGS, INC.                              | V952189              | (blank)             | 127116    | 12/11/2024 | 114.00     |                     |
|   |                      | 48706               | 2502922   | 262997     | 12/4/2024  | 1,020.00            |
| <b>BLUE SPRINGS, INC. Total</b>                 |                      |                     |           |            |            | <b>1,134.00</b>     |
| BLUE, MELYNDA ANN                               | Parking Reimburse    | 2502802             | 262998    | 12/4/2024  | 20.00      |                     |
| <b>BLUE, MELYNDA ANN Total</b>                  |                      |                     |           |            |            | <b>20.00</b>        |
| BORRULL, PAPACHYA                               | AAPI Diwali Event    | (blank)             | 48981     | 11/21/2024 | 50.00      |                     |
| <b>BORRULL, PAPACHYA Total</b>                  |                      |                     |           |            |            | <b>50.00</b>        |
| BORST, EDWARD A                                 | V33634318            | (blank)             | 6225      | 12/11/2024 | 40.00      |                     |
| <b>BORST, EDWARD A Total</b>                    |                      |                     |           |            |            | <b>40.00</b>        |
| BORST, KILEY M.                                 | ILS worker Jun-Dec   | (blank)             | 49069     | 12/13/2024 | 427.50     |                     |
| <b>BORST, KILEY M. Total</b>                    |                      |                     |           |            |            | <b>427.50</b>       |
| BOUDEMAN, JENNA LEIGH                           | V74984490            | (blank)             | 6988      | 12/9/2024  | 547.78     |                     |
| <b>BOUDEMAN, JENNA LEIGH Total</b>              |                      |                     |           |            |            | <b>547.78</b>       |
| BOVENKERK, BRADLEY ALAN                         | Various items        | (blank)             | 49070     | 12/13/2024 | 607.96     |                     |
| <b>BOVENKERK, BRADLEY ALAN Total</b>            |                      |                     |           |            |            | <b>607.96</b>       |
| BOZARTH, SAMANTHA                               | MILES202410          | (blank)             | 262899    | 12/4/2024  | 65.66      |                     |
| <b>BOZARTH, SAMANTHA Total</b>                  |                      |                     |           |            |            | <b>65.66</b>        |
| BRAMAN, BECKY                                   | V605999              | (blank)             | 5084      | 11/26/2024 | 25.98      |                     |
| <b>BRAMAN, BECKY Total</b>                      |                      |                     |           |            |            | <b>25.98</b>        |
| BRANDON, TED                                    | V3354077             | (blank)             | 20919     | 12/11/2024 | 170.00     |                     |
|   | V71785936            | (blank)             | 20921     | 12/11/2024 | 10.00      |                     |
| <b>BRANDON, TED Total</b>                       |                      |                     |           |            |            | <b>180.00</b>       |
| BRIENEN, NICOLE E                               | V45416251            | (blank)             | 15624     | 12/2/2024  | 120.00     |                     |
| <b>BRIENEN, NICOLE E Total</b>                  |                      |                     |           |            |            | <b>120.00</b>       |
| BROADWAY LICENSING                              | SO_00000854767       | 2502890             | 262999    | 12/4/2024  | 1,075.00   |                     |
| <b>BROADWAY LICENSING Total</b>                 |                      |                     |           |            |            | <b>1,075.00</b>     |
| BRUUN-REGAN, PEGGY JO                           | girls state bb       | (blank)             | 22564     | 12/17/2024 | 100.00     |                     |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor  | Invoice            | PO No.  | Check No. | Check Date | Amount           |
|---|--------------------|---------|-----------|------------|------------------|
| BRUUN-REGAN, PEGGY JO                                 | V58523959          | (blank) | 15625     | 12/2/2024  | 90.00            |
| <b>BRUUN-REGAN, PEGGY JO Total</b>                    |                    |         |           |            | <b>190.00</b>    |
| <b>BSN SPORTS</b>                                     |                    |         |           |            |                  |
|   | 926850948          | (blank) | 49071     | 12/13/2024 | 289.37           |
|   | 927395909          | (blank) | 49071     | 12/13/2024 | 341.22           |
|   | 928103295          | (blank) | 49071     | 12/13/2024 | 487.19           |
|   | 928003807          | (blank) | 49053     | 12/11/2024 | 193.20           |
|   | 928083403          | (blank) | 48496     | 12/12/2024 | 99.32            |
|   | 926340748          | (blank) | 49038     | 12/5/2024  | 180.43           |
|   | 926662910          | (blank) | 49038     | 12/5/2024  | 20,344.79        |
|   | 927817373          | (blank) | 49038     | 12/5/2024  | 1,573.43         |
|   | 927858665          | (blank) | 49038     | 12/5/2024  | 739.80           |
|   | 92777773           | (blank) | 22532     | 11/21/2024 | 700.29           |
| <b>BSN SPORTS Total</b>                               |                    |         |           |            | <b>24,949.04</b> |
| <b>BUDAK, HEATHER L</b>                               | V495800            | (blank) | 127117    | 12/11/2024 | 1,823.80         |
| <b>BUDAK, HEATHER L Total</b>                         |                    |         |           |            | <b>1,823.80</b>  |
| <b>BUNN, MORGAN J</b>                                 | 164432             | (blank) | 48497     | 12/12/2024 | 287.00           |
| <b>BUNN, MORGAN J Total</b>                           |                    |         |           |            | <b>287.00</b>    |
| <b>Burcham, Anthony</b>                               | ILS Worker 9/15/24 | (blank) | 49072     | 12/13/2024 | 82.50            |
| <b>Burcham, Anthony Total</b>                         |                    |         |           |            | <b>82.50</b>     |
| <b>BURGESS, JOE FRANKLIN</b>                          | MILES202408        | (blank) | 262900    | 12/4/2024  | 17.35            |
|   | MILES202409        | (blank) | 262900    | 12/4/2024  | 217.35           |
|   | MILES202410        | (blank) | 262900    | 12/4/2024  | 329.57           |
| <b>BURGESS, JOE FRANKLIN Total</b>                    |                    |         |           |            | <b>564.27</b>    |
| <b>BURROUGHS, JILL A</b>                              | MILES202411        | (blank) | 262901    | 12/4/2024  | 76.65            |
| <b>BURROUGHS, JILL A Total</b>                        |                    |         |           |            | <b>76.65</b>     |
| <b>BURT, MICHAEL B</b>                                | V46484292          | (blank) | 6978      | 11/26/2024 | 53.97            |
| <b>BURT, MICHAEL B Total</b>                          |                    |         |           |            | <b>53.97</b>     |
| <b>CANAS, ANDREA</b>                                  | girls state bb     | (blank) | 22565     | 12/17/2024 | 270.00           |
| <b>CANAS, ANDREA Total</b>                            |                    |         |           |            | <b>270.00</b>    |
| <b>CAREY, KATHLEEN SUSAN</b>                          | V66851457          | (blank) | 25303     | 12/12/2024 | 36.97            |
| <b>CAREY, KATHLEEN SUSAN Total</b>                    |                    |         |           |            | <b>36.97</b>     |
| <b>CASEY'S GARDEN CENTER</b>                          | V12849386          | (blank) | 7324      | 12/9/2024  | 102.00           |
|   | V54862035          | (blank) | 4199      | 12/9/2024  | 40.00            |
|   | V28896196          | (blank) | 2693      | 12/4/2024  | 45.00            |
|   | V59790377          | (blank) | 25293     | 12/4/2024  | 55.00            |
| <b>CASEY'S GARDEN CENTER Total</b>                    |                    |         |           |            | <b>242.00</b>    |
| <b>CCMSI</b>  | 165651-IN          | (blank) | 0         | 12/9/2024  | 78,130.09        |
| <b>CCMSI Total</b>                                    |                    |         |           |            | <b>78,130.09</b> |
| <b>CENTRAL ILLINOIS AG, INC.</b>                      | G01046             | 2502782 | 263000    | 12/4/2024  | 10,000.00        |
| <b>CENTRAL ILLINOIS AG, INC. Total</b>                |                    |         |           |            | <b>10,000.00</b> |
| <b>CENTURY RESOURCES</b>                              | V99676542          | (blank) | 15648     | 12/13/2024 | 7,340.55         |
| <b>CENTURY RESOURCES Total</b>                        |                    |         |           |            | <b>7,340.55</b>  |
| <b>CHAMPAIGN-FORD REGIONAL OFFICE OF ED. #9</b>       | LTC6718-AR         | 2502775 | 263001    | 12/4/2024  | 350.00           |
| <b>CHAMPAIGN-FORD REGIONAL OFFICE OF ED. #9 Total</b> |                    |         |           |            | <b>350.00</b>    |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor                                       | Invoice              | PO No.  | Check No. | Check Date | Amount          |           |
|--|----------------------|---------|-----------|------------|-----------------|-----------|
| CHASE, KRISTINA ANN                          | Counselor items      | (blank) | 48982     | 11/21/2024 | 431.91          |           |
| <b>CHASE, KRISTINA ANN Total</b>             |                      |         |           |            | <b>431.91</b>   |           |
| CHILDERS DOOR SERVICE, INC                   |                      | 307083  | 2502877   | 263002     | 12/4/2024       | 157.50    |
| <b>CHILDERS DOOR SERVICE, INC Total</b>      |                      |         |           |            | <b>157.50</b>   |           |
| CISDA  | Speech 2024          | (blank) | 48983     | 11/21/2024 | 250.00          |           |
| <b>CISDA Total</b>                           |                      |         |           |            | <b>250.00</b>   |           |
| CITY OF BLOOMINGTON - UTILITIES              |                      | 1386841 | 2500073   | 262902     | 12/4/2024       | 877.15    |
|  |                      | 1388963 | 2500073   | 262902     | 12/4/2024       | 1,095.52  |
|  |                      | 1389497 | 2500073   | 262902     | 12/4/2024       | 1,205.96  |
|  |                      | 1389783 | 2500073   | 262902     | 12/4/2024       | 1,173.43  |
| <b>CITY OF BLOOMINGTON - UTILITIES Total</b> |                      |         |           |            | <b>4,352.06</b> |           |
| COLLEGE BOARD                                | P2411159221          | (blank) | 48984     | 11/21/2024 | 2,043.15        |           |
| <b>COLLEGE BOARD Total</b>                   |                      |         |           |            | <b>2,043.15</b> |           |
| COMMERCE BANK - COMMERCIAL CARDS             | ZBRO-7828-2024111511 |         | 2502838   | 0          | 12/5/2024       | 13,715.38 |
|  | HICK-9710-20241115   |         | 2502799   | 0          | 12/5/2024       | 771.63    |
|  | OGRA-9211-20241115   |         | 2502981   | 0          | 12/5/2024       | 2,968.53  |
|  | FITZ-8864-20241115   |         | 2502972   | 0          | 12/5/2024       | 1,947.67  |
|  | STYC-1202-20241115   |         | 2502820   | 0          | 12/5/2024       | 1,114.71  |
|  | GIBL-9284-20241115   |         | 2502858   | 0          | 12/5/2024       | 1,034.20  |
|  | TENU-2922-20241115   |         | 2502997   | 0          | 12/5/2024       | 984.29    |
|  | MART-9924-20241115   |         | 2502813   | 0          | 12/5/2024       | 3,438.85  |
|  | SPRI-7699-20241115   |         | 2502815   | 0          | 12/5/2024       | 71.71     |
|  | CURB-3555-20241115   |         | 2502816   | 0          | 12/5/2024       | 399.79    |
|  | RANE-5925-20241115   |         | 2502817   | 0          | 12/5/2024       | 165.64    |
|  | LEWI-8302-20241115   |         | 2502806   | 0          | 12/5/2024       | 251.26    |
|  | NICA-1228-20241115   |         | 2502882   | 0          | 12/5/2024       | 4,416.16  |
|  | CROW-9292-20241115   |         | 2502833   | 0          | 12/5/2024       | 4,918.99  |
|  | GUTI-6642-20241115   |         | 2502834   | 0          | 12/5/2024       | 160.06    |
|  | RILE-3787-20241115   |         | 2502999   | 0          | 12/5/2024       | 877.35    |
|  | PALM-4404-20241115   |         | 2503016   | 0          | 12/5/2024       | 11,585.11 |
|  | KEAR-7294-20241115   |         | 2502796   | 0          | 12/5/2024       | 363.00    |
|  | THOM-3811-20241115   |         | 2502832   | 0          | 12/5/2024       | 1,570.26  |
|  | TEMP-5124-20241115   |         | 2502803   | 0          | 12/5/2024       | 2,695.18  |
|  | FRAN-5999-20241115   |         | 2502804   | 0          | 12/5/2024       | 104.33    |
|  | CODR-4075-20241115   |         | 2502836   | 0          | 12/5/2024       | 2,058.90  |
|  | YOUN-0504-20241115   |         | 2502887   | 0          | 12/5/2024       | 657.36    |
|  | LEHR-6634-20241115   |         | 2502888   | 0          | 12/5/2024       | 13.32     |
|  | SUDD-7414-20241115   |         | 2502889   | 0          | 12/5/2024       | 33.71     |
|  | MACK-1210-20241115   |         | 2502866   | 0          | 12/5/2024       | 5,819.13  |
|  | KNEP-3795-20241115   |         | 2502798   | 0          | 12/5/2024       | 340.85    |
|  | TAYL-9219-20241115   |         | 2502985   | 0          | 12/5/2024       | 173.58    |
|  | VOGE-3494-20241115   |         | 2502859   | 0          | 12/5/2024       | 357.09    |
|  | PANE-9235-20241115   |         | 2503090   | 0          | 12/5/2024       | 482.26    |
|  | PETE-3753-20241115   |         | 2502873   | 0          | 12/5/2024       | 128.02    |
|  | DAVE-8038-20241115   |         | 2502790   | 0          | 12/5/2024       | 349.16    |
| EDWA-1551-20241115                           |                      | 2502973 | 0         | 12/5/2024  | 1,322.77        |           |
| ELLI-7313-20241115                           |                      | 2502920 | 0         | 12/5/2024  | 1,919.23        |           |
| HARR-3613-20241115                           |                      | 2502843 | 0         | 12/5/2024  | 219.58          |           |
| MABL-9243-20241115                           |                      | 2502792 | 0         | 12/5/2024  | 541.55          |           |
| BOZA-5117-20241115                           |                      | 2502785 | 0         | 12/5/2024  | 47.40           |           |
| ADEL-7777-20241115                           |                      | 2502884 | 0         | 12/5/2024  | 1,826.33        |           |
| REWE-0094-20241115                           |                      | 2502850 | 0         | 12/5/2024  | 877.37          |           |
| STAN-7019-20241115                           |                      | 2502841 | 0         | 12/5/2024  | 12,646.03       |           |
| ROGE-2319-20241115                           |                      | 2502807 | 0         | 12/5/2024  | 169.00          |           |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor  | Invoice              | PO No.         | Check No. | Check Date | Amount            |        |
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| COMMERCE BANK - COMMERCIAL CARDS              | COOP-2498-20241115   | 2502787        | 0         | 12/5/2024  | 431.00            |        |
|   | KEND-6613-20241115   | 2502842        | 0         | 12/5/2024  | 5.00              |        |
|   | RICH-0715-20241115   | 2502903        | 0         | 12/5/2024  | 916.50            |        |
|   | HILL-5932-20241115   | 2502974        | 0         | 12/5/2024  | 20.00             |        |
|   | FITZ-8864-20241115.  | 2502980        | 0         | 12/5/2024  | 2,621.32          |        |
|   | BROW-5896-20241115   | 2503084        | 0         | 12/5/2024  | 7.08              |        |
|   | VOGE-4560-20241115   | 2502823        | 0         | 12/5/2024  | 64.71             |        |
|   | BACK-9856-20241115.  | 2502864        | 0         | 12/5/2024  | 19,386.60         |        |
|   | SHEL-8505-20241115   | 2502919        | 0         | 12/5/2024  | 854.00            |        |
|   | STAN-7019-20240815.. | 2502812        | 0         | 12/5/2024  | 131.30            |        |
|   | RIPK-9227-20241115   | 2502847        | 0         | 12/5/2024  | 1,514.31          |        |
|   | STAN-7019-20241115   | 2502797        | 0         | 12/5/2024  | 1,460.55          |        |
|   | BACK-9856-20241115   | 2502801        | 0         | 12/5/2024  | 1,800.00          |        |
|   | LAMB-1341-20241115   | 2502917        | 0         | 12/5/2024  | 1,355.54          |        |
|   | CHAP-8793-20241115   | 2502924        | 0         | 12/5/2024  | 11,535.42         |        |
|   | WEBB-7756-20241115   | 2502793        | 0         | 12/5/2024  | 25.93             |        |
| PENN-4743-20241115                            | 2502861              | 0              | 12/5/2024 | 3,378.12   |                   |        |
| <b>COMMERCE BANK - COMMERCIAL CARDS Total</b> |                      |                |           |            | <b>129,044.12</b> |        |
| COMMON GROUNDS                                |                      | 35187 (blank)  | 49054     | 12/11/2024 | 2,733.97          |        |
| <b>COMMON GROUNDS Total</b>                   |                      |                |           |            | <b>2,733.97</b>   |        |
| CONES SOLUTIONS INC.                          |                      | 93255          | 2502849   | 263003     | 12/4/2024         | 660.00 |
| <b>CONES SOLUTIONS INC. Total</b>             |                      |                |           |            | <b>660.00</b>     |        |
| CONNECT ROASTERS, INC.                        | 2413011-5            | (blank)        | 49073     | 12/13/2024 | 500.00            |        |
| <b>CONNECT ROASTERS, INC. Total</b>           |                      |                |           |            | <b>500.00</b>     |        |
| CONWAY, JAMIE MARIE                           | MILES202410          | (blank)        | 262903    | 12/4/2024  | 110.08            |        |
| <b>CONWAY, JAMIE MARIE Total</b>              |                      |                |           |            | <b>110.08</b>     |        |
| COOLIDGE JUNIOR HIGH SCHOOL                   | Cheer Invite         | (blank)        | 22548     | 12/11/2024 | 225.00            |        |
|   | V30841659            | (blank)        | 25292     | 12/4/2024  | 175.00            |        |
| <b>COOLIDGE JUNIOR HIGH SCHOOL Total</b>      |                      |                |           |            | <b>400.00</b>     |        |
| CORN BELT ENERGY CORPORATION                  | V857126              | 2500072        | 263033    | 12/6/2024  | 120,213.42        |        |
| <b>CORN BELT ENERGY CORPORATION Total</b>     |                      |                |           |            | <b>120,213.42</b> |        |
| CORPUS, TONY                                  | Accompanist 2        | (blank)        | 48498     | 12/12/2024 | 125.00            |        |
| <b>CORPUS, TONY Total</b>                     |                      |                |           |            | <b>125.00</b>     |        |
| COSGROVE DISTRIBUTORS                         | 160779 - 2           | (blank)        | 22549     | 12/11/2024 | 7.00              |        |
|   |                      | 160780 (blank) | 49008     | 11/26/2024 | 87.91             |        |
|   |                      | 160779 (blank) | 22539     | 11/25/2024 | 134.85            |        |
|   | V5339509             | (blank)        | 15614     | 11/21/2024 | 168.82            |        |
| <b>COSGROVE DISTRIBUTORS Total</b>            |                      |                |           |            | <b>398.58</b>     |        |
| COX, HOLLY M                                  | REIMBURSEMENT        | 2502750        | 263004    | 12/4/2024  | 45.00             |        |
| <b>COX, HOLLY M Total</b>                     |                      |                |           |            | <b>45.00</b>      |        |
| COYLE, CYNTHIA MARIE                          | Game Club/Book Club  | (blank)        | 22533     | 11/21/2024 | 27.97             |        |
| <b>COYLE, CYNTHIA MARIE Total</b>             |                      |                |           |            | <b>27.97</b>      |        |
| CRA CONSULTING, LLC                           |                      | 10010          | 2502794   | 263005     | 12/4/2024         | 825.00 |
| <b>CRA CONSULTING, LLC Total</b>              |                      |                |           |            | <b>825.00</b>     |        |
| CULLIGAN WATER CONDITIONING                   | V78102773            | (blank)        | 6983      | 12/5/2024  | 98.25             |        |
|   | Culligan 12/2/24     | (blank)        | 5161      | 12/13/2024 | 20.50             |        |
| <b>CULLIGAN WATER CONDITIONING Total</b>      |                      |                |           |            | <b>118.75</b>     |        |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor                                      | Invoice              | PO No.  | Check No. | Check Date | Amount          |
|---|----------------------|---------|-----------|------------|-----------------|
| DAKTRONICS                                  | 7113867              | (blank) | 49025     | 11/26/2024 | 1,113.75        |
| <b>DAKTRONICS Total</b>                     |                      |         |           |            | <b>1,113.75</b> |
| DANIELS, COLLEEN                            | FB Summer Ath Train  | (blank) | 48456     | 11/25/2024 | 270.00          |
| <b>DANIELS, COLLEEN Total</b>               |                      |         |           |            | <b>270.00</b>   |
| DARLING INGREDIENTS INC.                    | 13716140             | 2502755 | 263006    | 12/4/2024  | 150.00          |
| <b>DARLING INGREDIENTS INC. Total</b>       |                      |         |           |            | <b>150.00</b>   |
| DAUGHERTY, TROY                             | V11436537            | (blank) | 20920     | 12/11/2024 | 170.00          |
|   | V86073150            | (blank) | 20922     | 12/11/2024 | 10.00           |
|   | V45263910            | (blank) | 20907     | 12/2/2024  | 170.00          |
| <b>DAUGHERTY, TROY Total</b>                |                      |         |           |            | <b>350.00</b>   |
| DAVENPORT, LESLIE A                         | V33705359            | (blank) | 1939      | 12/5/2024  | 30.00           |
| <b>DAVENPORT, LESLIE A Total</b>            |                      |         |           |            | <b>30.00</b>    |
| DAVIS, ALLISON                              | V60234355            | (blank) | 15634     | 12/3/2024  | 295.00          |
| <b>DAVIS, ALLISON Total</b>                 |                      |         |           |            | <b>295.00</b>   |
| DAVIS, SYLVESTER                            | V45986420            | (blank) | 15652     | 12/13/2024 | 100.00          |
|   | V9570046             | (blank) | 15626     | 12/2/2024  | 180.00          |
| <b>DAVIS, SYLVESTER Total</b>               |                      |         |           |            | <b>280.00</b>   |
| DAWSON, KATHERINE LYNN                      | V66329247            | (blank) | 6436      | 11/26/2024 | 52.92           |
| <b>DAWSON, KATHERINE LYNN Total</b>         |                      |         |           |            | <b>52.92</b>    |
| DEANY, SOPHIE J                             | FFA Fair 1           | (blank) | 48479     | 12/5/2024  | 94.68           |
| <b>DEANY, SOPHIE J Total</b>                |                      |         |           |            | <b>94.68</b>    |
| DEHNER, MEREDITH R                          | MILES202410          | (blank) | 262904    | 12/4/2024  | 85.69           |
| <b>DEHNER, MEREDITH R Total</b>             |                      |         |           |            | <b>85.69</b>    |
| DENNY'S DOUGHNUTS & BAKERY                  | V99455058            | (blank) | 6438      | 12/11/2024 | 60.00           |
|   | V73214279            | (blank) | 15641     | 12/10/2024 | -               |
|   | V31785719            | (blank) | 25286     | 11/22/2024 | 27.50           |
|   | 1024453              | 2502883 | 262905    | 12/4/2024  | 33.00           |
|   | 1022796              | (blank) | 48985     | 11/21/2024 | 42.00           |
| <b>DENNY'S DOUGHNUTS &amp; BAKERY Total</b> |                      |         |           |            | <b>162.50</b>   |
| DEWALD, DOUGLAS                             | V30564154            | (blank) | 20908     | 12/2/2024  | 170.00          |
|   | Invite Official11/30 | (blank) | 49026     | 11/26/2024 | 275.00          |
| <b>DEWALD, DOUGLAS Total</b>                |                      |         |           |            | <b>445.00</b>   |
| DIVITA, MARGHERITA                          | Better to give than  | (blank) | 49039     | 12/5/2024  | 113.01          |
| <b>DIVITA, MARGHERITA Total</b>             |                      |         |           |            | <b>113.01</b>   |
| DOBSON, ERIN                                | V45451414            | (blank) | 15619     | 11/26/2024 | 8.48            |
| <b>DOBSON, ERIN Total</b>                   |                      |         |           |            | <b>8.48</b>     |
| DONNY B POPCORN INC.                        | 800                  | (blank) | 49055     | 12/11/2024 | 517.50          |
| <b>DONNY B POPCORN INC. Total</b>           |                      |         |           |            | <b>517.50</b>   |
| DUGGINS, BRIAN K                            | V44148652            | (blank) | 6989      | 12/10/2024 | 27.72           |
| <b>DUGGINS, BRIAN K Total</b>               |                      |         |           |            | <b>27.72</b>    |
| DUNN, ADAM                                  | ILS Worker Oct-Dec   | (blank) | 49074     | 12/13/2024 | 97.50           |
| <b>DUNN, ADAM Total</b>                     |                      |         |           |            | <b>97.50</b>    |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor                                   | Invoice              | PO No.  | Check No. | Check Date | Amount          |
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| EDWARDS, SARAH LYNN                      | V111919              | (blank) | 5245      | 12/12/2024 | 47.97           |
| <b>EDWARDS, SARAH LYNN Total</b>         |                      |         |           |            | <b>47.97</b>    |
| ELITE SPORTSWEAR                         | 11688339             | (blank) | 48470     | 12/4/2024  | 194.94          |
| <b>ELITE SPORTSWEAR Total</b>            |                      |         |           |            | <b>194.94</b>   |
| ENGEL, RYLAN J                           | FFA Fair 2           | (blank) | 48480     | 12/5/2024  | 193.33          |
| <b>ENGEL, RYLAN J Total</b>              |                      |         |           |            | <b>193.33</b>   |
| EVERGREEN FS, INC                        | 34004543             | (blank) | 48499     | 12/12/2024 | 137.50          |
| <b>EVERGREEN FS, INC Total</b>           |                      |         |           |            | <b>137.50</b>   |
| EWALT, MELINDA                           | Nat Guard Lunches    | (blank) | 49056     | 12/11/2024 | 26.81           |
| <b>EWALT, MELINDA Total</b>              |                      |         |           |            | <b>26.81</b>    |
| FASTSIGNS                                | 43847                | (blank) | 48471     | 12/4/2024  | 75.72           |
|  | 43867                | (blank) | 48471     | 12/4/2024  | 148.77          |
| <b>FASTSIGNS Total</b>                   |                      |         |           |            | <b>224.49</b>   |
| FELA, CATE M                             | ILS Worker Oct-Nov   | (blank) | 49075     | 12/13/2024 | 180.00          |
| <b>FELA, CATE M Total</b>                |                      |         |           |            | <b>180.00</b>   |
| FISH, JILL E                             | V50571926            | (blank) | 3125      | 12/3/2024  | 285.84          |
| <b>FISH, JILL E Total</b>                |                      |         |           |            | <b>285.84</b>   |
| FIVE STAR WATER                          | 45610                | (blank) | 1465      | 12/10/2024 | 71.74           |
|  | V24186240            | (blank) | 7325      | 12/9/2024  | 84.75           |
| <b>FIVE STAR WATER Total</b>             |                      |         |           |            | <b>156.49</b>   |
| FORD, KAREN TERESE                       | Reimbursement.       | 2502854 | 263007    | 12/4/2024  | 7.00            |
| <b>FORD, KAREN TERESE Total</b>          |                      |         |           |            | <b>7.00</b>     |
| FORD, NATHAN G                           | V81041899            | (blank) | 4196      | 11/25/2024 | 251.92          |
| <b>FORD, NATHAN G Total</b>              |                      |         |           |            | <b>251.92</b>   |
| FOREST, ELIZABETH                        | ILS Worker Nov-Dec   | (blank) | 49076     | 12/13/2024 | 157.50          |
| <b>FOREST, ELIZABETH Total</b>           |                      |         |           |            | <b>157.50</b>   |
| FORGET ME NOT FLOWERS                    | V971495              | (blank) | 127118    | 12/11/2024 | 14.00           |
| <b>FORGET ME NOT FLOWERS Total</b>       |                      |         |           |            | <b>14.00</b>    |
| FOSTER, NATHAN C                         | IPAD filming         | (blank) | 49040     | 12/5/2024  | 139.00          |
|  | Mtgs, meals, coffee  | (blank) | 49040     | 12/5/2024  | 110.06          |
| <b>FOSTER, NATHAN C Total</b>            |                      |         |           |            | <b>249.06</b>   |
| FOX ANVICK, CAROLINE                     | IMC coffee-Nov       | (blank) | 48986     | 11/21/2024 | 128.06          |
| <b>FOX ANVICK, CAROLINE Total</b>        |                      |         |           |            | <b>128.06</b>   |
| FREESTYLE PHOTO SUPPLIES                 | 1749422              | 2502654 | 263008    | 12/4/2024  | 553.14          |
| <b>FREESTYLE PHOTO SUPPLIES Total</b>    |                      |         |           |            | <b>553.14</b>   |
| FREYMANN, MEGAN MARIE                    | MILES202410          | (blank) | 262906    | 12/4/2024  | 15.01           |
| <b>FREYMANN, MEGAN MARIE Total</b>       |                      |         |           |            | <b>15.01</b>    |
| FRIENDS OF IRONMEN FOOTBALL              | FB Concessions 11/24 | (blank) | 49009     | 11/26/2024 | 221.44          |
|  | FB concession 10/31  | (blank) | 48987     | 11/21/2024 | 1,340.94        |
|  | Reim. of charter bus | 2502830 | 263009    | 12/4/2024  | 1,535.52        |
| <b>FRIENDS OF IRONMEN FOOTBALL Total</b> |                      |         |           |            | <b>3,097.90</b> |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor  | Invoice             | PO No.  | Check No. | Check Date | Amount           |
|---|---------------------|---------|-----------|------------|------------------|
| FRONTIER  | V342122             | 2500075 | 262895    | 11/25/2024 | 5,391.43         |
|   | V105012             | 2500075 | 262895    | 11/25/2024 | 220.07           |
| <b>FRONTIER Total</b>                           |                     |         |           |            | <b>5,611.50</b>  |
| FULSCHER, DANIEL A.                             | V22517904           | (blank) | 20913     | 12/9/2024  | 50.00            |
| <b>FULSCHER, DANIEL A. Total</b>                |                     |         |           |            | <b>50.00</b>     |
| FURTHER   | 41205936            | (blank) | 0         | 12/11/2024 | 16,541.71        |
|   | 41200115            | (blank) | 0         | 12/4/2024  | 6,063.74         |
|   | V80374329           | (blank) | 0         | 12/2/2024  | 4,051.75         |
|   | 41192975            | (blank) | 0         | 11/27/2024 | 12,851.42        |
|   | 17104936            | (blank) | 0         | 11/21/2024 | 2,615.50         |
| <b>FURTHER Total</b>                            |                     |         |           |            | <b>42,124.12</b> |
| GALLAGHER BASSETT SERVICES INC.                 | 000330-006562-EO-01 | 2502827 | 263010    | 12/4/2024  | 2,184.00         |
| <b>GALLAGHER BASSETT SERVICES INC. Total</b>    |                     |         |           |            | <b>2,184.00</b>  |
| GANNAWAY, RACHEL L                              | MILES202411         | (blank) | 262907    | 12/4/2024  | 102.91           |
| <b>GANNAWAY, RACHEL L Total</b>                 |                     |         |           |            | <b>102.91</b>    |
| GARCIA, STEPHANIE MICHELLE                      | MILES202410         | (blank) | 262908    | 12/4/2024  | 104.32           |
| <b>GARCIA, STEPHANIE MICHELLE Total</b>         |                     |         |           |            | <b>104.32</b>    |
| GEIGNER, BALIAN MIDLAND                         | ILS Worker Nov-Dec  | (blank) | 49077     | 12/13/2024 | 157.50           |
| <b>GEIGNER, BALIAN MIDLAND Total</b>            |                     |         |           |            | <b>157.50</b>    |
| GEORGE, IVANKA                                  | Candy for trivia    | (blank) | 48988     | 11/21/2024 | 9.99             |
| <b>GEORGE, IVANKA Total</b>                     |                     |         |           |            | <b>9.99</b>      |
| GERRIETTS, JENNIFER LEE                         | PBIS                | (blank) | 22559     | 12/13/2024 | 52.96            |
|   | well 1              | (blank) | 22543     | 12/3/2024  | 21.00            |
|   | wellness            | (blank) | 22540     | 11/25/2024 | 58.38            |
| <b>GERRIETTS, JENNIFER LEE Total</b>            |                     |         |           |            | <b>132.34</b>    |
| GHR ENGINEERS AND ASSOCIATES, INC.              | 30036               | 2502852 | 263011    | 12/4/2024  | 1,429.30         |
| <b>GHR ENGINEERS AND ASSOCIATES, INC. Total</b> |                     |         |           |            | <b>1,429.30</b>  |
| GHRIST, TRACIE NICOLE                           | MILES202411         | (blank) | 262909    | 12/4/2024  | 121.20           |
|   | MILES202410.        | (blank) | 262909    | 12/4/2024  | 195.57           |
| <b>GHRIST, TRACIE NICOLE Total</b>              |                     |         |           |            | <b>316.77</b>    |
| GIBSON, JENNIFER                                | MILES202411         | (blank) | 262910    | 12/4/2024  | 67.34            |
| <b>GIBSON, JENNIFER Total</b>                   |                     |         |           |            | <b>67.34</b>     |
| GLASGOW-KUHNS, MEEGAN MARY                      | MILES202410         | (blank) | 262911    | 12/4/2024  | 90.45            |
| <b>GLASGOW-KUHNS, MEEGAN MARY Total</b>         |                     |         |           |            | <b>90.45</b>     |
| GLATT, MICHELLE L                               | V12194350           | (blank) | 6990      | 12/12/2024 | 92.90            |
|   | V92071183           | (blank) | 25304     | 12/12/2024 | 48.56            |
|   | V23512577           | (blank) | 6981      | 12/3/2024  | 14.38            |
|   | V32336575           | (blank) | 25285     | 11/22/2024 | 17.49            |
|   | V80227292           | (blank) | 6975      | 11/21/2024 | 27.77            |
| <b>GLATT, MICHELLE L Total</b>                  |                     |         |           |            | <b>201.10</b>    |
| GOPHER LEARNING                                 | IN415619            | 2502869 | 263012    | 12/4/2024  | 1,224.51         |
| <b>GOPHER LEARNING Total</b>                    |                     |         |           |            | <b>1,224.51</b>  |
| GORDON FOOD SERVICE, INC                        | 9016626031          | 2502991 | 263032    | 12/6/2024  | 2,786.55         |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor                   | Invoice    | PO No.  | Check No. | Check Date | Amount   |
|--------------------------|------------|---------|-----------|------------|----------|
| GORDON FOOD SERVICE, INC | 9016626034 | 2502991 | 263032    | 12/6/2024  | 193.08   |
|                          | 9016582591 | 2502992 | 263032    | 12/6/2024  | 1,998.77 |
|                          | 9016582592 | 2502992 | 263032    | 12/6/2024  | 2,571.09 |
|                          | 9016601906 | 2502993 | 263032    | 12/6/2024  | 4,024.79 |
|                          | 9016601908 | 2502993 | 263032    | 12/6/2024  | 132.43   |
|                          | 9016537547 | 2502991 | 263032    | 12/6/2024  | 928.59   |
|                          | 9016537548 | 2502991 | 263032    | 12/6/2024  | 475.80   |
|                          | 9016537551 | 2502991 | 263032    | 12/6/2024  | 325.38   |
|                          | 9016516947 | 2502992 | 263032    | 12/6/2024  | 2,231.10 |
|                          | 9016516948 | 2502992 | 263032    | 12/6/2024  | 100.00   |
|                          | 9016516964 | 2502993 | 263032    | 12/6/2024  | 2,973.48 |
|                          | 9016477690 | 2502896 | 263032    | 12/6/2024  | 2,509.75 |
|                          | 9016477721 | 2502896 | 263032    | 12/6/2024  | 2,527.87 |
|                          | 9016477795 | 2502896 | 263032    | 12/6/2024  | 1,493.89 |
|                          | 9016477800 | 2502896 | 263032    | 12/6/2024  | 106.08   |
|                          | 9016477801 | 2502896 | 263032    | 12/6/2024  | 73.26    |
|                          | 9016477849 | 2502896 | 263032    | 12/6/2024  | 1,830.74 |
|                          | 9016477909 | 2502896 | 263032    | 12/6/2024  | 1,393.06 |
|                          | 9016477938 | 2502896 | 263032    | 12/6/2024  | 1,198.20 |
|                          | 9016478091 | 2502896 | 263032    | 12/6/2024  | 872.10   |
|                          | 9016477639 | 2502898 | 263032    | 12/6/2024  | 5,018.41 |
|                          | 9016477647 | 2502898 | 263032    | 12/6/2024  | 340.92   |
|                          | 9016477965 | 2502991 | 263032    | 12/6/2024  | 1,199.58 |
|                          | 9016477967 | 2502991 | 263032    | 12/6/2024  | 572.76   |
|                          | 9016477970 | 2502991 | 263032    | 12/6/2024  | 594.30   |
|                          | 9016424392 | 2502897 | 263032    | 12/6/2024  | 1,522.33 |
|                          | 9016431825 | 2502897 | 263032    | 12/6/2024  | 2,254.42 |
|                          | 9016432117 | 2502897 | 263032    | 12/6/2024  | 1,689.57 |
|                          | 9016453474 | 2502897 | 263032    | 12/6/2024  | 2,636.80 |
|                          | 9016453491 | 2502897 | 263032    | 12/6/2024  | 1,683.80 |
|                          | 9016453515 | 2502897 | 263032    | 12/6/2024  | 1,731.76 |
|                          | 9016453539 | 2502897 | 263032    | 12/6/2024  | 2,094.46 |
|                          | 9016431767 | 2502898 | 263032    | 12/6/2024  | 6,410.34 |
|                          | 9016431778 | 2502898 | 263032    | 12/6/2024  | 265.82   |
|                          | 9016431882 | 2502992 | 263032    | 12/6/2024  | 3,336.31 |
|                          | 9016431889 | 2502992 | 263032    | 12/6/2024  | 34.00    |
|                          | 9016431890 | 2502992 | 263032    | 12/6/2024  | 136.00   |
|                          | 9016431892 | 2502992 | 263032    | 12/6/2024  | 166.66   |
|                          | 9016431943 | 2502993 | 263032    | 12/6/2024  | 3,676.26 |
|                          | 9016431954 | 2502993 | 263032    | 12/6/2024  | 121.38   |
|                          | 9016377943 | 2502898 | 263032    | 12/6/2024  | 4,570.35 |
|                          | 9016377991 | 2502898 | 263032    | 12/6/2024  | 4,501.55 |
|                          | 9016377998 | 2502898 | 263032    | 12/6/2024  | 262.88   |
|                          | 9016376685 | 2502991 | 263032    | 12/6/2024  | 1,593.30 |
|                          | 9016376686 | 2502991 | 263032    | 12/6/2024  | 1,404.39 |
|                          | 2001865193 | 2502991 | 263032    | 12/6/2024  | (8.94)   |
|                          | 9016329716 | 2502992 | 263032    | 12/6/2024  | 2,165.31 |
|                          | 9016357887 | 2502993 | 263032    | 12/6/2024  | 2,619.93 |
|                          | 9016357888 | 2502993 | 263032    | 12/6/2024  | 105.47   |
|                          | 9016267707 | 2502767 | 263013    | 12/4/2024  | 3,235.34 |
|                          | 9016267710 | 2502767 | 263013    | 12/4/2024  | 28.70    |
|                          | 9016267729 | 2502768 | 263013    | 12/4/2024  | 3,230.64 |
|                          | 9016267731 | 2502768 | 263013    | 12/4/2024  | 323.67   |
|                          | 9016267733 | 2502768 | 263013    | 12/4/2024  | 29.28    |
|                          | 9016284922 | 2502991 | 263032    | 12/6/2024  | 975.43   |
|                          | 9016284930 | 2502991 | 263032    | 12/6/2024  | 394.48   |
|                          | 9016284934 | 2502991 | 263032    | 12/6/2024  | 1,139.40 |
|                          | 9016285011 | 2502991 | 263032    | 12/6/2024  | 1,630.60 |
|                          | 9016220131 | 2502766 | 263013    | 12/4/2024  | 1,038.75 |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor                                   | Invoice             | PO No.  | Check No. | Check Date | Amount            |
|--|---------------------|---------|-----------|------------|-------------------|
| GORDON FOOD SERVICE, INC                 | 9016220135          | 2502766 | 263013    | 12/4/2024  | 64.99             |
|  | 9016220068          | 2502896 | 263032    | 12/6/2024  | 1,659.76          |
|  | 9016220077          | 2502896 | 263032    | 12/6/2024  | 2,671.34          |
|  | 9016220091          | 2502896 | 263032    | 12/6/2024  | 1,352.09          |
|  | 9016220115          | 2502896 | 263032    | 12/6/2024  | 1,548.66          |
|  | 9016220117          | 2502896 | 263032    | 12/6/2024  | 1,303.05          |
|  | 9016220124          | 2502896 | 263032    | 12/6/2024  | 1,379.92          |
|  | 9016225982          | 2502896 | 263032    | 12/6/2024  | 834.11            |
|  | 9016220057          | 2502898 | 263032    | 12/6/2024  | 4,690.26          |
|  | 2001851591          | 2502768 | 263013    | 12/4/2024  | (30.57)           |
|  | 9016179170          | 2502767 | 263013    | 12/4/2024  | 3,925.01          |
|  | 9016179173          | 2502767 | 263013    | 12/4/2024  | 76.68             |
|  | 9016179174          | 2502767 | 263013    | 12/4/2024  | 221.04            |
|  | 9016179192          | 2502768 | 263013    | 12/4/2024  | 4,159.84          |
|  | 9016171772          | 2502897 | 263032    | 12/6/2024  | 1,767.19          |
|  | 9016179155          | 2502897 | 263032    | 12/6/2024  | 2,086.47          |
|  | 9016179237          | 2502897 | 263032    | 12/6/2024  | 1,505.49          |
|  | 9016199920          | 2502897 | 263032    | 12/6/2024  | 2,154.39          |
|  | 9016199973          | 2502897 | 263032    | 12/6/2024  | 2,203.96          |
|  | 9016200016          | 2502897 | 263032    | 12/6/2024  | 1,944.28          |
|  | 9016200054          | 2502897 | 263032    | 12/6/2024  | 2,066.29          |
|  | 9016179127          | 2502898 | 263032    | 12/6/2024  | 3,987.30          |
|  | 9016123687          | 2502766 | 263013    | 12/4/2024  | 1,963.80          |
|  | 9016123689          | 2502766 | 263013    | 12/4/2024  | 1,306.32          |
|  | 9016124493          | 2502898 | 263032    | 12/6/2024  | 5,973.91          |
|  | 9016124499          | 2502898 | 263032    | 12/6/2024  | 77.96             |
|  | 9016124522          | 2502898 | 263032    | 12/6/2024  | 5,765.09          |
|  | 9016080803          | 2502767 | 263013    | 12/4/2024  | 4,372.48          |
|  | UW111924-6          | (blank) | 263032    | 12/6/2024  | (57,936.72)       |
|  | 9016030528          | 2502766 | 263013    | 12/4/2024  | 2,522.37          |
|  | 9016030534          | 2502766 | 263013    | 12/4/2024  | 471.26            |
|  | 9016008316          | 2502767 | 263013    | 12/4/2024  | 1,746.70          |
|  | 9016008319          | 2502767 | 263013    | 12/4/2024  | 32.02             |
|  | 9016008322          | 2502768 | 263013    | 12/4/2024  | 2,317.52          |
|  | 9016008323          | 2502768 | 263013    | 12/4/2024  | 25.10             |
|  | 9016008324          | 2502768 | 263013    | 12/4/2024  | 463.32            |
|  | 9015960316          | 2502766 | 263013    | 12/4/2024  | 845.20            |
|  | 9015960150          | 2502898 | 263032    | 12/6/2024  | 5,490.29          |
|  | 2001829336          | 2502768 | 263013    | 12/4/2024  | (26.87)           |
|  | 2001828462          | 2502897 | 263032    | 12/6/2024  | (45.48)           |
|  | 9015915477          | 2502767 | 263013    | 12/4/2024  | 3,049.83          |
|  | 9015915478          | 2502767 | 263013    | 12/4/2024  | 561.99            |
|  | 9015915479          | 2502767 | 263013    | 12/4/2024  | 160.05            |
|  | 9015915458          | 2502768 | 263013    | 12/4/2024  | 5,125.92          |
|  | 9015825094          | 2502767 | 263013    | 12/4/2024  | 128.34            |
|  | 9015825096          | 2502767 | 263013    | 12/4/2024  | 2,067.30          |
|  | 9015780281          | 2502766 | 263013    | 12/4/2024  | 2,915.39          |
|  | 9015780285          | 2502766 | 263013    | 12/4/2024  | 158.46            |
|  | 9015758911          | 2502767 | 263013    | 12/4/2024  | 3,616.01          |
|  | 9015758918          | 2502767 | 263013    | 12/4/2024  | 121.32            |
| 9015758919                               | 2502767             | 263013  | 12/4/2024 | 75.06      |                   |
| 9015758950                               | 2502768             | 263013  | 12/4/2024 | 5,301.10   |                   |
| 2001810895                               | 2502898             | 263032  | 12/6/2024 | (26.89)    |                   |
| <b>GORDON FOOD SERVICE, INC Total</b>    |                     |         |           |            | <b>135,662.12</b> |
| GOTSCHALL, HEATHER L                     | Various items 12/11 | (blank) | 49078     | 12/13/2024 | 641.62            |
| <b>GOTSCHALL, HEATHER L Total</b>        |                     |         |           |            | <b>641.62</b>     |
| GRANITE CITY COMMUNITY SCHOOL DISTRICT 9 | V13729936           | (blank) | 20914     | 12/9/2024  | 150.00            |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor  | Invoice             | PO No.  | Check No. | Check Date | Amount          |
|---|---------------------|---------|-----------|------------|-----------------|
| <b>GRANITE CITY COMMUNITY SCHOOL DISTRICT 9 Total</b> |                     |         |           |            | <b>150.00</b>   |
| GRIFFIN, JADE MARIE                                   | Reimbursement.      | 2502763 | 263014    | 12/4/2024  | 115.01          |
| <b>GRIFFIN, JADE MARIE Total</b>                      |                     |         |           |            | <b>115.01</b>   |
| GROVE ELEMENTARY PTO                                  | V256557             | (blank) | 5243      | 12/4/2024  | 280.00          |
| <b>GROVE ELEMENTARY PTO Total</b>                     |                     |         |           |            | <b>280.00</b>   |
| GULF SHORES HIGH SCHOOL                               | Tourn Fee 2025      | (blank) | 48989     | 11/21/2024 | 450.00          |
| <b>GULF SHORES HIGH SCHOOL Total</b>                  |                     |         |           |            | <b>450.00</b>   |
| GUY, KORTNEY  | V25944              | 2502914 | 263015    | 12/4/2024  | 16.62           |
| <b>GUY, KORTNEY Total</b>                             |                     |         |           |            | <b>16.62</b>    |
| HACIENDA LEON   | V52293184           | (blank) | 2695      | 12/6/2024  | 319.60          |
| <b>HACIENDA LEON Total</b>                            |                     |         |           |            | <b>319.60</b>   |
| HADDEN, ERIC B  | girls State 3       | (blank) | 22566     | 12/17/2024 | 150.00          |
|   | concessions         | (blank) | 22560     | 12/13/2024 | 870.60          |
|   | AD                  | (blank) | 22544     | 12/3/2024  | 79.84           |
| <b>HADDEN, ERIC B Total</b>                           |                     |         |           |            | <b>1,100.44</b> |
| HADFIELD, JENNIFER N                                  | MILES202411         | (blank) | 262912    | 12/4/2024  | 33.43           |
| <b>HADFIELD, JENNIFER N Total</b>                     |                     |         |           |            | <b>33.43</b>    |
| HAFERMANN, EDUARD P                                   | Away Meals          | (blank) | 48500     | 12/12/2024 | 54.32           |
|   | MILES202409         | (blank) | 262913    | 12/4/2024  | 22.28           |
|   | MILES202410         | (blank) | 262913    | 12/4/2024  | 50.32           |
|   | Team Dinner         | (blank) | 48461     | 11/26/2024 | 225.00          |
|   | GC for Volunteers   | (blank) | 48500     | 12/12/2024 | 1,004.88        |
|   | BBall Gear          | (blank) | 48461     | 11/26/2024 | 180.91          |
| <b>HAFERMANN, EDUARD P Total</b>                      |                     |         |           |            | <b>1,537.71</b> |
| HAFERMANN, TERA L                                     | Reimbursement.      | 2502846 | 263016    | 12/4/2024  | 220.00          |
|   | IMC Supplies Dec 24 | (blank) | 48487     | 12/9/2024  | 280.22          |
|   | IMC Supplies Nov 24 | (blank) | 48472     | 12/4/2024  | 48.72           |
| <b>HAFERMANN, TERA L Total</b>                        |                     |         |           |            | <b>548.94</b>   |
| HAILEY, MARISA GABRIELLE                              | V71442831           | (blank) | 3123      | 12/2/2024  | 15.98           |
| <b>HAILEY, MARISA GABRIELLE Total</b>                 |                     |         |           |            | <b>15.98</b>    |
| HALL, MONIQUE L                                       | V273784             | (blank) | 9174063   | 12/2/2024  | 100.00          |
| <b>HALL, MONIQUE L Total</b>                          |                     |         |           |            | <b>100.00</b>   |
| HARLEM CONSOLIDATED SCHOOL DIST 122                   | Al Dvorak Memorial  | (blank) | 49041     | 12/5/2024  | 500.00          |
| <b>HARLEM CONSOLIDATED SCHOOL DIST 122 Total</b>      |                     |         |           |            | <b>500.00</b>   |
| HARRIS, ELIZABETH RAE                                 | NCHS Agriscience    | (blank) | 49042     | 12/5/2024  | 610.22          |
|   | Aroma kits 2024     | (blank) | 49010     | 11/26/2024 | 263.33          |
| <b>HARRIS, ELIZABETH RAE Total</b>                    |                     |         |           |            | <b>873.55</b>   |
| HASSEL, STEVE   | Membership fee      | (blank) | 49079     | 12/13/2024 | 105.00          |
| <b>HASSEL, STEVE Total</b>                            |                     |         |           |            | <b>105.00</b>   |
| HAWKINS, CHRISTOPHER                                  | Denny's Reimburse   | (blank) | 48501     | 12/12/2024 | 69.80           |
| <b>HAWKINS, CHRISTOPHER Total</b>                     |                     |         |           |            | <b>69.80</b>    |
| HAWKINS, KARRIN R                                     | Postage             | (blank) | 48990     | 11/21/2024 | 24.75           |
| <b>HAWKINS, KARRIN R Total</b>                        |                     |         |           |            | <b>24.75</b>    |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor                                   | Invoice              | PO No.  | Check No. | Check Date | Amount           |
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| HAWKINS, MEGHAN THERESE                  | Prof Development     | (blank) | 49011     | 11/26/2024 | 200.00           |
| <b>HAWKINS, MEGHAN THERESE Total</b>     |                      |         |           |            | <b>200.00</b>    |
| HAYS, CAITLIN D                          | Chapter Mtg Dec      | (blank) | 48502     | 12/12/2024 | 94.08            |
|  | FFA Recruitment      | (blank) | 48488     | 12/9/2024  | 67.23            |
| <b>HAYS, CAITLIN D Total</b>             |                      |         |           |            | <b>161.31</b>    |
| HEGGIE, BAYLEE NICOLE                    | MILES202411          | (blank) | 262914    | 12/4/2024  | 12.86            |
| <b>HEGGIE, BAYLEE NICOLE Total</b>       |                      |         |           |            | <b>12.86</b>     |
| HEINEMANN                                | 956210571            | 2502739 | 263017    | 12/4/2024  | 1,461.10         |
| <b>HEINEMANN Total</b>                   |                      |         |           |            | <b>1,461.10</b>  |
| HENRIKSON, EDEN E                        | Speech team supply   | (blank) | 49012     | 11/26/2024 | 44.60            |
| <b>HENRIKSON, EDEN E Total</b>           |                      |         |           |            | <b>44.60</b>     |
| Hernandez, Linda J                       | MILES202411          | (blank) | 262915    | 12/4/2024  | 33.90            |
| <b>Hernandez, Linda J Total</b>          |                      |         |           |            | <b>33.90</b>     |
| HERTZNER, DANIEL C                       | Nov food/material    | (blank) | 49013     | 11/26/2024 | 12.46            |
|  | Oct Club Mtg         | (blank) | 48991     | 11/21/2024 | 30.91            |
| <b>HERTZNER, DANIEL C Total</b>          |                      |         |           |            | <b>43.37</b>     |
| HESS, LATOYA RACQUEL                     | girls State          | (blank) | 22567     | 12/17/2024 | 25.00            |
| <b>HESS, LATOYA RACQUEL Total</b>        |                      |         |           |            | <b>25.00</b>     |
| HILL, JACKSON                            | FFA Fair 3           | (blank) | 48481     | 12/5/2024  | 29.59            |
| <b>HILL, JACKSON Total</b>               |                      |         |           |            | <b>29.59</b>     |
| HILLE, ALEXANDRA J                       | V394268              | (blank) | 5246      | 12/12/2024 | 35.44            |
|  | V446834              | (blank) | 5244      | 12/4/2024  | 45.73            |
| <b>HILLE, ALEXANDRA J Total</b>          |                      |         |           |            | <b>81.17</b>     |
| HITCHINS, TRACY LYNN                     | MILES202411          | (blank) | 262916    | 12/4/2024  | 47.57            |
| <b>HITCHINS, TRACY LYNN Total</b>        |                      |         |           |            | <b>47.57</b>     |
| HO, SON                                  | Invite Official11/30 | (blank) | 49027     | 11/26/2024 | 275.00           |
| <b>HO, SON Total</b>                     |                      |         |           |            | <b>275.00</b>    |
| HOKE, RYAN                               | V25843938            | (blank) | 25294     | 12/4/2024  | 570.00           |
| <b>HOKE, RYAN Total</b>                  |                      |         |           |            | <b>570.00</b>    |
| HOLLAND, ANITA                           | V76715238            | (blank) | 15654     | 12/17/2024 | 115.00           |
|  | V64967077            | (blank) | 15627     | 12/2/2024  | 60.00            |
|  | V81257876            | (blank) | 15622     | 11/26/2024 | 63.85            |
|  | Gap Attack Reimburse | 2502918 | 263018    | 12/4/2024  | 32.74            |
|  | V34657212            | (blank) | 15615     | 11/21/2024 | 46.72            |
| <b>HOLLAND, ANITA Total</b>              |                      |         |           |            | <b>318.31</b>    |
| HOPPER, DANIELE A                        | V51070054            | (blank) | 25288     | 11/25/2024 | 38.97            |
| <b>HOPPER, DANIELE A Total</b>           |                      |         |           |            | <b>38.97</b>     |
| HOSPITAL PURCHASING SERVICE              | 123020               | 2502752 | 263019    | 12/4/2024  | 190.59           |
|  | 123203               | 2502764 | 263019    | 12/4/2024  | 45,752.04        |
|  | 123196               | 2502765 | 263019    | 12/4/2024  | 24,497.30        |
|  | LLC27095             | 2502744 | 263019    | 12/4/2024  | 3,275.00         |
| <b>HOSPITAL PURCHASING SERVICE Total</b> |                      |         |           |            | <b>73,714.93</b> |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor   | Invoice              | PO No.             | Check No. | Check Date | Amount           |
|--|----------------------|--------------------|-----------|------------|------------------|
| HR IMAGING PARTNERS, INC.                            |                      | 10574 (blank)      | 48503     | 12/12/2024 | 18,775.00        |
| <b>HR IMAGING PARTNERS, INC. Total</b>               |                      |                    |           |            | <b>18,775.00</b> |
| HUDL 1   | Yearly Sub           | (blank)            | 49014     | 11/26/2024 | 13,000.00        |
| <b>HUDL 1 Total</b>                                  |                      |                    |           |            | <b>13,000.00</b> |
| HUNTLEY HIGH SCHOOL                                  | cheer invite fees    | (blank)            | 22550     | 12/11/2024 | 250.00           |
|  | V845943              | (blank)            | 127110    | 11/26/2024 | 300.00           |
| <b>HUNTLEY HIGH SCHOOL Total</b>                     |                      |                    |           |            | <b>550.00</b>    |
| IESA ILLINOIS ELEMENTARY SCHOOL ASN                  | V11177210            | (blank)            | 25306     | 12/12/2024 | 330.00           |
|  | V29433352            | (blank)            | 15628     | 12/2/2024  | 927.90           |
| <b>IESA ILLINOIS ELEMENTARY SCHOOL ASN Total</b>     |                      |                    |           |            | <b>1,257.90</b>  |
| ILLINOIS FFA   |                      | 87998 (blank)      | 48504     | 12/12/2024 | 505.00           |
|  | 10 Student registrat | (blank)            | 49043     | 12/5/2024  | 940.00           |
| <b>ILLINOIS FFA Total</b>                            |                      |                    |           |            | <b>1,445.00</b>  |
| ILLINOIS SCHOOL FOR THE DEAF                         | ISD10312024EH        | 2502769            | 263020    | 12/4/2024  | 6,475.15         |
|  | Hinshaw, Eldon.      | 2502756            | 263020    | 12/4/2024  | 74.00            |
|  | ISD09302024EH        | 2502395            | 263020    | 12/4/2024  | 4,677.39         |
| <b>ILLINOIS SCHOOL FOR THE DEAF Total</b>            |                      |                    |           |            | <b>11,226.54</b> |
| Illinois Technology Student Association              | TSA Tech Day ISU     | (blank)            | 49015     | 11/26/2024 | 180.00           |
| <b>Illinois Technology Student Association Total</b> |                      |                    |           |            | <b>180.00</b>    |
| ILMEA  | V39032437            | (blank)            | 3127      | 12/17/2024 | 100.00           |
|  | V37206419            | (blank)            | 6226      | 12/11/2024 | 60.00            |
|  |                      | 49729 2502912      | 263021    | 12/4/2024  | 910.00           |
| <b>ILMEA Total</b>                                   |                      |                    |           |            | <b>1,070.00</b>  |
| INFINITE CAMPUS                                      | V28167901            | (blank)            | 0         | 12/2/2024  | 396.90           |
|  | V62045369            | (blank)            | 0         | 11/29/2024 | 562.50           |
|  | V32169161            | (blank)            | 0         | 11/27/2024 | 1,615.77         |
|  | V29211226            | (blank)            | 0         | 11/25/2024 | 652.51           |
|  | V44584664            | (blank)            | 0         | 11/22/2024 | 484.26           |
|  | V99442877            | (blank)            | 0         | 11/21/2024 | 620.21           |
| <b>INFINITE CAMPUS Total</b>                         |                      |                    |           |            | <b>4,332.15</b>  |
| INFINITE CONNECTIONS, INC.                           | S2958                | 2502874            | 263022    | 12/4/2024  | 7,200.00         |
| <b>INFINITE CONNECTIONS, INC. Total</b>              |                      |                    |           |            | <b>7,200.00</b>  |
| INTERSTATE BILLING SERV, INC                         |                      | 3039405183 2502809 | 263023    | 12/4/2024  | 11,902.53        |
|  |                      | 3039416093 2502809 | 263023    | 12/4/2024  | 5,927.00         |
| <b>INTERSTATE BILLING SERV, INC Total</b>            |                      |                    |           |            | <b>17,829.53</b> |
| ISU ATHLETICS  | Indoor bubble use    | (blank)            | 49016     | 11/26/2024 | 806.25           |
| <b>ISU ATHLETICS Total</b>                           |                      |                    |           |            | <b>806.25</b>    |
| J SPENCER CONSTRUCTION LLC                           |                      | 2162 2502791       | 263024    | 12/4/2024  | 769.00           |
| <b>J SPENCER CONSTRUCTION LLC Total</b>              |                      |                    |           |            | <b>769.00</b>    |
| JEFFERSON HIGH SCHOOL                                | V253669              | (blank)            | 127111    | 11/26/2024 | 275.00           |
| <b>JEFFERSON HIGH SCHOOL Total</b>                   |                      |                    |           |            | <b>275.00</b>    |
| JEFFERSON, MACKENZIE                                 | V94598627            | (blank)            | 3126      | 12/12/2024 | 8.68             |
| <b>JEFFERSON, MACKENZIE Total</b>                    |                      |                    |           |            | <b>8.68</b>      |
| JOHNSBURG SCHOOL DISTRICT 12                         | cheer fee            | (blank)            | 22561     | 12/13/2024 | 275.00           |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor                                    | Invoice              | PO No.  | Check No. | Check Date | Amount           |
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| <b>JOHNSBURG SCHOOL DISTRICT 12 Total</b> |                      |         |           |            | <b>275.00</b>    |
| JONES CARTER, ERICKA DENISE               | V66842200            | (blank) | 15655     | 12/17/2024 | 173.13           |
| <b>JONES CARTER, ERICKA DENISE Total</b>  |                      |         |           |            | <b>173.13</b>    |
| JOSTEN'S                                  | 8183691              | (blank) | 22534     | 11/21/2024 | 1,016.79         |
| <b>JOSTEN'S Total</b>                     |                      |         |           |            | <b>1,016.79</b>  |
| JUNIOR LIBRARY GUILD                      | V74210151            | (blank) | 4198      | 12/4/2024  | 534.52           |
| <b>JUNIOR LIBRARY GUILD Total</b>         |                      |         |           |            | <b>534.52</b>    |
| KAUFMAN, TREVOR ALLEN                     | Record Board         | (blank) | 48992     | 11/21/2024 | 143.00           |
|   | Reimb 12/12/24       | (blank) | 49080     | 12/13/2024 | 154.83           |
|   | Speed Ladder         | (blank) | 49044     | 12/5/2024  | 76.99            |
|   | Tourn Hosp Room      | (blank) | 49028     | 11/26/2024 | 331.08           |
|   | Shoes, glucose tabs  | (blank) | 48992     | 11/21/2024 | 114.57           |
| <b>KAUFMAN, TREVOR ALLEN Total</b>        |                      |         |           |            | <b>820.47</b>    |
| KEARFOTT, NICOLAS                         | Athletic Dept Mus 24 | (blank) | 49017     | 11/26/2024 | 10.99            |
|   | FB Hospitality 11/15 | (blank) | 48993     | 11/21/2024 | 140.84           |
|   | FB playoff ticket/GC | (blank) | 48993     | 11/21/2024 | 132.00           |
|   | FB playoff tickets   | (blank) | 48993     | 11/21/2024 | 32.00            |
| <b>KEARFOTT, NICOLAS Total</b>            |                      |         |           |            | <b>315.83</b>    |
| Kelleher, Kimberly A                      | CONFREF11142024      | (blank) | 262917    | 12/4/2024  | 49.00            |
| <b>Kelleher, Kimberly A Total</b>         |                      |         |           |            | <b>49.00</b>     |
| KENDALL HUNT PUBLISHING                   | 3657678              | 2502280 | 263026    | 12/4/2024  | 1,577.60         |
|   | 3657784              | 2502287 | 263026    | 12/4/2024  | 2,041.60         |
|   | 137223332            | 2502292 | 263026    | 12/4/2024  | 2,412.80         |
|   | 13721327             | 2502277 | 263026    | 12/4/2024  | 742.40           |
|   | 13721328             | 2502278 | 263026    | 12/4/2024  | 1,484.80         |
|   | 13721330             | 2502279 | 263026    | 12/4/2024  | 2,320.00         |
|   | 13721321             | 2502281 | 263026    | 12/4/2024  | 1,577.60         |
|   | 13721322             | 2502282 | 263026    | 12/4/2024  | 1,484.80         |
|   | 13721323             | 2502283 | 263026    | 12/4/2024  | 1,948.80         |
|   | 13721333             | 2502284 | 263026    | 12/4/2024  | 1,206.40         |
|   | 13721335             | 2502285 | 263026    | 12/4/2024  | 1,856.00         |
|   | 13721336             | 2502286 | 263026    | 12/4/2024  | 1,113.60         |
|   | 13721337             | 2502288 | 263026    | 12/4/2024  | 556.80           |
|   | 13721332             | 2502289 | 263026    | 12/4/2024  | 2,691.20         |
|   | 13721340             | 2502290 | 263026    | 12/4/2024  | 2,691.20         |
| 13721342                                  | 2502291              | 263026  | 12/4/2024 | 1,113.60   |                  |
| 13721339                                  | 2502297              | 263026  | 12/4/2024 | 5,568.00   |                  |
| <b>KENDALL HUNT PUBLISHING Total</b>      |                      |         |           |            | <b>32,387.20</b> |
| KEN'S OIL SERVICE, INC.                   | K553961              | 2502895 | 263025    | 12/4/2024  | 2,360.97         |
|   | K553866              | 2502814 | 263025    | 12/4/2024  | 2,838.00         |
|   | 978586               | 2502895 | 263025    | 12/4/2024  | 22,110.25        |
|   | K553674              | 2502781 | 263025    | 12/4/2024  | 2,034.40         |
|   | 977711               | 2502781 | 263025    | 12/4/2024  | 22,655.16        |
|   | K553530              | 2502781 | 263025    | 12/4/2024  | 1,149.10         |
| K553551                                   | 2502781              | 263025  | 12/4/2024 | 1,773.80   |                  |
| <b>KEN'S OIL SERVICE, INC. Total</b>      |                      |         |           |            | <b>54,921.68</b> |
| KEPURAITIS, ALEC JAMES                    | V43756610            | (blank) | 6976      | 11/21/2024 | 37.44            |
| <b>KEPURAITIS, ALEC JAMES Total</b>       |                      |         |           |            | <b>37.44</b>     |
| KERR, SEAN C                              | 3803689              | 2502795 | 263027    | 12/4/2024  | 85.00            |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor                                     | Invoice             | PO No.  | Check No. | Check Date | Amount          |
|--|---------------------|---------|-----------|------------|-----------------|
| <b>KERR, SEAN C Total</b>                  |                     |         |           |            | <b>85.00</b>    |
| KIESER, CARRIE ANN                         | boys basketball     | (blank) | 22562     | 12/13/2024 | 242.92          |
| <b>KIESER, CARRIE ANN Total</b>            |                     |         |           |            | <b>242.92</b>   |
| KING, DONALD G.                            | V372142             | (blank) | 127119    | 12/11/2024 | 100.00          |
| <b>KING, DONALD G. Total</b>               |                     |         |           |            | <b>100.00</b>   |
| KING, RICARDO D                            | Case reed night     | (blank) | 49018     | 11/26/2024 | 73.49           |
| <b>KING, RICARDO D Total</b>               |                     |         |           |            | <b>73.49</b>    |
| KINGSLEY JUNIOR HIGH SCHOOL                | V73316030           | (blank) | 15637     | 12/6/2024  | 250.00          |
|  | V86916249           | (blank) | 15616     | 11/21/2024 | 150.00          |
| <b>KINGSLEY JUNIOR HIGH SCHOOL Total</b>   |                     |         |           |            | <b>400.00</b>   |
| KINTNER, RACHAEL E                         | student council 2   | (blank) | 22551     | 12/11/2024 | 80.60           |
| <b>KINTNER, RACHAEL E Total</b>            |                     |         |           |            | <b>80.60</b>    |
| KIWANIS YOUTH PROGRAMS                     | 24-25 Club dues     | (blank) | 48994     | 11/21/2024 | 1,054.00        |
| <b>KIWANIS YOUTH PROGRAMS Total</b>        |                     |         |           |            | <b>1,054.00</b> |
| KNEPLER, JULIA                             | V180111             | (blank) | 5085      | 12/6/2024  | 49.91           |
|  | V750881             | (blank) | 5085      | 12/6/2024  | 22.96           |
| <b>KNEPLER, JULIA Total</b>                |                     |         |           |            | <b>72.87</b>    |
| Komandur, Abhinav                          | Sundae Fundraiser   | (blank) | 49057     | 12/11/2024 | 14.62           |
| <b>Komandur, Abhinav Total</b>             |                     |         |           |            | <b>14.62</b>    |
| KONOPASEK, CHRISTINE MARIE                 | AVCA Membership     | (blank) | 49058     | 12/11/2024 | 95.00           |
|  | Coaching shirts     | (blank) | 49058     | 12/11/2024 | 111.40          |
|  | Ribbons/treat/paint | (blank) | 48995     | 11/21/2024 | 62.17           |
| <b>KONOPASEK, CHRISTINE MARIE Total</b>    |                     |         |           |            | <b>268.57</b>   |
| KRAFT, MACKENZIE                           | Recruitment         | (blank) | 49045     | 12/5/2024  | 115.35          |
|  | FFA Recruitment     | (blank) | 49019     | 11/26/2024 | 39.66           |
|  | JH recruitment      | (blank) | 49019     | 11/26/2024 | 577.54          |
|  | Pumpkin pie         | (blank) | 48996     | 11/21/2024 | 99.00           |
| <b>KRAFT, MACKENZIE Total</b>              |                     |         |           |            | <b>831.55</b>   |
| LA GONDOLA SPAGHETTI HOUSE                 | V63078306           | (blank) | 5549      | 12/6/2024  | 386.36          |
| <b>LA GONDOLA SPAGHETTI HOUSE Total</b>    |                     |         |           |            | <b>386.36</b>   |
| LANE, BRUCE                                | Accompanist 1       | (blank) | 48505     | 12/12/2024 | 125.00          |
| <b>LANE, BRUCE Total</b>                   |                     |         |           |            | <b>125.00</b>   |
| Lane, Nancy                                | Friday Mads meal    | (blank) | 49059     | 12/11/2024 | 375.54          |
| <b>Lane, Nancy Total</b>                   |                     |         |           |            | <b>375.54</b>   |
| LANGE, STACIE L                            | V98098759           | (blank) | 5183      | 12/9/2024  | 143.82          |
| <b>LANGE, STACIE L Total</b>               |                     |         |           |            | <b>143.82</b>   |
| LANIER, EREXENIA W                         | V894040             | 2502875 | 262918    | 12/4/2024  | 5,256.00        |
| <b>LANIER, EREXENIA W Total</b>            |                     |         |           |            | <b>5,256.00</b> |
| LEVERTON, DORIS MELINDA                    | V33392267           | (blank) | 15629     | 12/2/2024  | 90.00           |
| <b>LEVERTON, DORIS MELINDA Total</b>       |                     |         |           |            | <b>90.00</b>    |
| LIGHTY, BERNADETTE PANGANIBAN              | MILES202411         | (blank) | 262919    | 12/4/2024  | 54.94           |
| <b>LIGHTY, BERNADETTE PANGANIBAN Total</b> |                     |         |           |            | <b>54.94</b>    |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor                                       | Invoice              | PO No.  | Check No. | Check Date | Amount          |
|--|----------------------|---------|-----------|------------|-----------------|
| LIMINEX, INC.                                | INV-120244           | 2502824 | 263028    | 12/4/2024  | 2,040.00        |
| <b>LIMINEX, INC. Total</b>                   |                      |         |           |            | <b>2,040.00</b> |
| LINCOLN COMMUNITY HIGH SCHOOL 1              | V8399                | (blank) | 127120    | 12/11/2024 | 150.00          |
| <b>LINCOLN COMMUNITY HIGH SCHOOL 1 Total</b> |                      |         |           |            | <b>150.00</b>   |
| LINCOLN WAY CENTRAL HIGH SCHOOL              | V13460780            | (blank) | 20909     | 12/2/2024  | 500.00          |
| <b>LINCOLN WAY CENTRAL HIGH SCHOOL Total</b> |                      |         |           |            | <b>500.00</b>   |
| LITERATI, INC                                | V58749277            | (blank) | 7323      | 11/26/2024 | 2,050.38        |
| <b>LITERATI, INC Total</b>                   |                      |         |           |            | <b>2,050.38</b> |
| LOCKPORT TOWNSHIP HIGH SCHOOL                | V16895166            | (blank) | 20910     | 12/2/2024  | 400.00          |
| <b>LOCKPORT TOWNSHIP HIGH SCHOOL Total</b>   |                      |         |           |            | <b>400.00</b>   |
| LONG, RILEY                                  | ILS worker Jun-Dec   | (blank) | 49081     | 12/13/2024 | 315.00          |
| <b>LONG, RILEY Total</b>                     |                      |         |           |            | <b>315.00</b>   |
| LUGINBUHL, BENJAMIN                          | Mad supplies         | (blank) | 49060     | 12/11/2024 | 1,025.35        |
|  | Choral Music 2024    | (blank) | 48997     | 11/21/2024 | 137.50          |
|  | Madigal Dessert Supp | (blank) | 48997     | 11/21/2024 | 1,419.83        |
| <b>LUGINBUHL, BENJAMIN Total</b>             |                      |         |           |            | <b>2,582.68</b> |
| LYNCH, JESSICA ANN                           | V33683753            | (blank) | 15638     | 12/6/2024  | 56.00           |
| <b>LYNCH, JESSICA ANN Total</b>              |                      |         |           |            | <b>56.00</b>    |
| MAHOMET SEYMOUR HIGH SCHOOL                  | V587716              | (blank) | 127112    | 11/26/2024 | 350.00          |
| <b>MAHOMET SEYMOUR HIGH SCHOOL Total</b>     |                      |         |           |            | <b>350.00</b>   |
| Mannepalli, Rajani                           | MILES202411          | (blank) | 262920    | 12/4/2024  | 47.03           |
| <b>Mannepalli, Rajani Total</b>              |                      |         |           |            | <b>47.03</b>    |
| MARIAN CATHOLIC HIGH SCHOOL                  | V127                 | (blank) | 127121    | 12/11/2024 | 250.00          |
|  | V550568              | (blank) | 127121    | 12/11/2024 | 250.00          |
| <b>MARIAN CATHOLIC HIGH SCHOOL Total</b>     |                      |         |           |            | <b>500.00</b>   |
| Marzec, Amber E                              | Cash box start up    | (blank) | 49029     | 11/26/2024 | 50.00           |
| <b>Marzec, Amber E Total</b>                 |                      |         |           |            | <b>50.00</b>    |
| MATTOCKS, KIMBERLY                           | V42340935            | (blank) | 15620     | 11/26/2024 | 16.08           |
| <b>MATTOCKS, KIMBERLY Total</b>              |                      |         |           |            | <b>16.08</b>    |
| MCCLURE, KRISTIN                             | V988867              | 2502800 | 262921    | 12/4/2024  | 22.20           |
| <b>MCCLURE, KRISTIN Total</b>                |                      |         |           |            | <b>22.20</b>    |
| MCLEAN CO UNIT DIST NO 5                     | NCV December         | (blank) | 0         | 12/6/2024  | 3,174.14        |
|  | V97964744            | (blank) | 0         | 12/6/2024  | 426.93          |
|  | NCV thru 113024      | (blank) | 22552     | 12/11/2024 | 0.00            |
|  | V76540819            | (blank) | 0         | 12/10/2024 | 311.65          |
|  | V52149889            | (blank) | 0         | 12/6/2024  | 743.04          |
|  | V820869              | (blank) | 0         | 12/9/2024  | (0.90)          |
|  | 100800 FB camp       | (blank) | 0         | 12/9/2024  | 2,727.98        |
|  | 100800 Visa Nov      | (blank) | 0         | 12/9/2024  | 626.58          |
|  | 100800 Nov 2024      | (blank) | 0         | 12/9/2024  | 4,822.15        |
|  | Payroll Fan Bus 1    | (blank) | 0         | 12/9/2024  | 75.00           |
|  | Payroll Fan Bus 2    | (blank) | 0         | 12/9/2024  | 150.00          |
|  | Payroll Nov 2024     | (blank) | 0         | 12/9/2024  | 3.69            |
|  | V78744775            | (blank) | 0         | 12/9/2024  | 1,153.61        |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor   | Invoice              | PO No.  | Check No. | Check Date | Amount           |
|--|----------------------|---------|-----------|------------|------------------|
| MCLEAN CO UNIT DIST NO 5                             | November 2024 100800 | (blank) | 0         | 12/6/2024  | 545.31           |
|  | V54424421            | (blank) | 0         | 12/6/2024  | 520.09           |
|  | V67472434            | (blank) | 0         | 12/12/2024 | 3,687.20         |
| <b>MCLEAN CO UNIT DIST NO 5 Total</b>                |                      |         |           |            | <b>18,966.47</b> |
| MCLEAN CO UNIT DIST NO 5 - FOOD SERVICE              | PJ0100               | (blank) | 22563     | 12/13/2024 | 38.05            |
| <b>MCLEAN CO UNIT DIST NO 5 - FOOD SERVICE Total</b> |                      |         |           |            | <b>38.05</b>     |
| MEADE, ROBERT R                                      | Girls State No. 4    | (blank) | 22568     | 12/17/2024 | 90.00            |
| <b>MEADE, ROBERT R Total</b>                         |                      |         |           |            | <b>90.00</b>     |
| MEGLI, LEAH COLLEEN                                  | V89961291            | (blank) | 15649     | 12/13/2024 | 137.50           |
| <b>MEGLI, LEAH COLLEEN Total</b>                     |                      |         |           |            | <b>137.50</b>    |
| MENARDS LUMBER                                       | Various Invoice12/24 | (blank) | 49061     | 12/11/2024 | 1,331.08         |
|  | 52790                | 2502909 | 262922    | 12/4/2024  | 259.38           |
| <b>MENARDS LUMBER Total</b>                          |                      |         |           |            | <b>1,590.46</b>  |
| MERCER, KAREN JANE                                   | V72175854            | (blank) | 9550      | 12/17/2024 | 8.91             |
|  | V8479942             | (blank) | 9548      | 11/25/2024 | 8.70             |
| <b>MERCER, KAREN JANE Total</b>                      |                      |         |           |            | <b>17.61</b>     |
| MERRILL, CHRISTOPHER P                               | V27396707            | (blank) | 15650     | 12/13/2024 | 154.98           |
|  | V15660837            | (blank) | 15635     | 12/3/2024  | 109.48           |
| <b>MERRILL, CHRISTOPHER P Total</b>                  |                      |         |           |            | <b>264.46</b>    |
| MIDDLETON ASSOCIATES INC                             | 27040024.1           | 2502783 | 262923    | 12/4/2024  | 5,136.25         |
| <b>MIDDLETON ASSOCIATES INC Total</b>                |                      |         |           |            | <b>5,136.25</b>  |
| MIDLAND PAPER COMPANY                                | IN02349553           | 2502899 | 262924    | 12/4/2024  | 4,369.41         |
| <b>MIDLAND PAPER COMPANY Total</b>                   |                      |         |           |            | <b>4,369.41</b>  |
| MIDWEST CONSTRUCTION RENTALS                         | 212815-1             | (blank) | 48998     | 11/21/2024 | 367.50           |
| <b>MIDWEST CONSTRUCTION RENTALS Total</b>            |                      |         |           |            | <b>367.50</b>    |
| MIER, ANGELA M                                       | CONFREF11142024      | (blank) | 262925    | 12/4/2024  | 49.00            |
| <b>MIER, ANGELA M Total</b>                          |                      |         |           |            | <b>49.00</b>     |
| MILLIKIN UNIVERSITY                                  | V26002361            | (blank) | 6979      | 11/26/2024 | 110.00           |
| <b>MILLIKIN UNIVERSITY Total</b>                     |                      |         |           |            | <b>110.00</b>    |
| MINERVA PROMOTIONS                                   | V87646167            | (blank) | 6984      | 12/5/2024  | 77.09            |
|  | V85820785            | (blank) | 25295     | 12/4/2024  | 61.50            |
|  | V1706576             | (blank) | 25289     | 11/25/2024 | 1,071.00         |
| <b>MINERVA PROMOTIONS Total</b>                      |                      |         |           |            | <b>1,209.59</b>  |
| MOBILE AUDIO PLUS                                    | 95109                | 2502776 | 262926    | 12/4/2024  | 791.00           |
| <b>MOBILE AUDIO PLUS Total</b>                       |                      |         |           |            | <b>791.00</b>    |
| MOBYMAX EDUCATION LLC                                | 491458               | 2502904 | 262927    | 12/4/2024  | 556.00           |
| <b>MOBYMAX EDUCATION LLC Total</b>                   |                      |         |           |            | <b>556.00</b>    |
| MONSON, WONDER A                                     | girls state bb       | (blank) | 22569     | 12/17/2024 | 50.00            |
| <b>MONSON, WONDER A Total</b>                        |                      |         |           |            | <b>50.00</b>     |
| MOOK, STEPHANIE KAY                                  | V18044070            | (blank) | 4200      | 12/16/2024 | 137.56           |
| <b>MOOK, STEPHANIE KAY Total</b>                     |                      |         |           |            | <b>137.56</b>    |
| MOOSE LODGE #745                                     | 1252025              | (blank) | 48482     | 12/5/2024  | 800.00           |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor                                    | Invoice              | PO No.  | Check No. | Check Date | Amount           |
|---|----------------------|---------|-----------|------------|------------------|
| <b>MOOSE LODGE #745 Total</b>             |                      |         |           |            | <b>800.00</b>    |
| MORGAN, TERRY J.                          | Invite Official11/30 | (blank) | 49030     | 11/26/2024 | 275.00           |
| <b>MORGAN, TERRY J. Total</b>             |                      |         |           |            | <b>275.00</b>    |
| MORTON JUNIOR HIGH                        | V88856157            | (blank) | 15644     | 12/12/2024 | 240.00           |
| <b>MORTON JUNIOR HIGH Total</b>           |                      |         |           |            | <b>240.00</b>    |
| MOSIER, MEGAN A                           | MILES202411          | (blank) | 262928    | 12/4/2024  | 5.23             |
| <b>MOSIER, MEGAN A Total</b>              |                      |         |           |            | <b>5.23</b>      |
| MUELLER, KELSEY RAE                       | Team Photo Books     | (blank) | 48473     | 12/4/2024  | 275.90           |
|   | VB Reimburse 1       | (blank) | 48462     | 11/26/2024 | 281.36           |
|   | VB Reimburse 2       | (blank) | 48462     | 11/26/2024 | 209.23           |
|   | Coaches Gifts        | (blank) | 48457     | 11/25/2024 | 468.04           |
| <b>MUELLER, KELSEY RAE Total</b>          |                      |         |           |            | <b>1,234.53</b>  |
| NAEIR                                     | G277552              | 2502893 | 262929    | 12/4/2024  | 82.25            |
| <b>NAEIR Total</b>                        |                      |         |           |            | <b>82.25</b>     |
| NAIR, KRISHNA                             | Donut-reimb          | (blank) | 49046     | 12/5/2024  | 49.17            |
| <b>NAIR, KRISHNA Total</b>                |                      |         |           |            | <b>49.17</b>     |
| NELCO                                     | 9529319              | 2502821 | 262930    | 12/4/2024  | 354.20           |
| <b>NELCO Total</b>                        |                      |         |           |            | <b>354.20</b>    |
| NELSON, MARGARET ROSE                     | V51844187            | (blank) | 9549      | 11/25/2024 | 19.96            |
| <b>NELSON, MARGARET ROSE Total</b>        |                      |         |           |            | <b>19.96</b>     |
| NEURORESTORATIVE IL                       | 0823-381373          | 2502745 | 262931    | 12/4/2024  | 841.26           |
|   | 0923-381373          | 2502746 | 262931    | 12/4/2024  | 1,668.62         |
|   | 0124-381373          | 2502747 | 262931    | 12/4/2024  | 2,242.35         |
|   | 1024-381373          | 2502774 | 262931    | 12/4/2024  | 73,466.88        |
|   | 0824-381373.         | 2502748 | 262931    | 12/4/2024  | 1,129.48         |
| <b>NEURORESTORATIVE IL Total</b>          |                      |         |           |            | <b>79,348.59</b> |
| NEVELS, PHILLIP                           | state bb 1           | (blank) | 22570     | 12/17/2024 | 150.00           |
| <b>NEVELS, PHILLIP Total</b>              |                      |         |           |            | <b>150.00</b>    |
| NICASIO, MARIANA                          | V76333152            | (blank) | 25307     | 12/16/2024 | 320.00           |
|   | V15681855            | (blank) | 25297     | 12/11/2024 | 226.26           |
| <b>NICASIO, MARIANA Total</b>             |                      |         |           |            | <b>546.26</b>    |
| NICOR GAS                                 | V536338              | 2500063 | 263030    | 12/4/2024  | 78.61            |
|   | V1976                | 2500063 | 263030    | 12/4/2024  | 1,103.34         |
|   | V712836              | 2500063 | 263030    | 12/4/2024  | 463.81           |
| <b>NICOR GAS Total</b>                    |                      |         |           |            | <b>1,645.76</b>  |
| NORMAL COMMUNITY HIGH SCHOOL              | NCHS Dec 14          | (blank) | 48513     | 12/12/2024 | 6.00             |
|   | V14416719            | (blank) | 20915     | 12/9/2024  | 150.00           |
|   | 428578               | 2502837 | 262932    | 12/4/2024  | 37.32            |
| <b>NORMAL COMMUNITY HIGH SCHOOL Total</b> |                      |         |           |            | <b>193.32</b>    |
| NORMAL WEST HIGH SCHOOL                   | StuCo Cash Box       | (blank) | 48474     | 12/4/2024  | 100.00           |
| <b>NORMAL WEST HIGH SCHOOL Total</b>      |                      |         |           |            | <b>100.00</b>    |
| NORMALITE NEWSPAPER                       | UNIT5 11212024       | 2502915 | 262933    | 12/4/2024  | 5,600.00         |
| <b>NORMALITE NEWSPAPER Total</b>          |                      |         |           |            | <b>5,600.00</b>  |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor   | Invoice            | PO No.   | Check No. | Check Date | Amount          |        |
|--|--------------------|----------|-----------|------------|-----------------|--------|
| NOURIE, JULIE                                    | O Team             | (blank)  | 22545     | 12/3/2024  | 11.96           |        |
| <b>NOURIE, JULIE Total</b>                       |                    |          |           |            | <b>11.96</b>    |        |
| NOVOTNEY, MEGAN E                                | V474865            | 2502881  | 262934    | 12/4/2024  | 36.00           |        |
| <b>NOVOTNEY, MEGAN E Total</b>                   |                    |          |           |            | <b>36.00</b>    |        |
| NYBAKKE VACUUM SHOP, INC                         | 111424-1           | 2502860  | 262935    | 12/4/2024  | 399.99          |        |
|  | 111324-4           | 2502860  | 262935    | 12/4/2024  | 89.99           |        |
|  | 111324-5           | 2502860  | 262935    | 12/4/2024  | 108.35          |        |
| <b>NYBAKKE VACUUM SHOP, INC Total</b>            |                    |          |           |            | <b>598.33</b>   |        |
| OAK FOREST HIGH SCHOOL                           | V28983422          | (blank)  | 25291     | 11/25/2024 | 250.00          |        |
| <b>OAK FOREST HIGH SCHOOL Total</b>              |                    |          |           |            | <b>250.00</b>   |        |
| O'DAY, AMBER                                     | V330579            | 2502872  | 262936    | 12/4/2024  | 285.00          |        |
| <b>O'DAY, AMBER Total</b>                        |                    |          |           |            | <b>285.00</b>   |        |
| O'DELL, DAWN M                                   | V62671455          | (blank)  | 15630     | 12/2/2024  | 180.00          |        |
| <b>O'DELL, DAWN M Total</b>                      |                    |          |           |            | <b>180.00</b>   |        |
| OLYMPIA COMMUNITY UNIT SCHOOL DISTR              | Speech Tourn 11/24 | (blank)  | 48999     | 11/21/2024 | 197.00          |        |
| <b>OLYMPIA COMMUNITY UNIT SCHOOL DISTR Total</b> |                    |          |           |            | <b>197.00</b>   |        |
| PABST, REBECCA J                                 | SF Grant 2         | (blank)  | 22571     | 12/17/2024 | 19.20           |        |
|  | N Team - SF Grant  | (blank)  | 22535     | 11/21/2024 | 64.90           |        |
| <b>PABST, REBECCA J Total</b>                    |                    |          |           |            | <b>84.10</b>    |        |
| PALMER, ELISA L                                  | V39879307          | (blank)  | 15656     | 12/17/2024 | 179.44          |        |
|  | V61441081          | (blank)  | 15631     | 12/2/2024  | 30.00           |        |
|  | V44519641          | (blank)  | 15623     | 11/26/2024 | 4,250.00        |        |
| <b>PALMER, ELISA L Total</b>                     |                    |          |           |            | <b>4,459.44</b> |        |
| PAPA JOHN'S PIZZA 1                              | V16749948          | (blank)  | 15621     | 11/26/2024 | 275.00          |        |
| <b>PAPA JOHN'S PIZZA 1 Total</b>                 |                    |          |           |            | <b>275.00</b>   |        |
| PARKSIDE JUNIOR HIGH SCHOOL                      | girls State        | (blank)  | 22553     | 12/11/2024 | 200.00          |        |
|  | Stu Council        | (blank)  | 22553     | 12/11/2024 | 40.00           |        |
| <b>PARKSIDE JUNIOR HIGH SCHOOL Total</b>         |                    |          |           |            | <b>240.00</b>   |        |
| PASEWALD, HEATHER N S                            | V323596            | 2502855  | 262937    | 12/4/2024  | 44.95           |        |
| <b>PASEWALD, HEATHER N S Total</b>               |                    |          |           |            | <b>44.95</b>    |        |
| PAULOS, JENNIFER                                 | V833336            | 2502891  | 262938    | 12/4/2024  | 100.00          |        |
| <b>PAULOS, JENNIFER Total</b>                    |                    |          |           |            | <b>100.00</b>   |        |
| PEARSON  |                    | 27163599 | 2502645   | 262939     | 12/4/2024       | 581.30 |
| <b>PEARSON Total</b>                             |                    |          |           |            | <b>581.30</b>   |        |
| PECK, RYAN J                                     | V720426            | 2502886  | 262940    | 12/4/2024  | 60.15           |        |
| <b>PECK, RYAN J Total</b>                        |                    |          |           |            | <b>60.15</b>    |        |
| PEEBLES, GWEN                                    | MILES202411        | (blank)  | 262941    | 12/4/2024  | 22.78           |        |
| <b>PEEBLES, GWEN Total</b>                       |                    |          |           |            | <b>22.78</b>    |        |
| PEKIN COMMUNITY HIGH SCHOOL                      | V902569            | (blank)  | 127113    | 11/26/2024 | 175.00          |        |
| <b>PEKIN COMMUNITY HIGH SCHOOL Total</b>         |                    |          |           |            | <b>175.00</b>   |        |
| PENDLETON, TARA D                                | Cosmic bowling     | (blank)  | 49000     | 11/21/2024 | 930.00          |        |
| <b>PENDLETON, TARA D Total</b>                   |                    |          |           |            | <b>930.00</b>   |        |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor   | Invoice             | PO No.  | Check No. | Check Date | Amount           |
|--|---------------------|---------|-----------|------------|------------------|
| PEORIA AREA WORLD AFFAIRS COUNCIL              | 45633               | (blank) | 49001     | 11/21/2024 | 60.00            |
| <b>PEORIA AREA WORLD AFFAIRS COUNCIL Total</b> |                     |         |           |            | <b>60.00</b>     |
| PEORIA HIGH SCHOOL                             | cheer invite 2      | (blank) | 22554     | 12/11/2024 | 225.00           |
|  | V38648507           | (blank) | 20916     | 12/9/2024  | 250.00           |
| <b>PEORIA HIGH SCHOOL Total</b>                |                     |         |           |            | <b>475.00</b>    |
| PEPSI COLA GENERAL BOT, INC                    | 62341002            | (blank) | 49082     | 12/13/2024 | 1,808.68         |
|  | V82944405           | (blank) | 25296     | 12/4/2024  | 700.21           |
|  | V90177027           | (blank) | 15617     | 11/21/2024 | 111.88           |
|  | 32421403 & 81956955 | (blank) | 49002     | 11/21/2024 | 92.50            |
|  | 18203552            | (blank) | 48458     | 11/25/2024 | 736.68           |
|  | 21300004            | 2502851 | 262896    | 11/26/2024 | 370.50           |
|  | 21518002            | 2502851 | 262896    | 11/26/2024 | 2,317.75         |
|  | 21919000            | 2502851 | 262896    | 11/26/2024 | 1,043.65         |
| <b>PEPSI COLA GENERAL BOT, INC Total</b>       |                     |         |           |            | <b>7,181.85</b>  |
| PEREZ, JANETTE MILAGROS                        | V38353461           | (blank) | 4201      | 12/16/2024 | 70.78            |
| <b>PEREZ, JANETTE MILAGROS Total</b>           |                     |         |           |            | <b>70.78</b>     |
| PERRY WEATHER, INC.                            | 8021                | 2502808 | 262942    | 12/4/2024  | 18,231.00        |
| <b>PERRY WEATHER, INC. Total</b>               |                     |         |           |            | <b>18,231.00</b> |
| PETERS, FERAH                                  | V44165985           | (blank) | 2694      | 12/4/2024  | 47.49            |
| <b>PETERS, FERAH Total</b>                     |                     |         |           |            | <b>47.49</b>     |
| PETREE, ALYSSA K                               | V132015             | 2502879 | 262943    | 12/4/2024  | 59.61            |
| <b>PETREE, ALYSSA K Total</b>                  |                     |         |           |            | <b>59.61</b>     |
| PIONEER DRAMA SERVICE                          | V32672708           | (blank) | 25300     | 12/12/2024 | 986.00           |
| <b>PIONEER DRAMA SERVICE Total</b>             |                     |         |           |            | <b>986.00</b>    |
| PIONEER VALLEY BOOKS                           | I272746             | 2502657 | 262944    | 12/4/2024  | 23.00            |
|  | I272667             | 2502618 | 262944    | 12/4/2024  | 580.80           |
| <b>PIONEER VALLEY BOOKS Total</b>              |                     |         |           |            | <b>603.80</b>    |
| PLATTNER, HEATHER PAULLIN                      | MILES202411         | (blank) | 262945    | 12/4/2024  | 135.07           |
| <b>PLATTNER, HEATHER PAULLIN Total</b>         |                     |         |           |            | <b>135.07</b>    |
| POINDEXTER, LYNNE                              | 3260                | 2502788 | 262946    | 12/4/2024  | 191.08           |
| <b>POINDEXTER, LYNNE Total</b>                 |                     |         |           |            | <b>191.08</b>    |
| PRAIRIE SIGNS                                  | 60176               | (blank) | 48463     | 11/26/2024 | 90.00            |
| <b>PRAIRIE SIGNS Total</b>                     |                     |         |           |            | <b>90.00</b>     |
| PRICE, ELIZABETH JANE                          | Speech Judge        | (blank) | 49062     | 12/11/2024 | 100.00           |
| <b>PRICE, ELIZABETH JANE Total</b>             |                     |         |           |            | <b>100.00</b>    |
| PUMMILL, MELISSA E                             | Coffee shop reimbur | (blank) | 49031     | 11/26/2024 | 755.00           |
| <b>PUMMILL, MELISSA E Total</b>                |                     |         |           |            | <b>755.00</b>    |
| PURITAN SPRINGS                                | 45627               | (blank) | 48489     | 12/9/2024  | 280.75           |
| <b>PURITAN SPRINGS Total</b>                   |                     |         |           |            | <b>280.75</b>    |
| QUADIENT LEASING USA, INC.                     | Q158737             | 2502835 | 262947    | 12/4/2024  | 76.74            |
| <b>QUADIENT LEASING USA, INC. Total</b>        |                     |         |           |            | <b>76.74</b>     |
| QUILL CORPORATION                              | 41765144            | (blank) | 48490     | 12/9/2024  | 276.46           |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor  | Invoice              | PO No.  | Check No. | Check Date | Amount          |
|---|----------------------|---------|-----------|------------|-----------------|
| QUILL CORPORATION                             | 41686762             | (blank) | 22555     | 12/11/2024 | 370.20          |
| <b>QUILL CORPORATION Total</b>                |                      |         |           |            | <b>646.66</b>   |
| RACEY, CHRISTOPHER D                          | Invite Official11/30 | (blank) | 49032     | 11/26/2024 | 275.00          |
| <b>RACEY, CHRISTOPHER D Total</b>             |                      |         |           |            | <b>275.00</b>   |
| RAGLAN, MELISSA N                             | MILES202411          | (blank) | 262948    | 12/4/2024  | 114.90          |
| <b>RAGLAN, MELISSA N Total</b>                |                      |         |           |            | <b>114.90</b>   |
| RAY, ANGELA                                   | MILES202410          | (blank) | 262949    | 12/4/2024  | 117.92          |
| <b>RAY, ANGELA Total</b>                      |                      |         |           |            | <b>117.92</b>   |
| READING READING BOOKS, LLC                    | 43147                | 2502870 | 262950    | 12/4/2024  | 244.13          |
| <b>READING READING BOOKS, LLC Total</b>       |                      |         |           |            | <b>244.13</b>   |
| READ'S SPORTING GOODS                         | V28763852            | (blank) | 15618     | 11/21/2024 | 59.95           |
| <b>READ'S SPORTING GOODS Total</b>            |                      |         |           |            | <b>59.95</b>    |
| REALLY GOOD STUFF                             | 8709368              | 2502619 | 262951    | 12/4/2024  | 513.50          |
| <b>REALLY GOOD STUFF Total</b>                |                      |         |           |            | <b>513.50</b>   |
| RECKAMP, JANE                                 | V14291415            | (blank) | 25287     | 11/25/2024 | 506.50          |
| <b>RECKAMP, JANE Total</b>                    |                      |         |           |            | <b>506.50</b>   |
| REPUBLIC SERVICES - #368                      | 0368-001128783       | 2500002 | 262952    | 12/4/2024  | 7,489.32        |
| <b>REPUBLIC SERVICES - #368 Total</b>         |                      |         |           |            | <b>7,489.32</b> |
| RHODE, TRAVIS                                 | FFA Fair 4           | (blank) | 48483     | 12/5/2024  | 349.22          |
| <b>RHODE, TRAVIS Total</b>                    |                      |         |           |            | <b>349.22</b>   |
| RICH, ERIK                                    | V2960499             | (blank) | 15632     | 12/2/2024  | 180.00          |
| <b>RICH, ERIK Total</b>                       |                      |         |           |            | <b>180.00</b>   |
| RICHARDSON, MARCY LYNN                        | V41799489            | (blank) | 7321      | 11/21/2024 | 7.50            |
| <b>RICHARDSON, MARCY LYNN Total</b>           |                      |         |           |            | <b>7.50</b>     |
| RICHWOODS HIGH SCHOOL                         | Nov 23 Speech Tourn  | (blank) | 48475     | 12/4/2024  | 24.00           |
| <b>RICHWOODS HIGH SCHOOL Total</b>            |                      |         |           |            | <b>24.00</b>    |
| RIENTS, JENNIFER                              | V248814              | 2502906 | 262953    | 12/4/2024  | 79.84           |
| <b>RIENTS, JENNIFER Total</b>                 |                      |         |           |            | <b>79.84</b>    |
| RINK, KRISTI                                  | VB Pizza Reimburse   | (blank) | 48476     | 12/4/2024  | 199.26          |
| <b>RINK, KRISTI Total</b>                     |                      |         |           |            | <b>199.26</b>   |
| RITCHASON, JENNIFER                           | V13340737            | (blank) | 15633     | 12/2/2024  | 34.42           |
| <b>RITCHASON, JENNIFER Total</b>              |                      |         |           |            | <b>34.42</b>    |
| RIVERDALE LADY WARRIORS SOFTBALL              | V90323358            | (blank) | 20917     | 12/9/2024  | 505.00          |
| <b>RIVERDALE LADY WARRIORS SOFTBALL Total</b> |                      |         |           |            | <b>505.00</b>   |
| RODGERS, HOWARD BARRY                         | V85837               | 2502754 | 262954    | 12/4/2024  | -               |
| <b>RODGERS, HOWARD BARRY Total</b>            |                      |         |           |            | <b>-</b>        |
| RODTS, ELIZABETH R                            | MILES202411          | (blank) | 262955    | 12/4/2024  | 43.15           |
|   | V56544750            | (blank) | 7322      | 11/21/2024 | -               |
| <b>RODTS, ELIZABETH R Total</b>               |                      |         |           |            | <b>43.15</b>    |
| Rolfs, Kylah Michelle                         | Reimburse Music      | (blank) | 48477     | 12/4/2024  | 1,236.00        |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor                                  | Invoice             | PO No.        | Check No. | Check Date | Amount           |        |
|---|---------------------|---------------|-----------|------------|------------------|--------|
| <b>Rolfs, Kylah Michelle Total</b>      |                     |               |           |            | <b>1,236.00</b>  |        |
| ROMERO, LAUREN A                        | V15516147           | (blank)       | 3129      | 12/17/2024 | 44.00            |        |
| <b>ROMERO, LAUREN A Total</b>           |                     |               |           |            | <b>44.00</b>     |        |
| ROOKER, BETH A                          | CONFREF11152024     | (blank)       | 262956    | 12/4/2024  | 118.00           |        |
| <b>ROOKER, BETH A Total</b>             |                     |               |           |            | <b>118.00</b>    |        |
| ROSEL, JOSEPH R                         | State girls BB      | (blank)       | 22572     | 12/17/2024 | 375.00           |        |
| <b>ROSEL, JOSEPH R Total</b>            |                     |               |           |            | <b>375.00</b>    |        |
| RUESTMAN, KARRIE L                      | V68494710           | (blank)       | 1940      | 12/12/2024 | 250.00           |        |
| <b>RUESTMAN, KARRIE L Total</b>         |                     |               |           |            | <b>250.00</b>    |        |
| SAFRANEK, JASON ALLEN                   | Wassail supplies    | (blank)       | 49063     | 12/11/2024 | 262.43           |        |
| <b>SAFRANEK, JASON ALLEN Total</b>      |                     |               |           |            | <b>262.43</b>    |        |
| SCHASCHWARY, HANNAH R                   | T Team              | (blank)       | 22556     | 12/11/2024 | 22.81            |        |
| <b>SCHASCHWARY, HANNAH R Total</b>      |                     |               |           |            | <b>22.81</b>     |        |
| SCHERMANN, APRIL M                      | V58263              | 2502910       | 262957    | 12/4/2024  | 361.05           |        |
|   | Girls Who Code Misc | (blank)       | 48464     | 11/26/2024 | 2,165.14         |        |
| <b>SCHERMANN, APRIL M Total</b>         |                     |               |           |            | <b>2,526.19</b>  |        |
| SCHLIPF, BETHANY L                      | CONFREM110924       | 2502749       | 262958    | 12/4/2024  | 45.00            |        |
| <b>SCHLIPF, BETHANY L Total</b>         |                     |               |           |            | <b>45.00</b>     |        |
| SCHOLASTIC BOOK FAIRS - 15              | V87727603           | (blank)       | 5184      | 12/11/2024 | 1,463.44         |        |
|   | V58369714           | (blank)       | 5550      | 12/6/2024  | 468.04           |        |
|   | V75808127           | (blank)       | 3124      | 12/2/2024  | 3,817.71         |        |
| <b>SCHOLASTIC BOOK FAIRS - 15 Total</b> |                     |               |           |            | <b>5,749.19</b>  |        |
| SCHOLASTIC INC EDUCATION                | M533525             | 2502780       | 262959    | 12/4/2024  | 6,468.40         |        |
|   | M7533487            | 2502780       | 262959    | 12/4/2024  | 6,468.40         |        |
|   | M7533506            | 2502780       | 262959    | 12/4/2024  | 6,468.40         |        |
|   | M7533564            | 2502780       | 262959    | 12/4/2024  | 6,468.40         |        |
| <b>SCHOLASTIC INC EDUCATION Total</b>   |                     |               |           |            | <b>25,873.60</b> |        |
| SCHOOL SPECIALTY                        |                     | 2.08135E+11   | 2502848   | 262960     | 12/4/2024        | 261.51 |
|   |                     | 2.08135E+11   | 2502786   | 262960     | 12/4/2024        | 57.60  |
| <b>SCHOOL SPECIALTY Total</b>           |                     |               |           |            | <b>319.11</b>    |        |
| SCHWARTZ, ANDREW ISAAC                  | Practice Golf Round | (blank)       | 49003     | 11/21/2024 | 25.50            |        |
| <b>SCHWARTZ, ANDREW ISAAC Total</b>     |                     |               |           |            | <b>25.50</b>     |        |
| SCORNAVACCO, ROBERT A                   | Girls State 2       | (blank)       | 22573     | 12/17/2024 | 100.00           |        |
| <b>SCORNAVACCO, ROBERT A Total</b>      |                     |               |           |            | <b>100.00</b>    |        |
| SEFTON, NATHANIEL J                     | V12978662           | (blank)       | 6985      | 12/6/2024  | 133.41           |        |
| <b>SEFTON, NATHANIEL J Total</b>        |                     |               |           |            | <b>133.41</b>    |        |
| SEIFERT, SARA B                         | V189647             | 2502907       | 262961    | 12/4/2024  | 190.02           |        |
| <b>SEIFERT, SARA B Total</b>            |                     |               |           |            | <b>190.02</b>    |        |
| SELECT SCREEN PRINTS                    | V45466113           | (blank)       | 15657     | 12/17/2024 | 441.50           |        |
|   | V31930496           | (blank)       | 15642     | 12/10/2024 | 275.00           |        |
|   |                     | 65453 (blank) | 48506     | 12/12/2024 | 254.00           |        |
|   |                     | 65466 (blank) | 48506     | 12/12/2024 | 1,088.00         |        |
|   | V58438483           | (blank)       | 2696      | 12/11/2024 | 118.50           |        |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor                                 | Invoice              | PO No.  | Check No. | Check Date | Amount          |
|--|----------------------|---------|-----------|------------|-----------------|
| SELECT SCREEN PRINTS                   | 65412 (blank)        |         | 48484     | 12/5/2024  | 241.00          |
|  | student council      | (blank) | 22541     | 11/25/2024 | 403.50          |
| <b>SELECT SCREEN PRINTS Total</b>      |                      |         |           |            | <b>2,821.50</b> |
| SENNETT, TIMOTHY E                     | V813050              | 2502894 | 262962    | 12/4/2024  | 150.75          |
| <b>SENNETT, TIMOTHY E Total</b>        |                      |         |           |            | <b>150.75</b>   |
| SHACKLEY, KEVIN PATRICK                | Medals               | (blank) | 49020     | 11/26/2024 | 135.00          |
| <b>SHACKLEY, KEVIN PATRICK Total</b>   |                      |         |           |            | <b>135.00</b>   |
| SHAH, TANMAY                           | Speech Judge         | (blank) | 49064     | 12/11/2024 | 100.00          |
| <b>SHAH, TANMAY Total</b>              |                      |         |           |            | <b>100.00</b>   |
| SHANNON, JANET L                       | CONFREF111524        | (blank) | 262963    | 12/4/2024  | 118.00          |
| <b>SHANNON, JANET L Total</b>          |                      |         |           |            | <b>118.00</b>   |
| SHIRT TECH                             | 1142 (blank)         |         | 48507     | 12/12/2024 | 396.00          |
|  | 1138 (blank)         |         | 48491     | 12/9/2024  | 1,448.00        |
|  | 1132 (blank)         |         | 48478     | 12/4/2024  | 907.00          |
| <b>SHIRT TECH Total</b>                |                      |         |           |            | <b>2,751.00</b> |
| SHOW ME DOUGH FUNDRAISING              | V53403613            | (blank) | 15653     | 12/13/2024 | 234.60          |
|  | V58841418            | (blank) | 15643     | 12/10/2024 | 2,361.20        |
| <b>SHOW ME DOUGH FUNDRAISING Total</b> |                      |         |           |            | <b>2,595.80</b> |
| SIEBENTHAL, MELISSA A                  | Step up day snacks   | (blank) | 49004     | 11/21/2024 | 95.94           |
| <b>SIEBENTHAL, MELISSA A Total</b>     |                      |         |           |            | <b>95.94</b>    |
| SIEG, HANNAH KATHRYN                   | Summer Camp Vball 2  | (blank) | 48459     | 11/25/2024 | 500.00          |
| <b>SIEG, HANNAH KATHRYN Total</b>      |                      |         |           |            | <b>500.00</b>   |
| SIVYER, DARCIE LYNNE                   | Y Team               | (blank) | 22557     | 12/11/2024 | 21.34           |
| <b>SIVYER, DARCIE LYNNE Total</b>      |                      |         |           |            | <b>21.34</b>    |
| SKATETIME SCHOOL PROGRAMS              | V38304120            | (blank) | 2697      | 12/11/2024 | 1,248.00        |
|  | V20437869            | (blank) | 15639     | 12/6/2024  | 5,508.00        |
| <b>SKATETIME SCHOOL PROGRAMS Total</b> |                      |         |           |            | <b>6,756.00</b> |
| SMITH, CLIFTON EDWARD                  | Accompanist 3        | (blank) | 48508     | 12/12/2024 | 125.00          |
| <b>SMITH, CLIFTON EDWARD Total</b>     |                      |         |           |            | <b>125.00</b>   |
| SMITH, LLEW                            | Invite Official11/30 | (blank) | 49033     | 11/26/2024 | 275.00          |
| <b>SMITH, LLEW Total</b>               |                      |         |           |            | <b>275.00</b>   |
| SMITH, REMINGTON                       | Invite Official11/30 | (blank) | 49034     | 11/26/2024 | 275.00          |
| <b>SMITH, REMINGTON Total</b>          |                      |         |           |            | <b>275.00</b>   |
| SOLIDAY, MACKENZIE                     | MILES202411          | (blank) | 262964    | 12/4/2024  | 18.22           |
|  | MILES202410          | (blank) | 262964    | 12/4/2024  | 20.50           |
| <b>SOLIDAY, MACKENZIE Total</b>        |                      |         |           |            | <b>38.72</b>    |
| SOUTH ELGIN HIGH SCHOOL                | Kane County HS       | (blank) | 49047     | 12/5/2024  | 125.00          |
| <b>SOUTH ELGIN HIGH SCHOOL Total</b>   |                      |         |           |            | <b>125.00</b>   |
| SPIRAL BINDING LLC                     | S12960875            | 2502639 | 262965    | 12/4/2024  | 6,638.00        |
| <b>SPIRAL BINDING LLC Total</b>        |                      |         |           |            | <b>6,638.00</b> |
| STACK, ANDREA C                        | MILES202408          | (blank) | 262966    | 12/4/2024  | 30.02           |
|  | MILES202409          | (blank) | 262966    | 12/4/2024  | 75.04           |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor  | Invoice              | PO No.  | Check No. | Check Date | Amount          |
|---|----------------------|---------|-----------|------------|-----------------|
| STACK, ANDREA C                                       | MILES202410          | (blank) | 262966    | 12/4/2024  | 71.29           |
| <b>STACK, ANDREA C Total</b>                          |                      |         |           |            | <b>176.35</b>   |
| STAHMER, JEREMY                                       | girls state bb       | (blank) | 22574     | 12/17/2024 | 25.00           |
|   | boys BB reimbursemen | (blank) | 22558     | 12/11/2024 | 100.00          |
|   | boys bb              | (blank) | 22546     | 12/3/2024  | 65.00           |
|   | boys BB 2            | (blank) | 22536     | 11/21/2024 | 36.96           |
| <b>STAHMER, JEREMY Total</b>                          |                      |         |           |            | <b>226.96</b>   |
| STATE OF IL FIRE MARSHALL/ELEVATORS                   | 5125148841           | 2502810 | 262967    | 12/4/2024  | 225.00          |
| <b>STATE OF IL FIRE MARSHALL/ELEVATORS Total</b>      |                      |         |           |            | <b>225.00</b>   |
| STAY ANOTHER DAY LTD                                  | D248                 | (blank) | 49065     | 12/11/2024 | 1,560.00        |
| <b>STAY ANOTHER DAY LTD Total</b>                     |                      |         |           |            | <b>1,560.00</b> |
| STEFFES, WILLIAM CLARE                                | Invite Official11/30 | (blank) | 49035     | 11/26/2024 | 275.00          |
| <b>STEFFES, WILLIAM CLARE Total</b>                   |                      |         |           |            | <b>275.00</b>   |
| STEGEMANN, ERIC S                                     | V473473              | 2502913 | 262968    | 12/4/2024  | 34.68           |
| <b>STEGEMANN, ERIC S Total</b>                        |                      |         |           |            | <b>34.68</b>    |
| STEPHENSON, LAURA BETH                                | CONFREF111324        | (blank) | 262969    | 12/4/2024  | 80.00           |
| <b>STEPHENSON, LAURA BETH Total</b>                   |                      |         |           |            | <b>80.00</b>    |
| STEVENS, LAURA A                                      | V6639324             | (blank) | 25301     | 12/12/2024 | 75.94           |
| <b>STEVENS, LAURA A Total</b>                         |                      |         |           |            | <b>75.94</b>    |
| STUTZ, JESSICA LYNN                                   | V1085385             | (blank) | 25305     | 12/12/2024 | 239.07          |
| <b>STUTZ, JESSICA LYNN Total</b>                      |                      |         |           |            | <b>239.07</b>   |
| SUMMIT FINANCIAL RESOURCES LP                         | S274759              | 2502805 | 262970    | 12/4/2024  | 746.24          |
| <b>SUMMIT FINANCIAL RESOURCES LP Total</b>            |                      |         |           |            | <b>746.24</b>   |
| SYCAMORE COMMUNITY HIGH SCHOOL DIST #427              | V468058              | (blank) | 127114    | 11/26/2024 | 350.00          |
| <b>SYCAMORE COMMUNITY HIGH SCHOOL DIST #427 Total</b> |                      |         |           |            | <b>350.00</b>   |
| SYNTECH   | 305787               | 2502659 | 262971    | 12/4/2024  | 6,078.10        |
| <b>SYNTECH Total</b>                                  |                      |         |           |            | <b>6,078.10</b> |
| TANNER, DANNY   | V27017251            | (blank) | 15640     | 12/6/2024  | 180.00          |
| <b>TANNER, DANNY Total</b>                            |                      |         |           |            | <b>180.00</b>   |
| TEAM AUTOMOTIVE AND TIRE                              | 7834872              | 2502818 | 262972    | 12/4/2024  | 3,333.98        |
| <b>TEAM AUTOMOTIVE AND TIRE Total</b>                 |                      |         |           |            | <b>3,333.98</b> |
| THE COPY SHOP   | 2307                 | 2502811 | 262973    | 12/4/2024  | 188.00          |
| <b>THE COPY SHOP Total</b>                            |                      |         |           |            | <b>188.00</b>   |
| THE GREAT DISPLAY COMPANY                             | 6472                 | (blank) | 49048     | 12/5/2024  | 650.00          |
| <b>THE GREAT DISPLAY COMPANY Total</b>                |                      |         |           |            | <b>650.00</b>   |
| THE LIFEGUARD STORE                                   | 18148                | (blank) | 48465     | 11/26/2024 | 346.40          |
|   | INV001463303         | 2502686 | 263029    | 12/4/2024  | 935.00          |
| <b>THE LIFEGUARD STORE Total</b>                      |                      |         |           |            | <b>1,281.40</b> |
| THE MUSIC SHOPPE, INC                                 | V11343511            | (blank) | 3128      | 12/17/2024 | 43.70           |
|   | 3821963              | 2502844 | 262974    | 12/4/2024  | 46.75           |
| <b>THE MUSIC SHOPPE, INC Total</b>                    |                      |         |           |            | <b>90.45</b>    |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor   | Invoice            | PO No.           | Check No. | Check Date | Amount        |
|--|--------------------|------------------|-----------|------------|---------------|
| THE OMNI GROUP                                       | 2411-7601          | 2502822          | 262975    | 12/4/2024  | 30.00         |
| <b>THE OMNI GROUP Total</b>                          |                    |                  |           |            | <b>30.00</b>  |
| THOMAS, LAURA L                                      | Preschool supplies | (blank)          | 49083     | 12/13/2024 | 41.25         |
|  | V13291             | 2502687          | 262976    | 12/4/2024  | 98.14         |
| <b>THOMAS, LAURA L Total</b>                         |                    |                  |           |            | <b>139.39</b> |
| THOMASON, JASPER                                     | Tech Work          | (blank)          | 48509     | 12/12/2024 | 100.00        |
| <b>THOMASON, JASPER Total</b>                        |                    |                  |           |            | <b>100.00</b> |
| TOWN OF NORMAL - UTILITY BILLING                     | V969248            | 2500165          | 263031    | 12/4/2024  | 90.20         |
| <b>TOWN OF NORMAL - UTILITY BILLING Total</b>        |                    |                  |           |            | <b>90.20</b>  |
| TOWNSHIP HIGH SCHOOL DISTRICT 214                    | Mock Trial Tourn   | (blank)          | 49021     | 11/26/2024 | 150.00        |
| <b>TOWNSHIP HIGH SCHOOL DISTRICT 214 Total</b>       |                    |                  |           |            | <b>150.00</b> |
| Traeger, Megan                                       | Thurs Mads Meal    | (blank)          | 49066     | 12/11/2024 | 273.98        |
| <b>Traeger, Megan Total</b>                          |                    |                  |           |            | <b>273.98</b> |
| Trimpe, Anna C                                       | V13317502          | (blank)          | 15636     | 12/3/2024  | 180.00        |
| <b>Trimpe, Anna C Total</b>                          |                    |                  |           |            | <b>180.00</b> |
| TURCOTTE, BRIANA L                                   | MILES202411        | (blank)          | 262977    | 12/4/2024  | 193.63        |
| <b>TURCOTTE, BRIANA L Total</b>                      |                    |                  |           |            | <b>193.63</b> |
| TWIN CITY AWARDS                                     |                    | 3320 (blank)     | 48510     | 12/12/2024 | 50.00         |
|  | V86358481          | (blank)          | 20918     | 12/9/2024  | 60.00         |
|  | V10329937          | (blank)          | 20911     | 12/2/2024  | 48.00         |
|  |                    | 3317 (blank)     | 48466     | 11/26/2024 | 303.00        |
| <b>TWIN CITY AWARDS Total</b>                        |                    |                  |           |            | <b>461.00</b> |
| UNITED TOWNSHIP HS, EAST MOLINE, IL 005              | V963676            | (blank)          | 127122    | 12/11/2024 | 200.00        |
| <b>UNITED TOWNSHIP HS, EAST MOLINE, IL 005 Total</b> |                    |                  |           |            | <b>200.00</b> |
| VAN DE LOO, DARIA T                                  | V2370326           | (blank)          | 15651     | 12/13/2024 | 340.08        |
| <b>VAN DE LOO, DARIA T Total</b>                     |                    |                  |           |            | <b>340.08</b> |
| VARSITY SPIRIT                                       |                    | 84403399 (blank) | 48511     | 12/12/2024 | 202.00        |
| <b>VARSITY SPIRIT Total</b>                          |                    |                  |           |            | <b>202.00</b> |
| VAUX, KRISTEEN                                       | Reimburse AirPods  | (blank)          | 48512     | 12/12/2024 | 176.98        |
| <b>VAUX, KRISTEEN Total</b>                          |                    |                  |           |            | <b>176.98</b> |
| VINCENT, SUSAN ANNE                                  | MILES202411        | (blank)          | 262978    | 12/4/2024  | 105.86        |
|  | V25685998          | (blank)          | 25299     | 12/12/2024 | 92.94         |
| <b>VINCENT, SUSAN ANNE Total</b>                     |                    |                  |           |            | <b>198.80</b> |
| WALKER, KAREN L                                      | MILES202411        | (blank)          | 262979    | 12/4/2024  | 153.16        |
| <b>WALKER, KAREN L Total</b>                         |                    |                  |           |            | <b>153.16</b> |
| WALMART SUPERCENTER 1                                | Walmart            | (blank)          | 22537     | 11/21/2024 | 195.16        |
| <b>WALMART SUPERCENTER 1 Total</b>                   |                    |                  |           |            | <b>195.16</b> |
| WARD, MAXWELL D                                      | Meeting snacks     | (blank)          | 49005     | 11/21/2024 | 28.95         |
| <b>WARD, MAXWELL D Total</b>                         |                    |                  |           |            | <b>28.95</b>  |
| Washkuhn, Elizabeth Carol                            | V24061376          | (blank)          | 5548      | 12/6/2024  | 50.00         |
| <b>Washkuhn, Elizabeth Carol Total</b>               |                    |                  |           |            | <b>50.00</b>  |

**Expenditure Summary Report**

From Date: 11/21/2024  
To Date: 12/17/2024

| Vendor  | Invoice            | PO No.  | Check No. | Check Date | Amount              |
|---|--------------------|---------|-----------|------------|---------------------|
| WATTS COPY SYSTEMS, INC. - LEASING                  | 37913596           | 2502826 | 262897    | 11/26/2024 | 1,852.95            |
|   | 37882009           | 2500065 | 262897    | 11/26/2024 | 8,907.85            |
| <b>WATTS COPY SYSTEMS, INC. - LEASING Total</b>     |                    |         |           |            | <b>10,760.80</b>    |
| WAYNE, JAMES M                                      | V19559581          | (blank) | 25308     | 12/16/2024 | 769.03              |
| <b>WAYNE, JAMES M Total</b>                         |                    |         |           |            | <b>769.03</b>       |
| WEAKLY, SHELLY                                      | MILES202408        | (blank) | 262980    | 12/4/2024  | 286.76              |
|   | MILES202409        | (blank) | 262980    | 12/4/2024  | 357.11              |
|   | MILES202410        | (blank) | 262980    | 12/4/2024  | 376.47              |
| <b>WEAKLY, SHELLY Total</b>                         |                    |         |           |            | <b>1,020.34</b>     |
| WEBSTER, SHELLEY C                                  | MILES202411        | (blank) | 262981    | 12/4/2024  | 38.32               |
| <b>WEBSTER, SHELLEY C Total</b>                     |                    |         |           |            | <b>38.32</b>        |
| WHEATON WARRENVILLE S HIGH SCHOOL                   | V822350            | (blank) | 127115    | 11/26/2024 | 480.00              |
| <b>WHEATON WARRENVILLE S HIGH SCHOOL Total</b>      |                    |         |           |            | <b>480.00</b>       |
| WHEELER, KATELYNN ELIZABETH                         | Gift exchange      | (blank) | 49084     | 12/13/2024 | 203.58              |
| <b>WHEELER, KATELYNN ELIZABETH Total</b>            |                    |         |           |            | <b>203.58</b>       |
| Willock, Evan                                       | TB REMB 11042024   | (blank) | 262982    | 12/4/2024  | 70.00               |
| <b>Willock, Evan Total</b>                          |                    |         |           |            | <b>70.00</b>        |
| WINCHESTER, KATIE ANN                               | REIMBURSEMENT      | (blank) | 22542     | 11/25/2024 | 46.44               |
|   | V3664276           | (blank) | 15658     | 12/17/2024 | 314.65              |
| <b>WINCHESTER, KATIE ANN Total</b>                  |                    |         |           |            | <b>361.09</b>       |
| WINSLER, ANNETTE                                    | MILES202411        | (blank) | 262983    | 12/4/2024  | 9.38                |
| <b>WINSLER, ANNETTE Total</b>                       |                    |         |           |            | <b>9.38</b>         |
| WITZIG, DAVID G                                     | 12/10/24 reimb     | (blank) | 49067     | 12/11/2024 | 152.14              |
| <b>WITZIG, DAVID G Total</b>                        |                    |         |           |            | <b>152.14</b>       |
| WRIGHT, MEGAN K                                     | V459346            | 2502828 | 262984    | 12/4/2024  | 73.91               |
| <b>WRIGHT, MEGAN K Total</b>                        |                    |         |           |            | <b>73.91</b>        |
| ZALUCHA, KEVIN                                      | V70536011          | (blank) | 5182      | 12/6/2024  | 1,579.51            |
| <b>ZALUCHA, KEVIN Total</b>                         |                    |         |           |            | <b>1,579.51</b>     |
| ZBROZEK, ADAM W                                     | EOP lunch          | (blank) | 49049     | 12/5/2024  | 83.35               |
|   | GC for security 24 | (blank) | 49022     | 11/26/2024 | 225.00              |
|   | IHSA Town Mtg      | (blank) | 49006     | 11/21/2024 | 93.37               |
| <b>ZBROZEK, ADAM W Total</b>                        |                    |         |           |            | <b>401.72</b>       |
| ZEMAN, JOSEPH                                       | V50889396          | (blank) | 6991      | 12/17/2024 | 197.57              |
|   | V54718607          | (blank) | 6986      | 12/6/2024  | 87.48               |
|   | V15064867          | (blank) | 6982      | 12/3/2024  | 488.83              |
|   | V75142632          | (blank) | 6980      | 11/26/2024 | 303.25              |
|   | V93730798          | (blank) | 6980      | 11/26/2024 | 109.35              |
| <b>ZEMAN, JOSEPH Total</b>                          |                    |         |           |            | <b>1,186.48</b>     |
| ZIMMERMAN, CLAIRE CHRISTINE                         | VTAP Reimburse 2   | (blank) | 48492     | 12/9/2024  | 150.00              |
|   | VTAP Reimburse 1   | (blank) | 48467     | 11/26/2024 | 115.00              |
|   | GFS Restock        | (blank) | 48460     | 11/25/2024 | 858.83              |
| <b>ZIMMERMAN, CLAIRE CHRISTINE Total</b>            |                    |         |           |            | <b>1,123.83</b>     |
| ZIONS BANCORPORATIONS, NATIONAL ASSOC.              | V20030452          | (blank) | 0         | 11/27/2024 | 9,933,000.00        |
| <b>ZIONS BANCORPORATIONS, NATIONAL ASSOC. Total</b> |                    |         |           |            | <b>9,933,000.00</b> |

**Expenditure Summary Report**

From Date: 11/21/2024  
 To Date: 12/17/2024

| Vendor                   | Invoice              | PO No.  | Check No. | Check Date | Amount               |
|--------------------------|----------------------|---------|-----------|------------|----------------------|
| ZUNKE, LUKE              | Invite Official11/30 | (blank) | 49036     | 11/26/2024 | 275.00               |
| <b>ZUNKE, LUKE Total</b> |                      |         |           |            | <b>275.00</b>        |
| <b>Grand Total</b>       |                      |         |           |            | <b>12,577,455.81</b> |

**Expenditure Summary Report**

From Date: 11/21/2024  
 To Date: 12/17/2024

| Fund               | Amount               |
|--------------------|----------------------|
| 07                 | 35,456.87            |
| 08                 | 1,480,444.67         |
| 10                 | 556,574.58           |
| 20                 | 185,065.76           |
| 30                 | 9,933,442.00         |
| 40                 | 76,990.13            |
| 80                 | 99,632.26            |
| 99                 | 209,849.54           |
| <b>Grand Total</b> | <b>12,577,455.81</b> |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor                              | Invoice         | PO No.  | Check No. | Check Date | Amount        |
|-------------------------------------|-----------------|---------|-----------|------------|---------------|
| ADAMS II, MARK STEPHEN              | EXPREMB11241125 | (blank) | 263035    | 12/18/2024 | 240.17        |
| <b>ADAMS II, MARK STEPHEN Total</b> |                 |         |           |            | <b>240.17</b> |
| <b>ADVANCE AUTO PARTS</b>           | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 20.25         |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 533.34        |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 72.78         |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 123.52        |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 240.86        |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 565.00        |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 65.34         |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 23.96         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 19.98         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 10.48         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 706.84        |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 275.78        |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 15.59         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 32.16         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 31.74         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 36.58         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 229.77        |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 238.37        |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 18.09         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 95.88         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 19.46         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | (310.00)      |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | (760.00)      |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 426.45        |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 38.13         |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 53.35         |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 27.84         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 816.29        |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 75.30         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 46.60         |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | (38.13)       |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 9.99          |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 176.91        |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 31.56         |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 9.31          |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 70.18         |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 36.89         |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 26.86         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 56.63         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 69.80         |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 282.82        |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 19.78         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 58.69         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 90.24         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 323.12        |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 180.16        |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 53.91         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 31.02         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 323.95        |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 200.04        |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 97.51         |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 750.00        |
|                                     | 6.25343E+12     | 2500208 | 263202    | 12/18/2024 | 86.55         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 6.90          |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 27.60         |
|                                     | 6.25343E+12     | 2500224 | 263202    | 12/18/2024 | 89.98         |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor   | Invoice            | PO No.  | Check No.  | Check Date | Amount            |
|--|--------------------|---------|------------|------------|-------------------|
| ADVANCE AUTO PARTS                               | 6.25343E+12        | 2500224 | 263202     | 12/18/2024 | 40.70             |
|  | 6.25343E+12        | 2500208 | 263202     | 12/18/2024 | 28.63             |
|  | 6.25343E+12        | 2500224 | 263202     | 12/18/2024 | 53.91             |
|  | 6.25343E+12        | 2500224 | 263202     | 12/18/2024 | 44.99             |
|  | 6.25343E+12        | 2500208 | 263202     | 12/18/2024 | 18.45             |
|  | 6.25343E+12        | 2500224 | 263202     | 12/18/2024 | 114.98            |
|  | 6.25343E+12        | 2500224 | 263202     | 12/18/2024 | 293.20            |
|  | 5.60943E+12        | 2500224 | 263202     | 12/18/2024 | 151.99            |
|  | 6.25343E+12        | 2500208 | 263202     | 12/18/2024 | 47.69             |
|  | 6.25343E+12        | 2500208 | 263202     | 12/18/2024 | 185.71            |
|  | 6.25343E+12        | 2500224 | 263202     | 12/18/2024 | 314.49            |
|  | 6.25343E+12        | 2500224 | 263202     | 12/18/2024 | 44.08             |
|  | 6.25343E+12        | 2500224 | 263202     | 12/18/2024 | 82.88             |
|  | 6.25343E+12        | 2500208 | 263202     | 12/18/2024 | 8.77              |
|  | 6.25343E+12        | 2500224 | 263202     | 12/18/2024 | 113.11            |
|  | 6.25343E+12        | 2500208 | 263202     | 12/18/2024 | 27.18             |
|  | 6.25343E+12        | 2500208 | 263202     | 12/18/2024 | 579.94            |
| 6.25343E+12                                      | 2500224            | 263202  | 12/18/2024 | 183.34     |                   |
| 6.25343E+12                                      | 2500224            | 263202  | 12/18/2024 | 148.25     |                   |
| 6.25343E+12                                      | 2500224            | 263202  | 12/18/2024 | 5.54       |                   |
| <b>ADVANCE AUTO PARTS Total</b>                  |                    |         |            |            | <b>9,349.83</b>   |
| ALPHA BAKING CO., INC.                           | STMT NOVEMBER 2024 | 2503190 | 263203     | 12/18/2024 | 5,003.84          |
| <b>ALPHA BAKING CO., INC. Total</b>              |                    |         |            |            | <b>5,003.84</b>   |
| ALPHA CONTROLS & SERVICES LLC                    | 24S054-4           | 2503015 | 263204     | 12/18/2024 | 75,709.00         |
|  | 23S144-4           | 2503013 | 263204     | 12/18/2024 | 25,470.00         |
|  | 24S054-2           | 2503012 | 263204     | 12/18/2024 | 83,969.00         |
|  | 24S014-3           | 2503014 | 263204     | 12/18/2024 | 12,056.00         |
| <b>ALPHA CONTROLS &amp; SERVICES LLC Total</b>   |                    |         |            |            | <b>197,204.00</b> |
| ALTA CONSTRUCTION EQUIPMENT ILLINOI              | SR4/55760          | 2503115 | 263205     | 12/18/2024 | 17,595.00         |
|  | SP4/98491          | 2503035 | 263205     | 12/18/2024 | 136.70            |
| <b>ALTA CONSTRUCTION EQUIPMENT ILLINOI Total</b> |                    |         |            |            | <b>17,731.70</b>  |
| AMAZON CAPITAL SERVICES                          | 1TVD-YN3Q-67GP     | 2503183 | 263206     | 12/18/2024 | 85.57             |
|  | 1WFK-Q771-31TD     | 2503102 | 263206     | 12/18/2024 | 161.49            |
|  | 13DV-H6L1-PYGG     | 2503124 | 263206     | 12/18/2024 | 39.55             |
|  | 1NML-NJ1M-MWJD     | 2502995 | 263206     | 12/18/2024 | 54.22             |
|  | 14CY-914R-PL43     | (blank) | 263206     | 12/18/2024 | (11.25)           |
|  | 17FT-HDFJ-GXDW     | 2503021 | 263206     | 12/18/2024 | 79.43             |
|  | 1GK6-VVPK-GGDF     | 2502994 | 263206     | 12/18/2024 | 209.65            |
|  | 1X16-N1KC-KD3Y     | 2503019 | 263206     | 12/18/2024 | 132.13            |
|  | 1J13-W7V4-JLPX     | (blank) | 263206     | 12/18/2024 | (14.99)           |
|  | 1KQL-J3GJ-D7TY     | 2502916 | 263206     | 12/18/2024 | 32.30             |
|  | 14TX-XHXJ-D6NR     | 2502976 | 263206     | 12/18/2024 | 159.12            |
|  | 193P-X97Y-CNYM     | 2503060 | 263206     | 12/18/2024 | 26.99             |
|  | 1HVT-7LWD-CWXW     | 2503018 | 263206     | 12/18/2024 | 15.99             |
|  | 1MVJ-DQ1X-CPTC     | 2503081 | 263206     | 12/18/2024 | 80.97             |
|  | 16QN-7YQP-1FWC     | 2502916 | 263206     | 12/18/2024 | 124.00            |
|  | 1C1L-NGFM-CN17     | 2502977 | 263206     | 12/18/2024 | 28.78             |
|  | 1R6P-9GL9-G3N6     | 2502908 | 263206     | 12/18/2024 | 29.43             |
|  | 19CC-ML13-4F3P     | 2502900 | 263206     | 12/18/2024 | 30.07             |
|  | 1WF7-XF3T-1KJT     | 2502911 | 263206     | 12/18/2024 | 15.49             |
|  | 1C1Q-JDN6-DK47     | 2502863 | 263206     | 12/18/2024 | 160.97            |
| 1LMC-PGTG-HNYV                                   | 2503138            | 263206  | 12/18/2024 | 119.94     |                   |
| <b>AMAZON CAPITAL SERVICES Total</b>             |                    |         |            |            | <b>1,559.85</b>   |
| AMEREN IL  | V455857            | 2503110 | 263291     | 12/18/2024 | 344.03            |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor  | Invoice              | PO No.  | Check No.  | Check Date | Amount            |
|---|----------------------|---------|------------|------------|-------------------|
| AMEREN IL   | V157410              | 2502975 | 263291     | 12/18/2024 | 297.19            |
| <b>AMEREN IL Total</b>                                |                      |         |            |            | <b>641.22</b>     |
| AMERICAN PEST CONTROL                                 | 744820               | 2503044 | 263207     | 12/18/2024 | 1,230.00          |
|   | 735086               | 2502979 | 263207     | 12/18/2024 | 250.00            |
| <b>AMERICAN PEST CONTROL Total</b>                    |                      |         |            |            | <b>1,480.00</b>   |
| Anderson, Joshua E                                    | CONFREF121024        | (blank) | 263036     | 12/18/2024 | 223.78            |
| <b>Anderson, Joshua E Total</b>                       |                      |         |            |            | <b>223.78</b>     |
| AVANTI'S ITALIAN RESTAURANT -BLOOMINGTON              | STMTDecember 13/2024 | 2503213 | 263208     | 12/18/2024 | 2,579.20          |
|   | STMT December 2024   | 2503178 | 263208     | 12/18/2024 | 4,588.00          |
| <b>AVANTI'S ITALIAN RESTAURANT -BLOOMINGTON Total</b> |                      |         |            |            | <b>7,167.20</b>   |
| B & B AWARDS & RECOGNITION                            | 20055296             | 2503206 | 263209     | 12/18/2024 | 482.79            |
| <b>B &amp; B AWARDS &amp; RECOGNITION Total</b>       |                      |         |            |            | <b>482.79</b>     |
| BABY FOLD   | 19268                | 2503154 | 263210     | 12/18/2024 | 7,083.33          |
|   | 19267                | 2503154 | 263210     | 12/18/2024 | 7,083.33          |
|   | 19143                | 2503072 | 263210     | 12/18/2024 | 9,226.77          |
|   | 19144                | 2503072 | 263210     | 12/18/2024 | 878.74            |
|   | 19145                | 2503072 | 263210     | 12/18/2024 | 9,226.77          |
|   | 19146                | 2503072 | 263210     | 12/18/2024 | 9,226.77          |
|   | 19147                | 2503072 | 263210     | 12/18/2024 | 9,226.77          |
|   | 19148                | 2503072 | 263210     | 12/18/2024 | 9,226.77          |
|   | 19188                | 2503072 | 263210     | 12/18/2024 | 9,226.77          |
|   | 19189                | 2503072 | 263210     | 12/18/2024 | 9,226.77          |
|   | 19190                | 2503072 | 263210     | 12/18/2024 | 9,226.77          |
|   | 19191                | 2503072 | 263210     | 12/18/2024 | 9,226.77          |
|   | 19192                | 2503072 | 263210     | 12/18/2024 | 9,226.77          |
|   | 19193                | 2503072 | 263210     | 12/18/2024 | 9,226.77          |
|   | 19228                | 2503072 | 263210     | 12/18/2024 | 9,332.61          |
| 19229   | 2503072              | 263210  | 12/18/2024 | 9,332.61   |                   |
| <b>BABY FOLD Total</b>                                |                      |         |            |            | <b>135,205.09</b> |
| BACHMAN, LYNETTE S                                    | MILES202411          | (blank) | 263037     | 12/18/2024 | 25.46             |
| <b>BACHMAN, LYNETTE S Total</b>                       |                      |         |            |            | <b>25.46</b>      |
| BAFNA, SARIKA   | CONFREF121024        | (blank) | 263038     | 12/18/2024 | 50.74             |
| <b>BAFNA, SARIKA Total</b>                            |                      |         |            |            | <b>50.74</b>      |
| BALASUBRAMANIAN, ABIRAMI                              | CONREF121024         | (blank) | 263039     | 12/18/2024 | 50.04             |
| <b>BALASUBRAMANIAN, ABIRAMI Total</b>                 |                      |         |            |            | <b>50.04</b>      |
| BENDI INVESTMENTS, LLC                                | U5-12001             | 2503151 | 263211     | 12/18/2024 | 5,000.00          |
| <b>BENDI INVESTMENTS, LLC Total</b>                   |                      |         |            |            | <b>5,000.00</b>   |
| BENNETT ELECTRONICS                                   | 37207                | 2503104 | 263212     | 12/18/2024 | 604.00            |
|   | 37206                | 2503105 | 263212     | 12/18/2024 | 189.00            |
|   | 37198                | 2503001 | 263212     | 12/18/2024 | 244.00            |
|   | 37171                | 2503036 | 263212     | 12/18/2024 | 366.00            |
| <b>BENNETT ELECTRONICS Total</b>                      |                      |         |            |            | <b>1,403.00</b>   |
| BERARDI, ANTHONY S                                    | Reimburse            | 2503009 | 263213     | 12/18/2024 | 46.47             |
| <b>BERARDI, ANTHONY S Total</b>                       |                      |         |            |            | <b>46.47</b>      |
| BEST ONE OF CENTRAL ILLINOIS                          | 50-663022            | 2503197 | 263214     | 12/18/2024 | 2,663.92          |
| <b>BEST ONE OF CENTRAL ILLINOIS Total</b>             |                      |         |            |            | <b>2,663.92</b>   |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

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| BILL'S KEY & LOCK SHOP                           | 183962         | 2503163 | 263215    | 12/18/2024 | 126.68           |
| <b>BILL'S KEY &amp; LOCK SHOP Total</b>          |                |         |           |            | <b>126.68</b>    |
| BIRKEY'S FARM STORE                              | P76698         | 2502944 | 263216    | 12/18/2024 | 22.50            |
| <b>BIRKEY'S FARM STORE Total</b>                 |                |         |           |            | <b>22.50</b>     |
| BISHOP BROS, INC                                 | 241201         | 2503164 | 263217    | 12/18/2024 | 3,862.35         |
| <b>BISHOP BROS, INC Total</b>                    |                |         |           |            | <b>3,862.35</b>  |
| BLUE SPRINGS, INC.                               | 48716          | 2502943 | 263218    | 12/18/2024 | 400.00           |
|  | 48707          | 2502943 | 263218    | 12/18/2024 | 1,490.00         |
| <b>BLUE SPRINGS, INC. Total</b>                  |                |         |           |            | <b>1,890.00</b>  |
| BLUSKY RESTORATION CONTRACTORS, LLC              | 230434         | 2503215 | 263219    | 12/18/2024 | 58,292.67        |
| <b>BLUSKY RESTORATION CONTRACTORS, LLC Total</b> |                |         |           |            | <b>58,292.67</b> |
| BORDNER, KELLY L                                 | MILES202411    | (blank) | 263040    | 12/18/2024 | 63.78            |
| <b>BORDNER, KELLY L Total</b>                    |                |         |           |            | <b>63.78</b>     |
| BROWN, BILLIE JO                                 | MILES202411    | (blank) | 263041    | 12/18/2024 | 22.51            |
| <b>BROWN, BILLIE JO Total</b>                    |                |         |           |            | <b>22.51</b>     |
| BROWN, DAYNA ROBYN                               | MILES202409-12 | (blank) | 263042    | 12/18/2024 | 166.70           |
| <b>BROWN, DAYNA ROBYN Total</b>                  |                |         |           |            | <b>166.70</b>    |
| BROWN, HAY & STEPHENS                            | 10942-167-EAF  | 2503129 | 263220    | 12/18/2024 | 2,125.00         |
| <b>BROWN, HAY &amp; STEPHENS Total</b>           |                |         |           |            | <b>2,125.00</b>  |
| BRUCE, MOLLIE A                                  | MILES202411    | (blank) | 263043    | 12/18/2024 | 101.84           |
| <b>BRUCE, MOLLIE A Total</b>                     |                |         |           |            | <b>101.84</b>    |
| BUDAK, HEATHER L                                 | Fuel Reimburse | 2503043 | 263221    | 12/18/2024 | 167.34           |
| <b>BUDAK, HEATHER L Total</b>                    |                |         |           |            | <b>167.34</b>    |
| BULK INDUSTRIES, INC.                            | 69036          | 2502945 | 263222    | 12/18/2024 | 204.72           |
| <b>BULK INDUSTRIES, INC. Total</b>               |                |         |           |            | <b>204.72</b>    |
| CAMFIL USA, INC.                                 | 30513902       | 2502947 | 263223    | 12/18/2024 | 1,913.84         |
| <b>CAMFIL USA, INC. Total</b>                    |                |         |           |            | <b>1,913.84</b>  |
| CAPITOL GROUP                                    | S2551617.001   | 2502948 | 263224    | 12/18/2024 | 258.75           |
| <b>CAPITOL GROUP Total</b>                       |                |         |           |            | <b>258.75</b>    |
| CARDIFF, BENJAMIN R                              | MILES202411    | (blank) | 263044    | 12/18/2024 | 35.78            |
| <b>CARDIFF, BENJAMIN R Total</b>                 |                |         |           |            | <b>35.78</b>     |
| CARL'S PRO BAND INSTRUMENT REPAIR                | 1432           | 2502987 | 263225    | 12/18/2024 | 100.08           |
| <b>CARL'S PRO BAND INSTRUMENT REPAIR Total</b>   |                |         |           |            | <b>100.08</b>    |
| CCMSI  | 0163288-IN     | 2502968 | 263226    | 12/18/2024 | 441.00           |
| <b>CCMSI Total</b>                               |                |         |           |            | <b>441.00</b>    |
| CDW COMPUTER CENTERS, INC                        | ZR00591211     | 2503010 | 263227    | 12/18/2024 | 648.00           |
|  | ZR00590537     | 2503006 | 263227    | 12/18/2024 | 125.84           |
| <b>CDW COMPUTER CENTERS, INC Total</b>           |                |         |           |            | <b>773.84</b>    |
| CHAPMAN, CARRIE J                                | MILES202408    | (blank) | 263045    | 12/18/2024 | 82.28            |
| <b>CHAPMAN, CARRIE J Total</b>                   |                |         |           |            | <b>82.28</b>     |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor   | Invoice        | PO No.  | Check No. | Check Date | Amount           |
|--|----------------|---------|-----------|------------|------------------|
| CI SOLUTIONS                                     | 24954          | 2502675 | 263228    | 12/18/2024 | 3,984.00         |
| <b>CI SOLUTIONS Total</b>                        |                |         |           |            | <b>3,984.00</b>  |
| CIMALA, DAWN P                                   | REIMBURSEMENT  | 2502978 | 263229    | 12/18/2024 | 1,722.00         |
| <b>CIMALA, DAWN P Total</b>                      |                |         |           |            | <b>1,722.00</b>  |
| CIP COMPANY                                      | 4412           | 2503165 | 263230    | 12/18/2024 | 210.05           |
| <b>CIP COMPANY Total</b>                         |                |         |           |            | <b>210.05</b>    |
| CIRBN, LLC                                       | 22130          | 2503000 | 263231    | 12/18/2024 | 4,389.90         |
| <b>CIRBN, LLC Total</b>                          |                |         |           |            | <b>4,389.90</b>  |
| CITY OF BLOOMINGTON - UTILITIES                  | 1411793        | 2500073 | 263046    | 12/18/2024 | 1,117.99         |
|  | 1411850        | 2500073 | 263046    | 12/18/2024 | 1,817.09         |
|  | 1404163        | 2500073 | 263046    | 12/18/2024 | 1,446.27         |
| <b>CITY OF BLOOMINGTON - UTILITIES Total</b>     |                |         |           |            | <b>4,381.35</b>  |
| CLEAN THE UNIFORM COMPANY                        | 32310883       | 2500225 | 263232    | 12/18/2024 | 83.68            |
|  | 32309231       | 2500225 | 263232    | 12/18/2024 | 83.68            |
|  | 32307629       | 2500225 | 263232    | 12/18/2024 | 83.68            |
|  | 32305986       | 2500225 | 263232    | 12/18/2024 | 83.68            |
| <b>CLEAN THE UNIFORM COMPANY Total</b>           |                |         |           |            | <b>334.72</b>    |
| COLUMN SOFTWARE, PBC                             | 7B9C7088-0008  | 2503159 | 263233    | 12/18/2024 | 92.48            |
| <b>COLUMN SOFTWARE, PBC Total</b>                |                |         |           |            | <b>92.48</b>     |
| COMPASS MINERALS                                 | 1407005        | 2503187 | 263234    | 12/18/2024 | 5,961.35         |
| <b>COMPASS MINERALS Total</b>                    |                |         |           |            | <b>5,961.35</b>  |
| CONES SOLUTIONS INC.                             | 92164          | 2503241 | 263302    | 12/18/2024 | 444.00           |
| <b>CONES SOLUTIONS INC. Total</b>                |                |         |           |            | <b>444.00</b>    |
| CONFIDENTIAL ON-SITE PAPER SHREDDIN              | 154987         | 2503112 | 263235    | 12/18/2024 | 294.28           |
|  | 155299         | 2503130 | 263235    | 12/18/2024 | 37.17            |
| <b>CONFIDENTIAL ON-SITE PAPER SHREDDIN Total</b> |                |         |           |            | <b>331.45</b>    |
| CONLEY, REBECCA RENAE                            | MILES202411    | (blank) | 263047    | 12/18/2024 | 39.26            |
|  | MILES202410    | (blank) | 263047    | 12/18/2024 | 50.65            |
| <b>CONLEY, REBECCA RENAE Total</b>               |                |         |           |            | <b>89.91</b>     |
| CONNOR CO  | S011139816.002 | 2503167 | 263236    | 12/18/2024 | 352.34           |
|  | S011090557.001 | 2503167 | 263236    | 12/18/2024 | 72.32            |
|  | SO11144917.001 | 2503034 | 263236    | 12/18/2024 | 7.68             |
|  | SO11139816.001 | 2503034 | 263236    | 12/18/2024 | 254.05           |
|  | S011094873.001 | 2502949 | 263236    | 12/18/2024 | 652.25           |
|  | S011126081.001 | 2502949 | 263236    | 12/18/2024 | 188.21           |
| <b>CONNOR CO Total</b>                           |                |         |           |            | <b>1,526.85</b>  |
| CONSTELLATION NEWENERGY, INC.                    | 69625571001    | 2500435 | 263048    | 12/18/2024 | 53,112.14        |
| <b>CONSTELLATION NEWENERGY, INC. Total</b>       |                |         |           |            | <b>53,112.14</b> |
| CORN BELT ENERGY CORPORATION                     | V722526        | 2500072 | 263292    | 12/18/2024 | 96,918.54        |
| <b>CORN BELT ENERGY CORPORATION Total</b>        |                |         |           |            | <b>96,918.54</b> |
| Corpus, Christine                                | MILES202411    | (blank) | 263049    | 12/18/2024 | 37.99            |
| <b>Corpus, Christine Total</b>                   |                |         |           |            | <b>37.99</b>     |
| CRESCENT ELECTRIC SUPPLY CO                      | S512893590.001 | 2503172 | 263237    | 12/18/2024 | 444.66           |
|  | S512893648.001 | 2503172 | 263237    | 12/18/2024 | 148.22           |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor  | Invoice              | PO No.     | Check No. | Check Date | Amount          |          |
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| CRESCENT ELECTRIC SUPPLY CO                           | S512874993..001      | 2503172    | 263237    | 12/18/2024 | 134.04          |          |
|   | S512887451.001       | 2503172    | 263237    | 12/18/2024 | 324.86          |          |
|   | S512875034.001       | 2502931    | 263237    | 12/18/2024 | 207.31          |          |
|   | S512869721.001       | 2502931    | 263237    | 12/18/2024 | 1,219.58        |          |
|   | S512766113.002       | 2502950    | 263237    | 12/18/2024 | 120.64          |          |
| <b>CRESCENT ELECTRIC SUPPLY CO Total</b>              |                      |            |           |            | <b>2,599.31</b> |          |
| CUMULUS MEDIA-BLOOMINGTON                             | BB4301129            | 2503133    | 263050    | 12/18/2024 | 245.00          |          |
| <b>CUMULUS MEDIA-BLOOMINGTON Total</b>                |                      |            |           |            | <b>245.00</b>   |          |
| DEVAULT, ANGELA SUE                                   | MILES202411          | (blank)    | 263051    | 12/18/2024 | 92.66           |          |
| <b>DEVAULT, ANGELA SUE Total</b>                      |                      |            |           |            | <b>92.66</b>    |          |
| DISCHERT, SUSAN                                       | MILES202408          | (blank)    | 263052    | 12/18/2024 | 16.68           |          |
|   | MILES202409          | (blank)    | 263052    | 12/18/2024 | 10.99           |          |
|   | MILES202411          | (blank)    | 263052    | 12/18/2024 | 39.40           |          |
|   | MILES202410          | (blank)    | 263052    | 12/18/2024 | 26.47           |          |
| <b>DISCHERT, SUSAN Total</b>                          |                      |            |           |            | <b>93.54</b>    |          |
| DIVITA, MARGHERITA                                    | MILES202411          | (blank)    | 263053    | 12/18/2024 | 65.19           |          |
|   | MILES202410          | (blank)    | 263053    | 12/18/2024 | 65.79           |          |
| <b>DIVITA, MARGHERITA Total</b>                       |                      |            |           |            | <b>130.98</b>   |          |
| DON OWEN TIRE SERVICE, INC                            |                      | 339888     | 2503198   | 263238     | 12/18/2024      | 141.00   |
|   |                      | 339494     | 2503198   | 263238     | 12/18/2024      | 45.00    |
| <b>DON OWEN TIRE SERVICE, INC Total</b>               |                      |            |           |            | <b>186.00</b>   |          |
| DONALDSON, DEVON                                      | MILES202411          | (blank)    | 263054    | 12/18/2024 | 72.70           |          |
| <b>DONALDSON, DEVON Total</b>                         |                      |            |           |            | <b>72.70</b>    |          |
| EASTERN ILLINOIS UNIVERSITY                           | E12715208            | 2503087    | 263239    | 12/18/2024 | 2,674.27        |          |
|   | E12720706            | 2503157    | 263239    | 12/18/2024 | 2,647.00        |          |
| <b>EASTERN ILLINOIS UNIVERSITY Total</b>              |                      |            |           |            | <b>5,321.27</b> |          |
| ECOLAB  |                      | 6349237087 | 2503171   | 263240     | 12/18/2024      | 4,766.10 |
| <b>ECOLAB Total</b>                                   |                      |            |           |            | <b>4,766.10</b> |          |
| EKON-O-PAC LLC  |                      | 203678     | 2503239   | 263303     | 12/18/2024      | 475.00   |
| <b>EKON-O-PAC LLC Total</b>                           |                      |            |           |            | <b>475.00</b>   |          |
| ELPAYAA, LAUREN                                       | MILES202411          | (blank)    | 263055    | 12/18/2024 | 34.57           |          |
|   | MILES202410          | (blank)    | 263055    | 12/18/2024 | 128.51          |          |
| <b>ELPAYAA, LAUREN Total</b>                          |                      |            |           |            | <b>163.08</b>   |          |
| EMBI TEC  |                      | 47076      | 2502831   | 263241     | 12/18/2024      | 353.00   |
| <b>EMBI TEC Total</b>                                 |                      |            |           |            | <b>353.00</b>   |          |
| EMERICK, DREW MATHEW                                  | MILES202411          | (blank)    | 263056    | 12/18/2024 | 62.65           |          |
| <b>EMERICK, DREW MATHEW Total</b>                     |                      |            |           |            | <b>62.65</b>    |          |
| ENGLER CALLAWAY BAASTEN & SRAGA, LLC                  |                      | 34411      | 2503140   | 263242     | 12/18/2024      | 232.50   |
| <b>ENGLER CALLAWAY BAASTEN &amp; SRAGA, LLC Total</b> |                      |            |           |            | <b>232.50</b>   |          |
| Ervin, Veronica                                       | Sept-Oct-Nov Tutorin | 2503123    | 263243    | 12/18/2024 | 735.00          |          |
| <b>Ervin, Veronica Total</b>                          |                      |            |           |            | <b>735.00</b>   |          |
| ETA HAND 2 MIND, INC.                                 | INV000366422         | 2503117    | 263244    | 12/18/2024 | 199.96          |          |
| <b>ETA HAND 2 MIND, INC. Total</b>                    |                      |            |           |            | <b>199.96</b>   |          |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor   | Invoice              | PO No.  | Check No. | Check Date | Amount          |
|--|----------------------|---------|-----------|------------|-----------------|
| EVERGREEN FS                                     | 3000904              | 2503205 | 263245    | 12/18/2024 | 3,541.18        |
| <b>EVERGREEN FS Total</b>                        |                      |         |           |            | <b>3,541.18</b> |
| FARM & FLEET OF BLOOMINGTON                      | 3322                 | 2500205 | 263246    | 12/18/2024 | 169.97          |
|  | 2671                 | 2500206 | 263246    | 12/18/2024 | 399.92          |
|  | 2531                 | 2500206 | 263246    | 12/18/2024 | 35.08           |
|  | BFF-055560           | 2500206 | 263246    | 12/18/2024 | 45.57           |
|  | BFF-055361           | 2500206 | 263246    | 12/18/2024 | 30.97           |
|  | BFF-055383           | 2500206 | 263246    | 12/18/2024 | 124.93          |
|  | BFF-042793           | 2500206 | 263246    | 12/18/2024 | 47.28           |
| <b>FARM &amp; FLEET OF BLOOMINGTON Total</b>     |                      |         |           |            | <b>853.72</b>   |
| FELIX, RHETT B                                   | Parking Reimburse    | 2503011 | 263247    | 12/18/2024 | 7.00            |
| <b>FELIX, RHETT B Total</b>                      |                      |         |           |            | <b>7.00</b>     |
| FELLOWS, JOHN STEVEN                             | Clothing allowance   | 2503045 | 263248    | 12/18/2024 | 199.82          |
| <b>FELLOWS, JOHN STEVEN Total</b>                |                      |         |           |            | <b>199.82</b>   |
| FIVE STAR WATER                                  | Parkside JHS.        | 2502984 | 263249    | 12/18/2024 | 31.10           |
|  | Srvc 11/8-12/5, 2024 | 2502967 | 263249    | 12/18/2024 | 338.90          |
| <b>FIVE STAR WATER Total</b>                     |                      |         |           |            | <b>370.00</b>   |
| FOLLETT CONTENT SOLUTIONS, LLC                   | 480001F              | 2502740 | 263250    | 12/18/2024 | 1,597.90        |
| <b>FOLLETT CONTENT SOLUTIONS, LLC Total</b>      |                      |         |           |            | <b>1,597.90</b> |
| FOX ANVICK, CAROLINE                             | MILES202411          | (blank) | 263057    | 12/18/2024 | 143.38          |
| <b>FOX ANVICK, CAROLINE Total</b>                |                      |         |           |            | <b>143.38</b>   |
| FRANKLIN, CINDY E                                | MILES202411          | (blank) | 263058    | 12/18/2024 | 15.68           |
| <b>FRANKLIN, CINDY E Total</b>                   |                      |         |           |            | <b>15.68</b>    |
| FRONTIER   | V802778              | 2500075 | 263293    | 12/18/2024 | 442.76          |
| <b>FRONTIER Total</b>                            |                      |         |           |            | <b>442.76</b>   |
| FS CUSTOM TURF                                   | 3000903              | 2503216 | 263251    | 12/18/2024 | 5,333.27        |
|  | 34005452             | 2503216 | 263251    | 12/18/2024 | 487.55          |
|  | 35013117             | 2503216 | 263251    | 12/18/2024 | 975.00          |
| <b>FS CUSTOM TURF Total</b>                      |                      |         |           |            | <b>6,795.82</b> |
| FUDGE, DAWN M                                    | Reimburse hotel      | 2503004 | 263252    | 12/18/2024 | 539.18          |
| <b>FUDGE, DAWN M Total</b>                       |                      |         |           |            | <b>539.18</b>   |
| FULLING INTERPRETING SERVICES, LLC.              | 24259                | 2503062 | 263253    | 12/18/2024 | 100.00          |
| <b>FULLING INTERPRETING SERVICES, LLC. Total</b> |                      |         |           |            | <b>100.00</b>   |
| GEMBERLING, DAVID TOD                            | Clothing allowance.  | 2503037 | 263254    | 12/18/2024 | 199.82          |
| <b>GEMBERLING, DAVID TOD Total</b>               |                      |         |           |            | <b>199.82</b>   |
| GIBSON, JENNIFER                                 | MILES202412          | (blank) | 263059    | 12/18/2024 | 34.57           |
| <b>GIBSON, JENNIFER Total</b>                    |                      |         |           |            | <b>34.57</b>    |
| GLOBAL WATER TECHNOLOGY, INC.                    | 133649               | 2502951 | 263255    | 12/18/2024 | 1,515.95        |
| <b>GLOBAL WATER TECHNOLOGY, INC. Total</b>       |                      |         |           |            | <b>1,515.95</b> |
| GORDON FOOD SERVICE, INC                         | 9017233473           | 2503217 | 263256    | 12/18/2024 | 2,682.76        |
|  | 9017233476           | 2503217 | 263256    | 12/18/2024 | 59.83           |
|  | 9017233479           | 2503218 | 263256    | 12/18/2024 | 2,977.08        |
|  | 9017233480           | 2503218 | 263256    | 12/18/2024 | 90.70           |
|  | 9017255126           | 2503219 | 263256    | 12/18/2024 | 1,587.29        |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

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|--------------------------|------------|---------|------------|------------|----------|
| GORDON FOOD SERVICE, INC | 9017255128 | 2503219 | 263256     | 12/18/2024 | 35.15    |
|                          | 18899714   | 2503193 | 263256     | 12/18/2024 | (1.85)   |
|                          | 9017187620 | 2503192 | 263256     | 12/18/2024 | 1,801.40 |
|                          | 9017187647 | 2503192 | 263256     | 12/18/2024 | 2,083.72 |
|                          | 9017187654 | 2503192 | 263256     | 12/18/2024 | 13.69    |
|                          | 9017187672 | 2503192 | 263256     | 12/18/2024 | 1,342.74 |
|                          | 9017187676 | 2503192 | 263256     | 12/18/2024 | 91.27    |
|                          | 9017187694 | 2503192 | 263256     | 12/18/2024 | 1,434.97 |
|                          | 9017187724 | 2503192 | 263256     | 12/18/2024 | 1,529.01 |
|                          | 9017187764 | 2503192 | 263256     | 12/18/2024 | 978.50   |
|                          | 9017187767 | 2503192 | 263256     | 12/18/2024 | 52.42    |
|                          | 9017196315 | 2503192 | 263256     | 12/18/2024 | 801.97   |
|                          | 9017187602 | 2503194 | 263256     | 12/18/2024 | 5,415.62 |
|                          | 9017187607 | 2503194 | 263256     | 12/18/2024 | 31.80    |
|                          | 9017187784 | 2503219 | 263256     | 12/18/2024 | 1,064.08 |
|                          | 9017187791 | 2503219 | 263256     | 12/18/2024 | 53.00    |
|                          | 2001935844 | 2503218 | 263256     | 12/18/2024 | (48.96)  |
|                          | 9017145541 | 2503193 | 263256     | 12/18/2024 | 2,009.15 |
|                          | 9017145691 | 2503193 | 263256     | 12/18/2024 | 1,308.55 |
|                          | 9017145697 | 2503193 | 263256     | 12/18/2024 | 1,176.45 |
|                          | 9017171601 | 2503193 | 263256     | 12/18/2024 | 2,666.85 |
|                          | 9017171623 | 2503193 | 263256     | 12/18/2024 | 1,510.89 |
|                          | 9017171676 | 2503193 | 263256     | 12/18/2024 | 1,576.28 |
|                          | 9017171681 | 2503193 | 263256     | 12/18/2024 | 65.86    |
|                          | 9017171695 | 2503193 | 263256     | 12/18/2024 | 1,930.37 |
|                          | 9017145626 | 2503194 | 263256     | 12/18/2024 | 6,812.41 |
|                          | 9017145559 | 2503217 | 263256     | 12/18/2024 | 3,880.78 |
|                          | 9017145561 | 2503217 | 263256     | 12/18/2024 | 102.02   |
|                          | 9017145578 | 2503218 | 263256     | 12/18/2024 | 4,688.78 |
|                          | 9017145586 | 2503218 | 263256     | 12/18/2024 | 97.92    |
|                          | 9017095873 | 2503195 | 263256     | 12/18/2024 | 4,318.90 |
|                          | 9017095922 | 2503195 | 263256     | 12/18/2024 | 5,529.22 |
|                          | 9017092539 | 2503219 | 263256     | 12/18/2024 | 1,840.92 |
|                          | 9017092543 | 2503219 | 263256     | 12/18/2024 | 1,278.87 |
|                          | 2001927356 | 2503217 | 263256     | 12/18/2024 | (256.74) |
|                          | 2001926763 | 2503218 | 263256     | 12/18/2024 | (47.04)  |
|                          | 9017050079 | 2503217 | 263256     | 12/18/2024 | 4,965.49 |
|                          | 9017050093 | 2503217 | 263256     | 12/18/2024 | 157.04   |
|                          | 9017076991 | 2503218 | 263256     | 12/18/2024 | 4,868.32 |
|                          | 9017076995 | 2503218 | 263256     | 12/18/2024 | 122.12   |
|                          | 9016978354 | 2503218 | 263256     | 12/18/2024 | 5,741.42 |
|                          | 9016994189 | 2503219 | 263256     | 12/18/2024 | 1,510.06 |
|                          | 9016978339 | 2503217 | 263256     | 12/18/2024 | 42.39    |
|                          | 2001918055 | 2503219 | 263256     | 12/18/2024 | (16.48)  |
|                          | 9016928150 | 2503192 | 263256     | 12/18/2024 | 1,851.53 |
| 9016928160               | 2503192    | 263256  | 12/18/2024 | 3,034.00   |          |
| 9016928173               | 2503192    | 263256  | 12/18/2024 | 1,325.02   |          |
| 9016928174               | 2503192    | 263256  | 12/18/2024 | 42.39      |          |
| 9016928191               | 2503192    | 263256  | 12/18/2024 | 1,431.97   |          |
| 9016928205               | 2503192    | 263256  | 12/18/2024 | 1,289.02   |          |
| 9016928216               | 2503192    | 263256  | 12/18/2024 | 18.10      |          |
| 9016935585               | 2503192    | 263256  | 12/18/2024 | 925.39     |          |
| 9016935591               | 2503192    | 263256  | 12/18/2024 | 60.53      |          |
| 9016928125               | 2503194    | 263256  | 12/18/2024 | 5,595.83   |          |
| 9016928133               | 2503194    | 263256  | 12/18/2024 | 212.11     |          |
| 9016928135               | 2503194    | 263256  | 12/18/2024 | 175.02     |          |
| 9016928228               | 2503219    | 263256  | 12/18/2024 | 1,257.26   |          |
| 9016928229               | 2503219    | 263256  | 12/18/2024 | 114.96     |          |
| 9016928230               | 2503219    | 263256  | 12/18/2024 | 1,043.46   |          |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor                                | Invoice    | PO No.  | Check No.  | Check Date | Amount            |
|---------------------------------------|------------|---------|------------|------------|-------------------|
| GORDON FOOD SERVICE, INC              | 9016928231 | 2503219 | 263256     | 12/18/2024 | 1,531.74          |
|                                       | 9016928219 | 2503192 | 263256     | 12/18/2024 | 1,345.11          |
|                                       | 9016880539 | 2503193 | 263256     | 12/18/2024 | 1,538.49          |
|                                       | 9016880543 | 2503193 | 263256     | 12/18/2024 | 1,219.45          |
|                                       | 9016880672 | 2503193 | 263256     | 12/18/2024 | 1,760.05          |
|                                       | 9016907051 | 2503193 | 263256     | 12/18/2024 | 2,589.38          |
|                                       | 9016907055 | 2503193 | 263256     | 12/18/2024 | 1,202.72          |
|                                       | 9016907056 | 2503193 | 263256     | 12/18/2024 | 49.12             |
|                                       | 9016907066 | 2503193 | 263256     | 12/18/2024 | 1,552.85          |
|                                       | 9016907077 | 2503193 | 263256     | 12/18/2024 | 1,867.89          |
|                                       | 9016880524 | 2503194 | 263256     | 12/18/2024 | 175.02            |
|                                       | 9016880569 | 2503218 | 263256     | 12/18/2024 | 3,223.84          |
|                                       | 9016880518 | 2503194 | 263256     | 12/18/2024 | 5,493.68          |
|                                       | 9016880523 | 2503194 | 263256     | 12/18/2024 | 613.08            |
|                                       | 9016880552 | 2503217 | 263256     | 12/18/2024 | 2,459.98          |
|                                       | 9016880555 | 2503217 | 263256     | 12/18/2024 | 230.43            |
|                                       | 9016832413 | 2503195 | 263256     | 12/18/2024 | 5,698.22          |
|                                       | 9016832449 | 2503195 | 263256     | 12/18/2024 | 6,731.78          |
|                                       | 9016832454 | 2503195 | 263256     | 12/18/2024 | 42.79             |
|                                       | 9016832455 | 2503195 | 263256     | 12/18/2024 | 175.02            |
|                                       | 9016830668 | 2503219 | 263256     | 12/18/2024 | 965.65            |
|                                       | 9016830667 | 2503219 | 263256     | 12/18/2024 | 839.52            |
|                                       | 9016812487 | 2503218 | 263256     | 12/18/2024 | 6,294.97          |
|                                       | 9016812489 | 2503218 | 263256     | 12/18/2024 | 525.06            |
|                                       | 9016812491 | 2503218 | 263256     | 12/18/2024 | 173.45            |
|                                       | 18899707   | 2503192 | 263256     | 12/18/2024 | (1.70)            |
|                                       | 18899708   | 2503192 | 263256     | 12/18/2024 | (1.85)            |
|                                       | 18899710   | 2503192 | 263256     | 12/18/2024 | (1.70)            |
|                                       | 18899711   | 2503192 | 263256     | 12/18/2024 | (1.00)            |
|                                       | 18899712   | 2503192 | 263256     | 12/18/2024 | (0.85)            |
|                                       | 18899715   | 2503192 | 263256     | 12/18/2024 | (1.85)            |
|                                       | 18899718   | 2503192 | 263256     | 12/18/2024 | (0.85)            |
|                                       | 18899706   | 2503193 | 263256     | 12/18/2024 | (3.55)            |
|                                       | 18899709   | 2503193 | 263256     | 12/18/2024 | (1.85)            |
|                                       | 18899713   | 2503193 | 263256     | 12/18/2024 | (1.70)            |
|                                       | 18899716   | 2503193 | 263256     | 12/18/2024 | (2.70)            |
|                                       | 18899717   | 2503193 | 263256     | 12/18/2024 | (2.70)            |
|                                       | 18899724   | 2503193 | 263256     | 12/18/2024 | (1.70)            |
|                                       | 18899704   | 2503194 | 263256     | 12/18/2024 | (34.55)           |
|                                       | 18899705   | 2503194 | 263256     | 12/18/2024 | (36.05)           |
|                                       | 18899719   | 2503195 | 263256     | 12/18/2024 | (38.30)           |
|                                       | 18899720   | 2503195 | 263256     | 12/18/2024 | (58.45)           |
|                                       | 9016788304 | 2503217 | 263256     | 12/18/2024 | 4,174.53          |
|                                       | 9016788305 | 2503217 | 263256     | 12/18/2024 | 2,179.29          |
|                                       | 9016788306 | 2503217 | 263256     | 12/18/2024 | 291.70            |
| 18899723                              | 2503219    | 263256  | 12/18/2024 | (4.55)     |                   |
| 9016627777                            | 2503195    | 263256  | 12/18/2024 | 2,672.42   |                   |
| 9016627778                            | 2503195    | 263256  | 12/18/2024 | 106.48     |                   |
| 9016627780                            | 2503195    | 263256  | 12/18/2024 | 37.16      |                   |
| 2001887334                            | 2503195    | 263256  | 12/18/2024 | (102.24)   |                   |
| 2001882919                            | 2503194    | 263256  | 12/18/2024 | (25.41)    |                   |
| 2001855223                            | 2503192    | 263256  | 12/18/2024 | (16.48)    |                   |
| 2001850173                            | 2503192    | 263256  | 12/18/2024 | (21.62)    |                   |
| 2001850231                            | 2503195    | 263256  | 12/18/2024 | (47.93)    |                   |
| <b>GORDON FOOD SERVICE, INC Total</b> |            |         |            |            | <b>157,684.87</b> |
| GRAINGER PARTS OPERATIONS WW GRAING   | 9339505043 | 2503173 | 263257     | 12/18/2024 | 49.12             |
|                                       | 9337266648 | 2503173 | 263257     | 12/18/2024 | 183.68            |
|                                       | 9333674134 | 2503173 | 263257     | 12/18/2024 | 776.58            |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor   | Invoice    | PO No.  | Check No.  | Check Date | Amount          |
|--|------------|---------|------------|------------|-----------------|
| GRAINGER PARTS OPERATIONS WW GRAING              | 9326701654 | 2503033 | 263257     | 12/18/2024 | 65.32           |
|  | 9327207339 | 2503033 | 263257     | 12/18/2024 | 15.72           |
|  | 9327674900 | 2503033 | 263257     | 12/18/2024 | 89.09           |
|  | 9325130517 | 2502930 | 263257     | 12/18/2024 | 68.08           |
|  | 9323752353 | 2502930 | 263257     | 12/18/2024 | 104.16          |
|  | 9322606139 | 2502952 | 263257     | 12/18/2024 | 20.38           |
|  | 9319924891 | 2502952 | 263257     | 12/18/2024 | 218.88          |
|  | 9319924909 | 2502952 | 263257     | 12/18/2024 | 25.02           |
|  | 9320920698 | 2502952 | 263257     | 12/18/2024 | 56.36           |
|  | 9320920706 | 2502952 | 263257     | 12/18/2024 | 574.56          |
| <b>GRAINGER PARTS OPERATIONS WW GRAING Total</b> |            |         |            |            | <b>2,403.37</b> |
| GRAYBAR ELECTRIC COMPANY, INC.                   | 9339604411 | 2502953 | 263258     | 12/18/2024 | 85.76           |
| <b>GRAYBAR ELECTRIC COMPANY, INC. Total</b>      |            |         |            |            | <b>85.76</b>    |
| GREAT LAKES ACE HARDWARE INC.                    | 1430/158   | 2501297 | 263259     | 12/18/2024 | 30.56           |
|  | 1468/158   | 2501297 | 263259     | 12/18/2024 | 12.57           |
|  | 1474/158   | 2501297 | 263259     | 12/18/2024 | 39.03           |
|  | 1477/158   | 2501297 | 263259     | 12/18/2024 | 50.89           |
|  | 1450/158   | 2501297 | 263259     | 12/18/2024 | 39.57           |
|  | 1451/158   | 2501297 | 263259     | 12/18/2024 | 15.74           |
|  | 1454/158   | 2501297 | 263259     | 12/18/2024 | 38.31           |
|  | 1455/158   | 2501297 | 263259     | 12/18/2024 | 20.69           |
|  | 1447/158   | 2501297 | 263259     | 12/18/2024 | 47.63           |
|  | 1435/158   | 2501297 | 263259     | 12/18/2024 | 28.59           |
|  | 1438/158   | 2501297 | 263259     | 12/18/2024 | 47.65           |
|  | 1443/158   | 2501297 | 263259     | 12/18/2024 | (4.49)          |
|  | 1409/158   | 2501297 | 263259     | 12/18/2024 | 17.98           |
|  | 1413/158   | 2501297 | 263259     | 12/18/2024 | 11.68           |
|  | 1420/158   | 2501297 | 263259     | 12/18/2024 | 25.61           |
|  | 1423/158   | 2501297 | 263259     | 12/18/2024 | 35.95           |
|  | 1427/158   | 2501297 | 263259     | 12/18/2024 | 44.27           |
|  | 1431/158   | 2501297 | 263259     | 12/18/2024 | 53.99           |
|  | 1388/158   | 2501297 | 263259     | 12/18/2024 | 74.67           |
|  | 1394/158   | 2501297 | 263259     | 12/18/2024 | 101.31          |
|  | 1172/158   | 2501297 | 263259     | 12/18/2024 | 47.37           |
|  | 1372/158   | 2501297 | 263259     | 12/18/2024 | 18.87           |
|  | 1331/158   | 2501297 | 263259     | 12/18/2024 | 32.38           |
|  | 1333/158   | 2501297 | 263259     | 12/18/2024 | 25.19           |
|  | 1337/158   | 2501297 | 263259     | 12/18/2024 | 78.86           |
|  | 1332/158   | 2503041 | 263259     | 12/18/2024 | 79.69           |
|  | 1314/158   | 2501297 | 263259     | 12/18/2024 | 51.96           |
|  | 1322/158   | 2501297 | 263259     | 12/18/2024 | 49.48           |
|  | 1329/158   | 2501297 | 263259     | 12/18/2024 | 99.49           |
|  | 1306/158   | 2501297 | 263259     | 12/18/2024 | 35.11           |
|  | 1298/158   | 2501297 | 263259     | 12/18/2024 | 23.16           |
|  | 1278/158   | 2501297 | 263259     | 12/18/2024 | 50.90           |
|  | 1289/158   | 2501297 | 263259     | 12/18/2024 | 4.66            |
| 1258/158   | 2501297    | 263259  | 12/18/2024 | 49.45      |                 |
| 1265/158   | 2501297    | 263259  | 12/18/2024 | 40.09      |                 |
| 1267/158   | 2501297    | 263259  | 12/18/2024 | 2.69       |                 |
| 1235/158   | 2501297    | 263259  | 12/18/2024 | 75.36      |                 |
| 1243/158   | 2501297    | 263259  | 12/18/2024 | 47.65      |                 |
| 1218/158   | 2501297    | 263259  | 12/18/2024 | 6.29       |                 |
| 1219/158   | 2501297    | 263259  | 12/18/2024 | 29.05      |                 |
| 1222/158   | 2501297    | 263259  | 12/18/2024 | 10.59      |                 |
| 1231/158   | 2501297    | 263259  | 12/18/2024 | 53.96      |                 |
| 1196/158   | 2501297    | 263259  | 12/18/2024 | 13.80      |                 |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor                                     | Invoice              | PO No.  | Check No.  | Check Date | Amount           |
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| GREAT LAKES ACE HARDWARE INC.              | 1202/158             | 2501297 | 263259     | 12/18/2024 | 30.57            |
|  | 1212/158             | 2501297 | 263259     | 12/18/2024 | (13.80)          |
|  | 1173/158             | 2501297 | 263259     | 12/18/2024 | 78.33            |
|  | 1180/158             | 2501297 | 263259     | 12/18/2024 | 25.70            |
|  | 1186/158             | 2501297 | 263259     | 12/18/2024 | 10.72            |
|  | 1189/158             | 2501297 | 263259     | 12/18/2024 | 16.49            |
| <b>GREAT LAKES ACE HARDWARE INC. Total</b> |                      |         |            |            | <b>1,806.26</b>  |
| GROWING GROUNDS                            | 448498               | 2502946 | 263260     | 12/18/2024 | 67.97            |
|  | 448503               | 2502946 | 263260     | 12/18/2024 | 62.04            |
|  | 447238               | 2502946 | 263260     | 12/18/2024 | 35.61            |
|  | 447242               | 2502946 | 263260     | 12/18/2024 | 16.99            |
|  | 447189               | 2502946 | 263260     | 12/18/2024 | 3.73             |
|  | 445470               | 2502936 | 263260     | 12/18/2024 | 212.49           |
| 445495                                     | 2502936              | 263260  | 12/18/2024 | 71.23      |                  |
| <b>GROWING GROUNDS Total</b>               |                      |         |            |            | <b>470.06</b>    |
| HAFERMANN, EDUARD P                        | Reimbursement..      | 2502971 | 263261     | 12/18/2024 | 64.99            |
| <b>HAFERMANN, EDUARD P Total</b>           |                      |         |            |            | <b>64.99</b>     |
| HAMERAY PUBLISHING GROUP                   | 139439               | 2502642 | 263262     | 12/18/2024 | 48.50            |
| <b>HAMERAY PUBLISHING GROUP Total</b>      |                      |         |            |            | <b>48.50</b>     |
| HAMLER, JENNIFER                           | Food Reimbursement   | 2502996 | 263263     | 12/18/2024 | 119.40           |
| <b>HAMLER, JENNIFER Total</b>              |                      |         |            |            | <b>119.40</b>    |
| Harp, Dawn Marie                           | MILES202409          | (blank) | 263060     | 12/18/2024 | 10.85            |
| <b>Harp, Dawn Marie Total</b>              |                      |         |            |            | <b>10.85</b>     |
| HAWKINS, INC.                              | 6920620              | 2502954 | 263264     | 12/18/2024 | 1,568.19         |
|  | 6920621              | 2502954 | 263264     | 12/18/2024 | 1,852.82         |
| <b>HAWKINS, INC. Total</b>                 |                      |         |            |            | <b>3,421.01</b>  |
| HAWKINS, MEGHAN THERESE                    | C3 Prof Dev Reimburs | 2502921 | 263265     | 12/18/2024 | 2,400.00         |
| <b>HAWKINS, MEGHAN THERESE Total</b>       |                      |         |            |            | <b>2,400.00</b>  |
| HEARTSPRING                                | 17680                | 2503152 | 263266     | 12/18/2024 | 28,941.50        |
| <b>HEARTSPRING Total</b>                   |                      |         |            |            | <b>28,941.50</b> |
| HEINEMANN                                  | 956215600            | 2503051 | 263267     | 12/18/2024 | 121.76           |
| <b>HEINEMANN Total</b>                     |                      |         |            |            | <b>121.76</b>    |
| HENDERSON, LOGAN                           | Speech Judge..       | 2502982 | 263268     | 12/18/2024 | 100.00           |
| <b>HENDERSON, LOGAN Total</b>              |                      |         |            |            | <b>100.00</b>    |
| HENRICHSMEYER, KRISTA ANN                  | MILES202411          | (blank) | 263061     | 12/18/2024 | 43.95            |
| <b>HENRICHSMEYER, KRISTA ANN Total</b>     |                      |         |            |            | <b>43.95</b>     |
| Hepner, Madyson                            | MILES202408          | (blank) | 263062     | 12/18/2024 | 2.55             |
|  | MILES202409          | (blank) | 263062     | 12/18/2024 | 42.48            |
|  | MILES202411          | (blank) | 263062     | 12/18/2024 | 28.01            |
|  | MILES202410          | (blank) | 263062     | 12/18/2024 | 50.12            |
|  | MILES202412          | (blank) | 263062     | 12/18/2024 | 19.43            |
| <b>Hepner, Madyson Total</b>               |                      |         |            |            | <b>142.59</b>    |
| HERNANDEZ, KATHY                           | Sept-Oct-Nov Tutorin | 2503120 | 263269     | 12/18/2024 | 210.00           |
| <b>HERNANDEZ, KATHY Total</b>              |                      |         |            |            | <b>210.00</b>    |
| HINTHORNE, DIANE KAY                       | MILES202411          | (blank) | 263063     | 12/18/2024 | 76.72            |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor  | Invoice           | PO No.  | Check No. | Check Date | Amount           |
|---|-------------------|---------|-----------|------------|------------------|
| <b>HINTHORNE, DIANE KAY Total</b>                   |                   |         |           |            | <b>76.72</b>     |
| HITCHINS, TRACY LYNN                                | CONFREF121024     | (blank) | 263064    | 12/18/2024 | 71.80            |
| <b>HITCHINS, TRACY LYNN Total</b>                   |                   |         |           |            | <b>71.80</b>     |
| HODGES LOIZZI EISENHAMMER RODICK &                  | 64074             | 2503127 | 263270    | 12/18/2024 | 3,166.95         |
| <b>HODGES LOIZZI EISENHAMMER RODICK &amp; Total</b> |                   |         |           |            | <b>3,166.95</b>  |
| HOPE SCHOOL   | SINV008763        | 2503073 | 263271    | 12/18/2024 | 10,227.96        |
| <b>HOPE SCHOOL Total</b>                            |                   |         |           |            | <b>10,227.96</b> |
| HOPPER, DANIELE A                                   | Reimburse         | 2503136 | 263272    | 12/18/2024 | 91.81            |
| <b>HOPPER, DANIELE A Total</b>                      |                   |         |           |            | <b>91.81</b>     |
| HUDSON MUNICIPAL WATER                              | STMT111824        | 2500007 | 263065    | 12/18/2024 | 375.30           |
| <b>HUDSON MUNICIPAL WATER Total</b>                 |                   |         |           |            | <b>375.30</b>    |
| IDEAL ENVIRONMENTAL ENGINEERING, IN                 | 64813             | 2503031 | 263273    | 12/18/2024 | 3,815.00         |
| <b>IDEAL ENVIRONMENTAL ENGINEERING, IN Total</b>    |                   |         |           |            | <b>3,815.00</b>  |
| ILLINOIS ENVIORMENT PROTECTION AGENCY               | 113090ABK - NCWHS | 2503032 | 263274    | 12/18/2024 | 235.00           |
|   | 113090ABM - NCHS  | 2503032 | 263274    | 12/18/2024 | 235.00           |
| <b>ILLINOIS ENVIORMENT PROTECTION AGENCY Total</b>  |                   |         |           |            | <b>470.00</b>    |
| ILLINOIS MUSIC EDUCATION ASSOCIATION                | 11634             | 2503094 | 263275    | 12/18/2024 | 240.00           |
| <b>ILLINOIS MUSIC EDUCATION ASSOCIATION Total</b>   |                   |         |           |            | <b>240.00</b>    |
| ILMEA   | 67955             | 2503211 | 263276    | 12/18/2024 | 100.00           |
|   | 30073             | 2503113 | 263276    | 12/18/2024 | 50.00            |
| <b>ILMEA Total</b>                                  |                   |         |           |            | <b>150.00</b>    |
| INTERSTATE ALL BATTERY CENTER                       | 1.9004E+12        | 2503174 | 263277    | 12/18/2024 | 351.50           |
|   | 1.9004E+12        | 2502955 | 263277    | 12/18/2024 | 63.00            |
|   | 1.9004E+12        | 2502955 | 263277    | 12/18/2024 | 115.60           |
| <b>INTERSTATE ALL BATTERY CENTER Total</b>          |                   |         |           |            | <b>530.10</b>    |
| INTERSTATE BILLING SERV, INC                        | 3039726839        | 2503200 | 263278    | 12/18/2024 | 462.90           |
|   | 3039486598        | 2503046 | 263278    | 12/18/2024 | 425.00           |
| <b>INTERSTATE BILLING SERV, INC Total</b>           |                   |         |           |            | <b>887.90</b>    |
| IRON MOUNTAIN                                       | JXZK496           | 2502986 | 263279    | 12/18/2024 | 3,755.41         |
| <b>IRON MOUNTAIN Total</b>                          |                   |         |           |            | <b>3,755.41</b>  |
| ITSAVVY LLC   | 7043280           | 2503160 | 263280    | 12/18/2024 | 150.00           |
|   | 7042899           | 2503022 | 263280    | 12/18/2024 | 100.00           |
| <b>ITSAVVY LLC Total</b>                            |                   |         |           |            | <b>250.00</b>    |
| J W PEPPER & SONS INCORP                            | 366652088         | 2502983 | 263281    | 12/18/2024 | 174.60           |
|   | 366612155         | 2502983 | 263281    | 12/18/2024 | 12.99            |
|   | 366613771         | 2502983 | 263281    | 12/18/2024 | 34.99            |
|   | 366613905         | 2502983 | 263281    | 12/18/2024 | 64.99            |
| <b>J W PEPPER &amp; SONS INCORP Total</b>           |                   |         |           |            | <b>287.57</b>    |
| J&D AUTO BODY INC.                                  | 100833            | 2503196 | 263282    | 12/18/2024 | 1,775.00         |
| <b>J&amp;D AUTO BODY INC. Total</b>                 |                   |         |           |            | <b>1,775.00</b>  |
| JACKSON, KEANNA A                                   | MILES202411       | (blank) | 263066    | 12/18/2024 | 35.04            |
| <b>JACKSON, KEANNA A Total</b>                      |                   |         |           |            | <b>35.04</b>     |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor   | Invoice          | PO No.  | Check No. | Check Date | Amount           |
|--|------------------|---------|-----------|------------|------------------|
| JEROME, RUTH H                                   | MILES202411      | (blank) | 263067    | 12/18/2024 | 38.19            |
| <b>JEROME, RUTH H Total</b>                      |                  |         |           |            | <b>38.19</b>     |
| JOHNSON CONTROLS FIRE PROTECTION LP              | 24416063         | 2502956 | 263283    | 12/18/2024 | 632.09           |
| <b>JOHNSON CONTROLS FIRE PROTECTION LP Total</b> |                  |         |           |            | <b>632.09</b>    |
| JOHNSON, CHANEL                                  | MILES202411      | (blank) | 263068    | 12/18/2024 | 155.31           |
| <b>JOHNSON, CHANEL Total</b>                     |                  |         |           |            | <b>155.31</b>    |
| JOHNSTONE SUPPLY                                 | 7016549          | 2503175 | 263284    | 12/18/2024 | 366.35           |
|  | 7016398          | 2503175 | 263284    | 12/18/2024 | 122.03           |
|  | 7015923          | 2503175 | 263284    | 12/18/2024 | 110.00           |
|  | 7016149          | 2503030 | 263284    | 12/18/2024 | 34.53            |
|  | 7015663          | 2502957 | 263284    | 12/18/2024 | 339.28           |
|  | 7015552          | 2502957 | 263284    | 12/18/2024 | 388.50           |
| <b>JOHNSTONE SUPPLY Total</b>                    |                  |         |           |            | <b>1,360.69</b>  |
| JONES, AMY L                                     | MILES202411      | (blank) | 263069    | 12/18/2024 | 36.58            |
|  | MILES202410      | (blank) | 263069    | 12/18/2024 | 57.49            |
| <b>JONES, AMY L Total</b>                        |                  |         |           |            | <b>94.07</b>     |
| KARR, NATALIE ANN                                | MILES202411      | (blank) | 263070    | 12/18/2024 | 11.06            |
| <b>KARR, NATALIE ANN Total</b>                   |                  |         |           |            | <b>11.06</b>     |
| Kates, Jaz M                                     | MILES202411      | (blank) | 263071    | 12/18/2024 | 10.39            |
| <b>Kates, Jaz M Total</b>                        |                  |         |           |            | <b>10.39</b>     |
| KEARFOTT, NICOLAS                                | MILES202411      | (blank) | 263072    | 12/18/2024 | 280.86           |
| <b>KEARFOTT, NICOLAS Total</b>                   |                  |         |           |            | <b>280.86</b>    |
| KEISER, STACY LYN BARRON                         | MILES202411      | (blank) | 263073    | 12/18/2024 | 18.22            |
| <b>KEISER, STACY LYN BARRON Total</b>            |                  |         |           |            | <b>18.22</b>     |
| KELLEY LETT, DAWN MARIE                          | MILES202411      | (blank) | 263074    | 12/18/2024 | 236.18           |
| <b>KELLEY LETT, DAWN MARIE Total</b>             |                  |         |           |            | <b>236.18</b>    |
| KELLY, JENNIFER LYNN                             | Reimburse.       | 2503092 | 263285    | 12/18/2024 | 103.20           |
| <b>KELLY, JENNIFER LYNN Total</b>                |                  |         |           |            | <b>103.20</b>    |
| KENDRICK-WEIKLE, KRISTEN                         | EXPREMB1124-1126 | (blank) | 263075    | 12/18/2024 | 178.22           |
| <b>KENDRICK-WEIKLE, KRISTEN Total</b>            |                  |         |           |            | <b>178.22</b>    |
| KEN'S OIL SERVICE, INC.                          | K554874          | 2503214 | 263286    | 12/18/2024 | 2,254.89         |
|  | K554732          | 2503214 | 263286    | 12/18/2024 | 1,111.32         |
|  | K554767          | 2503214 | 263286    | 12/18/2024 | 2,126.04         |
|  | 980551           | 2503107 | 263286    | 12/18/2024 | 21,630.64        |
|  | K554536          | 2503107 | 263286    | 12/18/2024 | 2,581.09         |
|  | K554204          | 2503074 | 263286    | 12/18/2024 | 2,505.60         |
|  | 979355           | 2503074 | 263286    | 12/18/2024 | 22,806.01        |
|  | K554154          | 2503074 | 263286    | 12/18/2024 | 1,984.50         |
|  | K552843          | 2503074 | 263286    | 12/18/2024 | 2,949.75         |
| <b>KEN'S OIL SERVICE, INC. Total</b>             |                  |         |           |            | <b>59,949.84</b> |
| KIMBALL MIDWEST                                  | 102804617        | 2502958 | 263287    | 12/18/2024 | 56.88            |
| <b>KIMBALL MIDWEST Total</b>                     |                  |         |           |            | <b>56.88</b>     |
| KINGS III EMERGENCY COMMUNICATIONS               | 2888975          | 2503002 | 263288    | 12/18/2024 | 1,995.00         |
| <b>KINGS III EMERGENCY COMMUNICATIONS Total</b>  |                  |         |           |            | <b>1,995.00</b>  |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor   | Invoice             | PO No.  | Check No. | Check Date | Amount          |
|--|---------------------|---------|-----------|------------|-----------------|
| KLOSTER, HEATHER ANN                             | MILES202411         | (blank) | 263076    | 12/18/2024 | 45.90           |
| <b>KLOSTER, HEATHER ANN Total</b>                |                     |         |           |            | <b>45.90</b>    |
| KNOLLENBERG, HOLLY N                             | MILES202411         | (blank) | 263077    | 12/18/2024 | 125.69          |
| <b>KNOLLENBERG, HOLLY N Total</b>                |                     |         |           |            | <b>125.69</b>   |
| KONE INC   | 1158838118          | 2503176 | 263289    | 12/18/2024 | 640.00          |
|  | 871538996           | 2503029 | 263289    | 12/18/2024 | 1,023.06        |
|  | 1158825435          | 2502959 | 263289    | 12/18/2024 | 1,292.00        |
| <b>KONE INC Total</b>                            |                     |         |           |            | <b>2,955.06</b> |
| KOSIER, NAOMI RAE                                | MILES202408         | (blank) | 263078    | 12/18/2024 | 146.06          |
|  | MILES202409         | (blank) | 263078    | 12/18/2024 | 213.60          |
|  | MILES202411         | (blank) | 263078    | 12/18/2024 | 123.41          |
|  | MILES202410         | (blank) | 263078    | 12/18/2024 | 120.13          |
| <b>KOSIER, NAOMI RAE Total</b>                   |                     |         |           |            | <b>603.20</b>   |
| KOTOWSKI, LINDA JO                               | MILES202411         | (blank) | 263079    | 12/18/2024 | 115.78          |
| <b>KOTOWSKI, LINDA JO Total</b>                  |                     |         |           |            | <b>115.78</b>   |
| KUMMER, MELISSA BRIANNE                          | MILES202411         | (blank) | 263080    | 12/18/2024 | 25.80           |
| <b>KUMMER, MELISSA BRIANNE Total</b>             |                     |         |           |            | <b>25.80</b>    |
| KURTZ, CAMERON                                   | Announce - VB games | 2502354 | 263290    | 12/18/2024 | 344.26          |
| <b>KURTZ, CAMERON Total</b>                      |                     |         |           |            | <b>344.26</b>   |
| LAWLESS, MELISSA K                               | CONFREF11152024     | (blank) | 263081    | 12/18/2024 | 55.00           |
| <b>LAWLESS, MELISSA K Total</b>                  |                     |         |           |            | <b>55.00</b>    |
| Lawrence, Justin                                 | MILES202411         | (blank) | 263082    | 12/18/2024 | 177.68          |
| <b>Lawrence, Justin Total</b>                    |                     |         |           |            | <b>177.68</b>   |
| LEARNWELL  | INV219324           | 2503065 | 263083    | 12/18/2024 | 82.79           |
|  | INV218149           | 2503088 | 263304    | 12/18/2024 | 579.56          |
|  | INV216631           | 2503069 | 263083    | 12/18/2024 | 248.38          |
|  | INV216630           | 2503070 | 263083    | 12/18/2024 | 662.34          |
|  | INV206232           | 2503202 | 263304    | 12/18/2024 | 1,097.03        |
| <b>LEARNWELL Total</b>                           |                     |         |           |            | <b>2,670.10</b> |
| LIFELONG ACCESS                                  | MF20697, MF19250    | 2503093 | 263084    | 12/18/2024 | 2,150.00        |
| <b>LIFELONG ACCESS Total</b>                     |                     |         |           |            | <b>2,150.00</b> |
| LINCOLN PRAIRIE BEHAVIORAL HEALTH C              | 2021-20582          | 2503067 | 263085    | 12/18/2024 | 300.00          |
|  | 2021-20522          | 2503066 | 263085    | 12/18/2024 | 600.00          |
|  | 2021-20516          | 2503068 | 263085    | 12/18/2024 | 375.00          |
| <b>LINCOLN PRAIRIE BEHAVIORAL HEALTH C Total</b> |                     |         |           |            | <b>1,275.00</b> |
| LINDE GAS & EQUIPMENT INC.                       | 46489219            | 2502929 | 263086    | 12/18/2024 | 92.41           |
|  | 46502322            | 2502929 | 263086    | 12/18/2024 | 268.33          |
|  | 46501962            | 2503040 | 263086    | 12/18/2024 | 157.85          |
| <b>LINDE GAS &amp; EQUIPMENT INC. Total</b>      |                     |         |           |            | <b>518.59</b>   |
| LKM MOWING & LANDSCAPING                         | 2265                | 2503177 | 263087    | 12/18/2024 | 288.00          |
| <b>LKM MOWING &amp; LANDSCAPING Total</b>        |                     |         |           |            | <b>288.00</b>   |
| LUNZER, JANINE                                   | MILES202411         | (blank) | 263088    | 12/18/2024 | 47.23           |
| <b>LUNZER, JANINE Total</b>                      |                     |         |           |            | <b>47.23</b>    |
| MAHOMET SEYMOUR JUNIOR HIGH                      | CHIDDIX JR HIGH.    | 2503137 | 263294    | 12/18/2024 | 250.00          |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor   | Invoice       | PO No.  | Check No. | Check Date | Amount          |
|--|---------------|---------|-----------|------------|-----------------|
| MAHOMET SEYMOUR JUNIOR HIGH                        | EVANS JR HIGH | 2503114 | 263294    | 12/18/2024 | 250.00          |
| <b>MAHOMET SEYMOUR JUNIOR HIGH Total</b>           |               |         |           |            | <b>500.00</b>   |
| Marriott, Haleigh C                                | MILES202409   | (blank) | 263089    | 12/18/2024 | 10.85           |
| <b>Marriott, Haleigh C Total</b>                   |               |         |           |            | <b>10.85</b>    |
| MARTIN SULLIVAN INC.                               | 1792940       | 2503028 | 263090    | 12/18/2024 | 245.76          |
|  | 1792235       | 2502963 | 263090    | 12/18/2024 | 10.99           |
|  | 1792076       | 2502963 | 263090    | 12/18/2024 | 105.63          |
| <b>MARTIN SULLIVAN INC. Total</b>                  |               |         |           |            | <b>362.38</b>   |
| MC MASTER-CARR SUPPLY CO                           | 37650796      | 2503144 | 263091    | 12/18/2024 | 86.40           |
|  | 37584499      | 2503144 | 263091    | 12/18/2024 | 205.45          |
|  | 37078388      | 2503024 | 263091    | 12/18/2024 | 384.30          |
|  | 36786453      | 2502960 | 263091    | 12/18/2024 | 114.03          |
|  | 36311039      | 2502960 | 263091    | 12/18/2024 | 106.34          |
| <b>MC MASTER-CARR SUPPLY CO Total</b>              |               |         |           |            | <b>896.52</b>   |
| MCLEAN COUNTY CHAMBER OF COMMERCE                  | 95484         | 2503083 | 263092    | 12/18/2024 | 20.00           |
| <b>MCLEAN COUNTY CHAMBER OF COMMERCE Total</b>     |               |         |           |            | <b>20.00</b>    |
| MCLEAN COUNTY GLASS & MIRROR                       | 59955         | 2503026 | 263093    | 12/18/2024 | 312.50          |
|  | 58889         | 2502928 | 263093    | 12/18/2024 | 44.15           |
|  | 58869         | 2502928 | 263093    | 12/18/2024 | 706.19          |
|  | 58875         | 2503077 | 263093    | 12/18/2024 | 5,325.00        |
| <b>MCLEAN COUNTY GLASS &amp; MIRROR Total</b>      |               |         |           |            | <b>6,387.84</b> |
| MERRITT, CHAD ALAN                                 | V617211       | 2503168 | 263094    | 12/18/2024 | 199.82          |
| <b>MERRITT, CHAD ALAN Total</b>                    |               |         |           |            | <b>199.82</b>   |
| MEYER, DAMON                                       | MILES202411   | (blank) | 263295    | 12/18/2024 | 36.18           |
| <b>MEYER, DAMON Total</b>                          |               |         |           |            | <b>36.18</b>    |
| MIDDLETON ASSOCIATES INC                           | 27110024.1    | 2503134 | 263095    | 12/18/2024 | 2,390.00        |
| <b>MIDDLETON ASSOCIATES INC Total</b>              |               |         |           |            | <b>2,390.00</b> |
| MIDWEST CONSTRUCTION RENTALS                       | 212918-1      | 2502961 | 263096    | 12/18/2024 | 302.40          |
|  | 212874-1      | 2502961 | 263096    | 12/18/2024 | 322.20          |
| <b>MIDWEST CONSTRUCTION RENTALS Total</b>          |               |         |           |            | <b>624.60</b>   |
| MIDWEST EQUIPMENT II                               | 771762        | 2503142 | 263097    | 12/18/2024 | 159.12          |
|  | 768853        | 2503027 | 263097    | 12/18/2024 | 223.33          |
|  | 768566        | 2502962 | 263097    | 12/18/2024 | 132.02          |
| <b>MIDWEST EQUIPMENT II Total</b>                  |               |         |           |            | <b>514.47</b>   |
| MIER, ANGELA M                                     | MILES202411   | (blank) | 263098    | 12/18/2024 | 23.85           |
| <b>MIER, ANGELA M Total</b>                        |               |         |           |            | <b>23.85</b>    |
| MILLER JANITOR SUPPLY CO.                          | 116300        | 2502927 | 263099    | 12/18/2024 | 159.75          |
| <b>MILLER JANITOR SUPPLY CO. Total</b>             |               |         |           |            | <b>159.75</b>   |
| MILLER, HALL & TRIGGS LAW OFFICES                  | 244           | 2503128 | 263100    | 12/18/2024 | 290.00          |
| <b>MILLER, HALL &amp; TRIGGS LAW OFFICES Total</b> |               |         |           |            | <b>290.00</b>   |
| MILLER, HANNA E                                    | V53711        | 2502988 | 263101    | 12/18/2024 | 62.07           |
| <b>MILLER, HANNA E Total</b>                       |               |         |           |            | <b>62.07</b>    |
| MODGLIN, MARGARET KATHLEEN                         | MILES202411   | (blank) | 263102    | 12/18/2024 | 24.79           |
| <b>MODGLIN, MARGARET KATHLEEN Total</b>            |               |         |           |            | <b>24.79</b>    |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor                                 | Invoice             | PO No.  | Check No. | Check Date | Amount           |
|--|---------------------|---------|-----------|------------|------------------|
| MOORE, BURLINDA                        | MILES202409         | (blank) | 263103    | 12/18/2024 | 147.94           |
|  | MILES202411         | (blank) | 263103    | 12/18/2024 | 129.44           |
|  | MILES202410         | (blank) | 263103    | 12/18/2024 | 194.17           |
| <b>MOORE, BURLINDA Total</b>           |                     |         |           |            | <b>471.55</b>    |
| MORTON, JENNIFER M                     | MILES202411         | (blank) | 263104    | 12/18/2024 | 95.01            |
| <b>MORTON, JENNIFER M Total</b>        |                     |         |           |            | <b>95.01</b>     |
| MOTION INDUSTRIES, INC                 | IL66-01064395       | 2503143 | 263105    | 12/18/2024 | 353.66           |
| <b>MOTION INDUSTRIES, INC Total</b>    |                     |         |           |            | <b>353.66</b>    |
| MUELLER, KELSEY RAE                    | V389428             | 2503003 | 263106    | 12/18/2024 | 39.88            |
| <b>MUELLER, KELSEY RAE Total</b>       |                     |         |           |            | <b>39.88</b>     |
| MYERS, GABRIEL                         | MILES202411         | (blank) | 263107    | 12/18/2024 | 32.16            |
|  | MILES202410         | (blank) | 263107    | 12/18/2024 | 42.88            |
| <b>MYERS, GABRIEL Total</b>            |                     |         |           |            | <b>75.04</b>     |
| NEURORESTORATIVE IL                    | 1124-381373         | 2503204 | 263305    | 12/18/2024 | 58,551.47        |
| <b>NEURORESTORATIVE IL Total</b>       |                     |         |           |            | <b>58,551.47</b> |
| NEWTON-GONZALEZ, JORDAN B              | V820044             | 2503086 | 263108    | 12/18/2024 | 358.90           |
| <b>NEWTON-GONZALEZ, JORDAN B Total</b> |                     |         |           |            | <b>358.90</b>    |
| NEXTERA ENERGY SERVICES                | G404551121224       | 2501584 | 263109    | 12/18/2024 | 25,629.38        |
| <b>NEXTERA ENERGY SERVICES Total</b>   |                     |         |           |            | <b>25,629.38</b> |
| NICASIO, MARIANA                       | V614130             | 2503020 | 263110    | 12/18/2024 | 30.00            |
| <b>NICASIO, MARIANA Total</b>          |                     |         |           |            | <b>30.00</b>     |
| NICOR GAS                              | V567632             | 2500063 | 263296    | 12/18/2024 | 283.19           |
|  | V558333             | 2500063 | 263296    | 12/18/2024 | 1,025.49         |
|  | V959515             | 2500063 | 263296    | 12/18/2024 | 82.13            |
|  | V651645             | 2500063 | 263296    | 12/18/2024 | 171.68           |
| <b>NICOR GAS Total</b>                 |                     |         |           |            | <b>1,562.49</b>  |
| NORD, ALLISON K                        | MILES202411         | (blank) | 263111    | 12/18/2024 | 56.88            |
|  | MILES202410         | (blank) | 263111    | 12/18/2024 | 118.46           |
| <b>NORD, ALLISON K Total</b>           |                     |         |           |            | <b>175.34</b>    |
| NORMAL ROTARY CLUB                     | UNIT5 - 2ND QUARTER | 2503085 | 263112    | 12/18/2024 | 150.00           |
| <b>NORMAL ROTARY CLUB Total</b>        |                     |         |           |            | <b>150.00</b>    |
| NYBAKKE VACUUM SHOP, INC               | 120424-4            | 2503111 | 263113    | 12/18/2024 | 2,657.49         |
|  | 112524-1            | 2503048 | 263113    | 12/18/2024 | 149.98           |
|  | 112524-7            | 2503048 | 263113    | 12/18/2024 | 59.99            |
|  | 111824-7            | 2502926 | 263113    | 12/18/2024 | 78.36            |
| <b>NYBAKKE VACUUM SHOP, INC Total</b>  |                     |         |           |            | <b>2,945.82</b>  |
| OAK BROS TREE CYCLE LLC                | 1002353710          | 2502935 | 263116    | 12/18/2024 | 684.00           |
| <b>OAK BROS TREE CYCLE LLC Total</b>   |                     |         |           |            | <b>684.00</b>    |
| O'CONNELL, YOLANDA M                   | MILES202411         | (blank) | 263114    | 12/18/2024 | 198.25           |
| <b>O'CONNELL, YOLANDA M Total</b>      |                     |         |           |            | <b>198.25</b>    |
| O'DAY, AMBER                           | MILES202410         | (blank) | 263115    | 12/18/2024 | 29.95            |
|  | V751870             | 2502970 | 263115    | 12/18/2024 | 69.99            |
| <b>O'DAY, AMBER Total</b>              |                     |         |           |            | <b>99.94</b>     |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor  | Invoice           | PO No.  | Check No. | Check Date | Amount           |
|---|-------------------|---------|-----------|------------|------------------|
| OSF OCCUPATIONAL HEALTH                         | 00218531-00       | 2503240 | 263306    | 12/18/2024 | 1,740.00         |
|   | 00218532-00       | 2503132 | 263117    | 12/18/2024 | 300.00           |
|   | 00217936-00       | 2503212 | 263117    | 12/18/2024 | 200.00           |
| <b>OSF OCCUPATIONAL HEALTH Total</b>            |                   |         |           |            | <b>2,240.00</b>  |
| PAPA MURPHY'S                                   | IL4/12/2024/2-13  | 2503162 | 263118    | 12/18/2024 | 3,922.50         |
|   | IL4/11/2024       | 2503191 | 263118    | 12/18/2024 | 5,842.50         |
| <b>PAPA MURPHY'S Total</b>                      |                   |         |           |            | <b>9,765.00</b>  |
| PARTS TOWN, LLC                                 | 2104328223        | 2503145 | 263119    | 12/18/2024 | 509.50           |
|   | 2104301469        | 2503145 | 263119    | 12/18/2024 | 122.89           |
|   | 2104288883        | 2503145 | 263119    | 12/18/2024 | 136.07           |
|   | 2104288884        | 2503145 | 263119    | 12/18/2024 | 137.25           |
|   | 2104288885        | 2503145 | 263119    | 12/18/2024 | 77.71            |
|   | 2104214775        | 2503025 | 263119    | 12/18/2024 | 95.39            |
|   | 2104201070        | 2502932 | 263119    | 12/18/2024 | 362.70           |
|   | 2104201071        | 2502932 | 263119    | 12/18/2024 | 151.14           |
|   | 2104201072        | 2502932 | 263119    | 12/18/2024 | 281.38           |
|   | 2104201073        | 2502932 | 263119    | 12/18/2024 | 130.40           |
|   | 2104201074        | 2502932 | 263119    | 12/18/2024 | 325.16           |
|   | 2104201075        | 2502932 | 263119    | 12/18/2024 | 107.55           |
| <b>PARTS TOWN, LLC Total</b>                    |                   |         |           |            | <b>2,700.33</b>  |
| PASEWALD, HEATHER N S                           | MILES202412       | (blank) | 263120    | 12/18/2024 | 15.68            |
| <b>PASEWALD, HEATHER N S Total</b>              |                   |         |           |            | <b>15.68</b>     |
| PEPSI COLA GENERAL BOT, INC                     | 62341006          | 2503242 | 263307    | 12/18/2024 | 1,917.75         |
|   | 60317002          | 2503242 | 263307    | 12/18/2024 | 370.50           |
|   | 50544002          | 2503242 | 263307    | 12/18/2024 | 1,125.50         |
|   | 50544003          | 2503242 | 263307    | 12/18/2024 | 1,543.20         |
|   | 47958007          | 2503242 | 263307    | 12/18/2024 | 296.40           |
|   | 48385004          | 2503242 | 263307    | 12/18/2024 | 444.60           |
|   | DUP PAY 17446354  | 2503242 | 263307    | 12/18/2024 | (138.50)         |
| <b>PEPSI COLA GENERAL BOT, INC Total</b>        |                   |         |           |            | <b>5,849.65</b>  |
| PETERS, AUSTIN CHARLES                          | MILES202411       | (blank) | 263121    | 12/18/2024 | 97.55            |
| <b>PETERS, AUSTIN CHARLES Total</b>             |                   |         |           |            | <b>97.55</b>     |
| PIONEER VALLEY BOOKS                            | I273056           | 2502871 | 263122    | 12/18/2024 | 238.70           |
| <b>PIONEER VALLEY BOOKS Total</b>               |                   |         |           |            | <b>238.70</b>    |
| PRAIRIE FARMS DAIRY INC                         | STMT113024 UNIT 5 | 2503189 | 263123    | 12/18/2024 | 38,828.48        |
| <b>PRAIRIE FARMS DAIRY INC Total</b>            |                   |         |           |            | <b>38,828.48</b> |
| PRESIDIO  | 6.01352E+12       | 2503017 | 263124    | 12/18/2024 | 24,459.26        |
| <b>PRESIDIO Total</b>                           |                   |         |           |            | <b>24,459.26</b> |
| PRESLEY, DEBORAH L                              | MILES202411       | (blank) | 263125    | 12/18/2024 | 13.67            |
| <b>PRESLEY, DEBORAH L Total</b>                 |                   |         |           |            | <b>13.67</b>     |
| PROFESSIONAL ELECTRIC MOTOR REPAIR              | 75371             | 2502964 | 263126    | 12/18/2024 | 52.80            |
| <b>PROFESSIONAL ELECTRIC MOTOR REPAIR Total</b> |                   |         |           |            | <b>52.80</b>     |
| QUADIENT FINANCE USA, INC.                      | V538855           | 2503058 | 263297    | 12/18/2024 | 766.38           |
| <b>QUADIENT FINANCE USA, INC. Total</b>         |                   |         |           |            | <b>766.38</b>    |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor  | Invoice             | PO No.  | Check No. | Check Date | Amount           |
|---|---------------------|---------|-----------|------------|------------------|
| QUALITY TRUCK EQUIPMENT                       | 0104S3877           | 2503098 | 263127    | 12/18/2024 | 122.39           |
|   | 0102P67961          | 2503101 | 263127    | 12/18/2024 | 807.58           |
|   | 0102P67912          | 2503075 | 263127    | 12/18/2024 | 10,484.00        |
|   | 0102P67642          | 2503098 | 263127    | 12/18/2024 | 838.86           |
| <b>QUALITY TRUCK EQUIPMENT Total</b>          |                     |         |           |            | <b>12,252.83</b> |
| REGIONAL OFFICE OF EDUCATION #17              | 1002500118          | 2503139 | 263128    | 12/18/2024 | 882.41           |
|   | 1002500111          | 2503103 | 263128    | 12/18/2024 | 21.45            |
|   | 1002500086          | 2503063 | 263128    | 12/18/2024 | 1,113.47         |
|   | 1002500099          | 2503064 | 263128    | 12/18/2024 | 360.48           |
|   | 1002500098          | 2503078 | 263128    | 12/18/2024 | 46,200.00        |
| <b>REGIONAL OFFICE OF EDUCATION #17 Total</b> |                     |         |           |            | <b>48,577.81</b> |
| REPUBLIC SERVICES - #368                      | 0368-001128783.     | 2502925 | 263129    | 12/18/2024 | 401.54           |
| <b>REPUBLIC SERVICES - #368 Total</b>         |                     |         |           |            | <b>401.54</b>    |
| RICHARDS BUILDING SUPPLY CO                   | 053-0007446152-0001 | 2503055 | 263130    | 12/18/2024 | 923.10           |
| <b>RICHARDS BUILDING SUPPLY CO Total</b>      |                     |         |           |            | <b>923.10</b>    |
| RIENTS, JENNIFER                              | V489094             | 2503109 | 263131    | 12/18/2024 | 9.00             |
| <b>RIENTS, JENNIFER Total</b>                 |                     |         |           |            | <b>9.00</b>      |
| ROBBINS, MARSHA L                             | MILES202411         | (blank) | 263132    | 12/18/2024 | 20.77            |
|   | MILES202410         | (blank) | 263132    | 12/18/2024 | 20.77            |
| <b>ROBBINS, MARSHA L Total</b>                |                     |         |           |            | <b>41.54</b>     |
| ROGERS SUPPLY COMPANY INC                     | BL060250            | 2503146 | 263133    | 12/18/2024 | 112.68           |
|   | BL058983            | 2502937 | 263133    | 12/18/2024 | 211.41           |
|   | BL059469            | 2502937 | 263133    | 12/18/2024 | 248.03           |
| <b>ROGERS SUPPLY COMPANY INC Total</b>        |                     |         |           |            | <b>572.12</b>    |
| RON SMITH PRINTING COMPANY                    | 159505              | 2503082 | 263134    | 12/18/2024 | 496.00           |
| <b>RON SMITH PRINTING COMPANY Total</b>       |                     |         |           |            | <b>496.00</b>    |
| ROOKER, BETH A                                | MILES202411         | (blank) | 263135    | 12/18/2024 | 146.13           |
| <b>ROOKER, BETH A Total</b>                   |                     |         |           |            | <b>146.13</b>    |
| RP LUMBER COMPANY, INC                        | 3162580             | 2500204 | 263136    | 12/18/2024 | 164.51           |
|   | 3149026             | 2500204 | 263136    | 12/18/2024 | 199.00           |
|   | 250633              | 2500204 | 263136    | 12/18/2024 | (119.90)         |
| <b>RP LUMBER COMPANY, INC Total</b>           |                     |         |           |            | <b>243.61</b>    |
| RUTLEDGE, KELLY LYNN                          | MILES202411         | (blank) | 263137    | 12/18/2024 | 89.38            |
| <b>RUTLEDGE, KELLY LYNN Total</b>             |                     |         |           |            | <b>89.38</b>     |
| RUYLE, HILARY L                               | V588102             | 2502998 | 263138    | 12/18/2024 | 51.98            |
| <b>RUYLE, HILARY L Total</b>                  |                     |         |           |            | <b>51.98</b>     |
| RYAN HERCO FLOW SOLUTIONS                     | B357730             | 2502933 | 263139    | 12/18/2024 | 227.95           |
| <b>RYAN HERCO FLOW SOLUTIONS Total</b>        |                     |         |           |            | <b>227.95</b>    |
| S & S BUILDERS HARDWARE CO                    | 584217              | 2503148 | 263140    | 12/18/2024 | 2,201.00         |
|   | 584442              | 2503052 | 263140    | 12/18/2024 | 196.00           |
|   | 584443              | 2503052 | 263140    | 12/18/2024 | 563.00           |
|   | 584279              | 2502938 | 263140    | 12/18/2024 | 365.00           |
|   | 584258              | 2502938 | 263140    | 12/18/2024 | 390.00           |
|   | 582555              | 2502938 | 263140    | 12/18/2024 | 1,430.00         |
| <b>S &amp; S BUILDERS HARDWARE CO Total</b>   |                     |         |           |            | <b>5,145.00</b>  |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor  | Invoice        | PO No.  | Check No. | Check Date | Amount        |
|---|----------------|---------|-----------|------------|---------------|
| SADICOFF, DAWN MC GUIRE                         | CONFREF121024  | (blank) | 263141    | 12/18/2024 | 183.44        |
| <b>SADICOFF, DAWN MC GUIRE Total</b>            |                |         |           |            | <b>183.44</b> |
| Salmonson, Jessica                              | MILES202411    | (blank) | 263142    | 12/18/2024 | 86.83         |
| <b>Salmonson, Jessica Total</b>                 |                |         |           |            | <b>86.83</b>  |
| SALYER, TISA MARIE                              | MILES202411    | (blank) | 263143    | 12/18/2024 | 50.25         |
| <b>SALYER, TISA MARIE Total</b>                 |                |         |           |            | <b>50.25</b>  |
| SCHMIDT, THERESE F                              | MILES202411    | (blank) | 263144    | 12/18/2024 | 177.89        |
| <b>SCHMIDT, THERESE F Total</b>                 |                |         |           |            | <b>177.89</b> |
| SCHOLASTIC BOOK FAIRS - 15                      | 66997301       | 2502868 | 263145    | 12/18/2024 | 88.62         |
| <b>SCHOLASTIC BOOK FAIRS - 15 Total</b>         |                |         |           |            | <b>88.62</b>  |
| SCHOOL SPECIALTY                                | 2.08135E+11    | 2503091 | 263146    | 12/18/2024 | 57.60         |
| <b>SCHOOL SPECIALTY Total</b>                   |                |         |           |            | <b>57.60</b>  |
| SCHROEN, STACI NICOLE                           | MILES202411    | (blank) | 263147    | 12/18/2024 | 77.12         |
| <b>SCHROEN, STACI NICOLE Total</b>              |                |         |           |            | <b>77.12</b>  |
| SCHWEERS, MARY ANN                              | TUTORSEPT24    | 2503122 | 263148    | 12/18/2024 | 770.00        |
| <b>SCHWEERS, MARY ANN Total</b>                 |                |         |           |            | <b>770.00</b> |
| SCOTT, ROBERT W                                 | MILES202411    | (blank) | 263149    | 12/18/2024 | 31.60         |
| <b>SCOTT, ROBERT W Total</b>                    |                |         |           |            | <b>31.60</b>  |
| SEIBERT, MAX WILLIAM                            | V343820        | 2503042 | 263150    | 12/18/2024 | 117.00        |
| <b>SEIBERT, MAX WILLIAM Total</b>               |                |         |           |            | <b>117.00</b> |
| SELECT SCREEN PRINTS                            | 65454          | 2503169 | 263151    | 12/18/2024 | 809.50        |
| <b>SELECT SCREEN PRINTS Total</b>               |                |         |           |            | <b>809.50</b> |
| SERV-U RESTAURANT & BAR SUPPLY                  | 878321         | 2503161 | 263152    | 12/18/2024 | 213.32        |
| <b>SERV-U RESTAURANT &amp; BAR SUPPLY Total</b> |                |         |           |            | <b>213.32</b> |
| SHEPPELMAN, DAWN DEMLOW                         | MILES202411    | (blank) | 263153    | 12/18/2024 | 59.19         |
| <b>SHEPPELMAN, DAWN DEMLOW Total</b>            |                |         |           |            | <b>59.19</b>  |
| SHERWIN WILLIAMS COMPANY                        | 4910-9         | 2500202 | 263154    | 12/18/2024 | 24.68         |
| <b>SHERWIN WILLIAMS COMPANY Total</b>           |                |         |           |            | <b>24.68</b>  |
| SHOWALTER, KAREN R                              | MILES202411    | (blank) | 263155    | 12/18/2024 | 33.10         |
| <b>SHOWALTER, KAREN R Total</b>                 |                |         |           |            | <b>33.10</b>  |
| SNAP MOBILE, INC.                               | INV-501288     | 2502966 | 263156    | 12/18/2024 | 600.00        |
|   | INV-500892     | 2502966 | 263156    | 12/18/2024 | 275.00        |
| <b>SNAP MOBILE, INC. Total</b>                  |                |         |           |            | <b>875.00</b> |
| SOUTH ELGIN HIGH SCHOOL                         | V22191         | 2503008 | 263298    | 12/18/2024 | 125.00        |
| <b>SOUTH ELGIN HIGH SCHOOL Total</b>            |                |         |           |            | <b>125.00</b> |
| SPRINGFIELD ELECTRIC                            | S011078416.001 | 2503147 | 263157    | 12/18/2024 | 157.64        |
|   | S011059042.001 | 2503053 | 263157    | 12/18/2024 | 37.87         |
| <b>SPRINGFIELD ELECTRIC Total</b>               |                |         |           |            | <b>195.51</b> |
| STRATUS NETWORKS, INC.                          | 218613         | 2503007 | 263158    | 12/18/2024 | 338.43        |
| <b>STRATUS NETWORKS, INC. Total</b>             |                |         |           |            | <b>338.43</b> |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor   | Invoice             | PO No.            | Check No. | Check Date | Amount              |
|--|---------------------|-------------------|-----------|------------|---------------------|
| SUBURBAN SCHOOL COOP INSURANCE POOL              | UNIT 5 12/31/24     | 2503229           | 263299    | 12/18/2024 | 1,268,778.00        |
| <b>SUBURBAN SCHOOL COOP INSURANCE POOL Total</b> |                     |                   |           |            | <b>1,268,778.00</b> |
| SUMMIT FINANCIAL RESOURCES LP                    | S277192             | 2503170           | 263159    | 12/18/2024 | 1,837.44            |
| <b>SUMMIT FINANCIAL RESOURCES LP Total</b>       |                     |                   |           |            | <b>1,837.44</b>     |
| SUNBELT RENTALS INC                              | 162264575-0001      | 2503149           | 263160    | 12/18/2024 | 309.33              |
|  | 161610827-0001      | 2503054           | 263160    | 12/18/2024 | 745.00              |
| <b>SUNBELT RENTALS INC Total</b>                 |                     |                   |           |            | <b>1,054.33</b>     |
| SWEET, STACY                                     | MILES202411         | (blank)           | 263161    | 12/18/2024 | 40.87               |
| <b>SWEET, STACY Total</b>                        |                     |                   |           |            | <b>40.87</b>        |
| TALKINGPOINTS                                    |                     | 3721 2503080      | 263162    | 12/18/2024 | 3,500.00            |
| <b>TALKINGPOINTS Total</b>                       |                     |                   |           |            | <b>3,500.00</b>     |
| TEAGARDEN, MELISSA                               | TUTORSEPT 2024      | 2503121           | 263163    | 12/18/2024 | 770.00              |
| <b>TEAGARDEN, MELISSA Total</b>                  |                     |                   |           |            | <b>770.00</b>       |
| TEAM AUTOMOTIVE AND TIRE                         | 7835093             | 2503199           | 263164    | 12/18/2024 | 79.42               |
|  | 7835029             | 2503097           | 263164    | 12/18/2024 | 1,002.66            |
|  | 7834997             | 2503097           | 263164    | 12/18/2024 | 243.91              |
|  | 7834912             | 2503100           | 263164    | 12/18/2024 | 4,364.50            |
|  | 7834910             | 2503097           | 263164    | 12/18/2024 | 698.98              |
|  | 307405              | 2503096           | 263164    | 12/18/2024 | 40.00               |
|  | 307407              | 2503096           | 263164    | 12/18/2024 | 40.00               |
|  | 7834860             | 2503097           | 263164    | 12/18/2024 | 1,692.63            |
|  | 7834586             | 2503199           | 263164    | 12/18/2024 | 78.06               |
| <b>TEAM AUTOMOTIVE AND TIRE Total</b>            |                     |                   |           |            | <b>8,240.16</b>     |
| TEMPLES, WESLEY G                                | MILES202411         | (blank)           | 263165    | 12/18/2024 | 28.81               |
| <b>TEMPLES, WESLEY G Total</b>                   |                     |                   |           |            | <b>28.81</b>        |
| THE COPY SHOP                                    |                     | 2206 2503125      | 263166    | 12/18/2024 | 310.00              |
| <b>THE COPY SHOP Total</b>                       |                     |                   |           |            | <b>310.00</b>       |
| THE MUSIC SHOPPE, INC                            |                     | 3842399 2503181   | 263167    | 12/18/2024 | 75.00               |
| <b>THE MUSIC SHOPPE, INC Total</b>               |                     |                   |           |            | <b>75.00</b>        |
| THE OMNI GROUP                                   | 2412-7601           | 2503079           | 263168    | 12/18/2024 | 30.00               |
| <b>THE OMNI GROUP Total</b>                      |                     |                   |           |            | <b>30.00</b>        |
| THOENNES, LISA A                                 | MILES202411         | (blank)           | 263169    | 12/18/2024 | 25.59               |
| <b>THOENNES, LISA A Total</b>                    |                     |                   |           |            | <b>25.59</b>        |
| THOMSON REUTERS-WEST                             |                     | 851140919 2500166 | 263170    | 12/18/2024 | 1,599.18            |
| <b>THOMSON REUTERS-WEST Total</b>                |                     |                   |           |            | <b>1,599.18</b>     |
| T-MOBILE   | STMT112124-CUST     | 2500069           | 263300    | 12/18/2024 | 599.99              |
|  | STMT112124.REG      | 2500070           | 263300    | 12/18/2024 | 7,309.33            |
|  | STMT112124-HOT SPOT | 2500067           | 263300    | 12/18/2024 | 1,137.75            |
| <b>T-MOBILE Total</b>                            |                     |                   |           |            | <b>9,047.07</b>     |
| TOUCHTONE COMMUNICATIONS                         |                     | 3535034 2500001   | 263171    | 12/18/2024 | 513.77              |
| <b>TOUCHTONE COMMUNICATIONS Total</b>            |                     |                   |           |            | <b>513.77</b>       |
| TOWANDA WATER DEPARTMENT                         | STMT11252024        | 2500008           | 263172    | 12/18/2024 | 284.01              |
| <b>TOWANDA WATER DEPARTMENT Total</b>            |                     |                   |           |            | <b>284.01</b>       |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor  | Invoice      | PO No.  | Check No. | Check Date | Amount           |
|---|--------------|---------|-----------|------------|------------------|
| TOWN OF NORMAL - UTILITY BILLING                | V242948      | 2500165 | 263301    | 12/18/2024 | 25,346.64        |
|   | V342448      | 2500165 | 263301    | 12/18/2024 | 183.92           |
| <b>TOWN OF NORMAL - UTILITY BILLING Total</b>   |              |         |           |            | <b>25,530.56</b> |
| ULINE   | 186330043    | 2503208 | 263173    | 12/18/2024 | 291.36           |
|   | 185801560    | 2502939 | 263173    | 12/18/2024 | 471.98           |
|   | 185650889    | 2502940 | 263173    | 12/18/2024 | 695.52           |
| <b>ULINE Total</b>                              |              |         |           |            | <b>1,458.86</b>  |
| UNIFIRST CORPORATION                            | STMT11302024 | 2500071 | 263174    | 12/18/2024 | 1,465.72         |
| <b>UNIFIRST CORPORATION Total</b>               |              |         |           |            | <b>1,465.72</b>  |
| UNIT 5 DECKER INDUSTRIES                        | 170          | 2503182 | 263175    | 12/18/2024 | 15.00            |
|   | 158          | 2503005 | 263175    | 12/18/2024 | 14.00            |
| <b>UNIT 5 DECKER INDUSTRIES Total</b>           |              |         |           |            | <b>29.00</b>     |
| UNITED PIPE & SUPPLY CO, INC                    | 3383959      | 2503099 | 263176    | 12/18/2024 | 94.50            |
|   | 3382533      | 2503039 | 263176    | 12/18/2024 | 489.13           |
| <b>UNITED PIPE &amp; SUPPLY CO, INC Total</b>   |              |         |           |            | <b>583.63</b>    |
| US MECHANICAL SERVICES, INC                     | 29267        | 2503050 | 263177    | 12/18/2024 | 881.25           |
|   | 29197        | 2502941 | 263177    | 12/18/2024 | 992.03           |
| <b>US MECHANICAL SERVICES, INC Total</b>        |              |         |           |            | <b>1,873.28</b>  |
| VILLAGE OF CARLOCK                              | 2024-08      | 2502923 | 263178    | 12/18/2024 | 637.98           |
| <b>VILLAGE OF CARLOCK Total</b>                 |              |         |           |            | <b>637.98</b>    |
| VILLAGE OF CARLOCK.                             | 8910         | 2500009 | 263179    | 12/18/2024 | 100.91           |
| <b>VILLAGE OF CARLOCK. Total</b>                |              |         |           |            | <b>100.91</b>    |
| VOGELSANG, CLAYE R                              | MILES202411  | (blank) | 263180    | 12/18/2024 | 196.58           |
| <b>VOGELSANG, CLAYE R Total</b>                 |              |         |           |            | <b>196.58</b>    |
| VOLKER, EMILY C                                 | MILES202411  | (blank) | 263181    | 12/18/2024 | 62.98            |
| <b>VOLKER, EMILY C Total</b>                    |              |         |           |            | <b>62.98</b>     |
| WALKER, VALENTINE S                             | V126949      | 2503179 | 263182    | 12/18/2024 | 46.98            |
|   | V838822      | 2503056 | 263182    | 12/18/2024 | 62.98            |
| <b>WALKER, VALENTINE S Total</b>                |              |         |           |            | <b>109.96</b>    |
| Washkuhn, Elizabeth Carol                       | V520458      | 2503089 | 263183    | 12/18/2024 | 84.83            |
| <b>Washkuhn, Elizabeth Carol Total</b>          |              |         |           |            | <b>84.83</b>     |
| WATTS COPY SYSTEMS, INC. - LEASING              | 38103352     | 2500065 | 263184    | 12/18/2024 | 3,587.62         |
|   | 37996402     | 2500064 | 263184    | 12/18/2024 | 13,699.62        |
|   | 37987133     | 2500066 | 263184    | 12/18/2024 | 19,333.75        |
| <b>WATTS COPY SYSTEMS, INC. - LEASING Total</b> |              |         |           |            | <b>36,620.99</b> |
| WEAKLY, SHELLY                                  | MILES202411  | (blank) | 263185    | 12/18/2024 | 297.75           |
| <b>WEAKLY, SHELLY Total</b>                     |              |         |           |            | <b>297.75</b>    |
| WEATHERPROOFING TECHNOLOGIES, INC.              | 97851295     | 2503203 | 263186    | 12/18/2024 | 8,930.00         |
|   | 97851301     | 2503203 | 263186    | 12/18/2024 | 4,340.00         |
| <b>WEATHERPROOFING TECHNOLOGIES, INC. Total</b> |              |         |           |            | <b>13,270.00</b> |
| WEBB, LESLIE MARIE                              | V633020      | 2503210 | 263187    | 12/18/2024 | 35.08            |
|   | MILES202412  | (blank) | 263187    | 12/18/2024 | 129.98           |
| <b>WEBB, LESLIE MARIE Total</b>                 |              |         |           |            | <b>165.06</b>    |

**Expenditure Summary Report**

From Date: 12/18/2024  
To Date: 12/18/2024

| Vendor  | Invoice       | PO No.  | Check No. | Check Date | Amount              |
|---|---------------|---------|-----------|------------|---------------------|
| WEBER, DAVID JONATHAN                                     | V663625       | 2503057 | 263188    | 12/18/2024 | 163.05              |
| <b>WEBER, DAVID JONATHAN Total</b>                        |               |         |           |            | <b>163.05</b>       |
| WEBSTER, SHELLEY C  | MILES202412   | (blank) | 263189    | 12/18/2024 | 20.64               |
| <b>WEBSTER, SHELLEY C Total</b>                           |               |         |           |            | <b>20.64</b>        |
| Wellwood, Abigail   | MILES202411   | (blank) | 263190    | 12/18/2024 | 121.20              |
| <b>Wellwood, Abigail Total</b>                            |               |         |           |            | <b>121.20</b>       |
| WHEELER, SAMUEL JAMES                                     | MILES202411   | (blank) | 263191    | 12/18/2024 | 98.62               |
| <b>WHEELER, SAMUEL JAMES Total</b>                        |               |         |           |            | <b>98.62</b>        |
| WIIST, DEANNA M   | V651668       | 2503038 | 263192    | 12/18/2024 | 458.13              |
| <b>WIIST, DEANNA M Total</b>                              |               |         |           |            | <b>458.13</b>       |
| WILCOX, HEATHER A   | V802612       | 2503141 | 263193    | 12/18/2024 | 72.32               |
| <b>WILCOX, HEATHER A Total</b>                            |               |         |           |            | <b>72.32</b>        |
| WILLIAMS, ALEX  | CONFREM112424 | (blank) | 263194    | 12/18/2024 | 450.75              |
| <b>WILLIAMS, ALEX Total</b>                               |               |         |           |            | <b>450.75</b>       |
| WINSUPPLY   | 375864 01     | 2503049 | 263195    | 12/18/2024 | 69.14               |
|   | 375429 01     | 2503049 | 263195    | 12/18/2024 | 1,112.37            |
|   | 375489 01     | 2503049 | 263195    | 12/18/2024 | 59.00               |
|   | 375202 01     | 2502942 | 263195    | 12/18/2024 | 1,065.45            |
|   | 375522 01     | 2502942 | 263195    | 12/18/2024 | 73.24               |
|   | 375458 01     | 2502942 | 263195    | 12/18/2024 | 78.50               |
|   | 375372 01     | 2502942 | 263195    | 12/18/2024 | 133.44              |
|   | 375250 01     | 2502942 | 263195    | 12/18/2024 | 125.92              |
|   | 375163 01     | 2502942 | 263195    | 12/18/2024 | 118.31              |
|   | 374749 01     | 2502942 | 263195    | 12/18/2024 | 182.94              |
|   | 374661 01     | 2502942 | 263195    | 12/18/2024 | 55.23               |
|   | 374685 01     | 2502942 | 263195    | 12/18/2024 | 134.46              |
| <b>WINSUPPLY Total</b>                                    |               |         |           |            | <b>3,208.00</b>     |
| Wipperman, Dannell L                                      | MILES202411   | (blank) | 263196    | 12/18/2024 | 61.64               |
| <b>Wipperman, Dannell L Total</b>                         |               |         |           |            | <b>61.64</b>        |
| WISCONSIN CENTER FOR ED PRODUCTS & SERV.                  | W-0093318     | 2502969 | 263197    | 12/18/2024 | 640.00              |
| <b>WISCONSIN CENTER FOR ED PRODUCTS &amp; SERV. Total</b> |               |         |           |            | <b>640.00</b>       |
| YERKE, MOLLY  | MILES202411   | (blank) | 263198    | 12/18/2024 | 10.59               |
| <b>YERKE, MOLLY Total</b>                                 |               |         |           |            | <b>10.59</b>        |
| ZIMMERMAN, CLAIRE CHRISTINE                               | MILES202411   | (blank) | 263199    | 12/18/2024 | 172.12              |
| <b>ZIMMERMAN, CLAIRE CHRISTINE Total</b>                  |               |         |           |            | <b>172.12</b>       |
| ZINK, LAURA SUSANNE                                       | MILES202411   | (blank) | 263200    | 12/18/2024 | 132.43              |
| <b>ZINK, LAURA SUSANNE Total</b>                          |               |         |           |            | <b>132.43</b>       |
| ZOBEL, DANIEL B   | MILES202411   | (blank) | 263201    | 12/18/2024 | 290.51              |
| <b>ZOBEL, DANIEL B Total</b>                              |               |         |           |            | <b>290.51</b>       |
| <b>Grand Total</b>  |               |         |           |            | <b>2,609,567.68</b> |

**Expenditure Summary Report**

From Date: 12/18/2024  
 To Date: 12/18/2024

| Fund               | Amount              |
|--------------------|---------------------|
| 10                 | 639,903.74          |
| 20                 | 352,076.84          |
| 30                 | 10,009.10           |
| 40                 | 105,141.24          |
| 80                 | 1,302,842.76        |
| 90                 | 199,594.00          |
| <b>Grand Total</b> | <b>2,609,567.68</b> |



**MCLEAN COUNTY UNIT SCHOOL DISTRICT NO. 5**  
**Statement of Revenues, Expenditures, And Changes In Fund Balances**  
**Operating Funds (Educational, Operations & Maintenance, Transportation and Tort)**  
**Fiscal Year-To-Date Ending October 31, 2024**

|   | Month-To-Date      | Year-To-Date      | Budget             | % YTD Budget  |
|---|--------------------|-------------------|--------------------|---------------|
| <b>REVENUE COLLECTED</b>  |                    |                   |                    |               |
| Local Sources:  |                    |                   |                    |               |
| Property Taxes  | -                  | 48,670,110        | 121,384,903        | 40.1%         |
| Personal Property Replacement Tax (PPRT)                                | 437,412            | 1,117,966         | 2,470,524          | 45.3%         |
| Food Service  | 371,088            | 992,558           | 3,064,429          | 32.4%         |
| District Fees   | 74,288             | 1,385,617         | 1,800,971          | 76.9%         |
| Other Local Sources   | 257,482            | 1,217,374         | 1,574,750          | 77.3%         |
| State Sources:  |                    |                   |                    |               |
| Evidence Based Funding  | 2,254,696          | 6,764,088         | 24,801,659         | 27.3%         |
| Special Education   | 332,182            | 798,160           | 1,705,760          | 46.8%         |
| Transportation Claim  | 1,832,018          | 1,832,018         | 7,753,857          | 23.6%         |
| Early Childhood   | 78,327             | 523,039           | 1,843,534          | 28.4%         |
| Other State Sources   | (28,654)           | 16,032            | 509,381            | 3.1%          |
| Federal Sources:  |                    |                   |                    |               |
| Food Service  | 246,432            | 360,873           | 3,464,158          | 10.4%         |
| ESEA Title I  | 12,964             | 1,697,965         | 2,502,372          | 67.9%         |
| Special Education (IDEA)  | -                  | 1,168,045         | 3,557,577          | 32.8%         |
| Medicaid Matching   | -                  | 1,009,324         | 1,400,000          | 72.1%         |
| Other Federal Sources   | 821,977            | 4,176,186         | 5,511,575          | 75.8%         |
| <b>Total Revenue Collected</b>  | <b>6,690,212</b>   | <b>71,729,355</b> | <b>183,345,450</b> | <b>39.1%</b>  |
| <b>EXPENDITURES PAID</b>  |                    |                   |                    |               |
| Instruction:  |                    |                   |                    |               |
| Salaries & Benefits   | 8,144,135          | 30,981,124        | 92,272,078         | 33.6%         |
| Other Objects   | 770,578            | 2,639,498         | 8,076,552          | 32.7%         |
| Support Services - Pupil Related:                                       |                    |                   |                    |               |
| Salaries & Benefits   | 1,084,789          | 4,405,504         | 12,946,302         | 34.0%         |
| Other Objects   | 37,115             | 427,895           | 1,494,585          | 28.6%         |
| Support Services - Other:   |                    |                   |                    |               |
| Salaries & Benefits   | 2,391,720          | 8,890,744         | 26,605,607         | 33.4%         |
| Other Objects   | 3,057,106          | 7,597,353         | 31,001,028         | 24.5%         |
| Community Services  | 85,263             | 318,015           | 1,089,160          | 29.2%         |
| Nonprogrammed Charges   | 431,160            | 556,476           | 647,954            | 85.9%         |
| Capital Outlay  | 451,093            | 3,219,454         | 2,596,744          | 124.0%        |
| Debt Service  | -                  | 46,224            | 46,225             | 100.0%        |
| <b>Total Expenditures Paid</b>  | <b>16,452,958</b>  | <b>59,082,286</b> | <b>176,776,235</b> | <b>33.4%</b>  |
| <b>NET CHANGE IN FUND BALANCE BEFORE OTHER FINANCING SOURCES (USES)</b> | <b>(9,762,746)</b> | <b>12,647,069</b> | <b>6,569,215</b>   |               |
| <b>OTHER FINANCING SOURCES (USES)</b>                                   |                    |                   |                    |               |
| Proceeds from Issuance of Debt  | -                  | 789,201           | -                  | 0.0%          |
| Proceeds from Fixed Asset Disposal                                      | -                  | -                 | -                  | 0.0%          |
| Transfers In  | -                  | -                 | -                  | 0.0%          |
| Other Sources   | -                  | -                 | -                  | 0.0%          |
| Transfers Out   | (10,451)           | (327,703)         | (1,229,734)        | 26.6%         |
| Other Uses  | -                  | -                 | -                  | 0.0%          |
| <b>Total Other Financing Sources (Uses)</b>                             | <b>(10,451)</b>    | <b>461,498</b>    | <b>(1,229,734)</b> | <b>-37.5%</b> |
| <b>NET CHANGE IN FUND BALANCE</b>                                       | <b>(9,773,197)</b> | <b>13,108,567</b> | <b>5,339,481</b>   |               |



**MCLEAN COUNTY UNIT SCHOOL DISTRICT NO. 5**  
**Statement of Fund Balances**  
**Governmental Funds (Excluding Student Activity Funds) and Internal Service Funds**  
**Fiscal Year-To-Date Ending October 31, 2024**

|                                 | Fund Balance<br>7/1/2024 | Revenues          | Expenditures      | Other Sources<br>(Uses) | Fund Balance<br>10/31/2024 | Interfund<br>Loan<br>(Receivable) | Cash<br>Balance   | Investments       |
|---------------------------------|--------------------------|-------------------|-------------------|-------------------------|----------------------------|-----------------------------------|-------------------|-------------------|
| <b>GOVERNMENTAL FUNDS</b>       |                          |                   |                   |                         |                            |                                   |                   |                   |
| Operating Funds:                |                          |                   |                   |                         |                            |                                   |                   |                   |
| Educational                     | 21,086,959               | 56,112,073        | 47,579,578        | (40,478)                | 29,578,975                 | -                                 | 32,446,940        | -                 |
| Operations & Maintenance        | 1,641,659                | 7,203,693         | 6,507,232         | 501,976                 | 2,840,096                  | -                                 | 3,086,862         | -                 |
| Transportation                  | 2,263,172                | 5,448,754         | 3,333,383         | -                       | 4,378,543                  | -                                 | 4,386,740         | -                 |
| Tort Immunity                   | 476,952                  | 2,964,835         | 1,662,092         | -                       | 1,779,694                  | -                                 | 1,792,609         | -                 |
| <b>Total Operating Funds</b>    | <b>25,468,742</b>        | <b>71,729,355</b> | <b>59,082,286</b> | <b>461,498</b>          | <b>38,577,308</b>          | <b>-</b>                          | <b>41,713,151</b> | <b>-</b>          |
| Other Funds:                    |                          |                   |                   |                         |                            |                                   |                   |                   |
| Debt Service                    | 18,563,917               | 17,413,467        | 860,787           | 327,703                 | 35,444,299                 | -                                 | 10,444,299        | 25,000,001        |
| Social Security                 | 1,422,068                | 1,476,801         | 1,056,572         | -                       | 1,842,297                  | -                                 | 1,838,282         | -                 |
| Municipal Retirement (IMRF)     | 1,811,099                | 918,356           | 620,342           | -                       | 2,109,112                  | -                                 | 3,449,716         | -                 |
| Capital Projects                | -                        | -                 | -                 | -                       | -                          | -                                 | -                 | -                 |
| Working Cash                    | 54,478,129               | 1,135,307         | -                 | -                       | 55,613,436                 | (2,400,000)                       | 21,524,161        | 31,689,275        |
| Fire Prevention & Safety        | 384,616                  | 662,358           | 552,149           | -                       | 494,825                    | -                                 | 494,825           | -                 |
| <b>Total Other Funds</b>        | <b>76,659,829</b>        | <b>21,606,288</b> | <b>3,089,851</b>  | <b>327,703</b>          | <b>95,503,969</b>          | <b>(2,400,000)</b>                | <b>37,751,282</b> | <b>56,689,276</b> |
| <b>Total Governmental Funds</b> | <b>102,128,570</b>       | <b>93,335,643</b> | <b>62,172,137</b> | <b>789,201</b>          | <b>134,081,277</b>         | <b>(2,400,000)</b>                | <b>79,464,434</b> | <b>56,689,276</b> |
| <b>INTERNAL SERVICE FUNDS</b>   |                          |                   |                   |                         |                            |                                   |                   |                   |
| Self-Funded Insurance Fund      | 524,436                  | 7,388,133         | 9,430,261         | -                       | (1,517,693)                | 2,400,000                         | 867,372           | -                 |

**Exhibit - Request for Establishment of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to establish a Student Activity Fund for the purposes below:

School Name Hudson Elementary

Student Activity Fund Name Family Coordinator

**To be completed by Accounting Department:**

Account Number - Revenue 99.4.110.9533

Account Number - Expenditure 99.5.110.9533.xxxx

1. The purpose of the proposed Student Activity Fund is to help support low income families  
and provide extra resources such a clothes, food, etc.

2. Income in support of this Student Activity Fund will be obtained from the following sources:  
Primarily family donations and PTO contribtions.

3. Expenditures from this Student Activity Fund will be for these purposes: Resources  
for low income families things such as clothing, shoes, food, etc.

4. **Authorized Signatures:**


The following individuals are authorized to initiate expenditures from this fund:

N/A

Student Representative

Faculty Advisor

5. Other Comments: \_\_\_\_\_

  
Principal

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Date

**Exhibit - Request for Dissolution of Student Activity Fund**

*To be submitted to the Business Manager*

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below:

School Name Hudson Elementary

Student Activity Fund Name Assignment Notebook (9536)

1. The balance of the Student Activity Fund is \$ 0.00

2. Reason for dissolution: This account is not being used.

3. The balance in the fund is to be transferred to:

| <u>N/A</u>           | <u>N/A</u>            |
|----------------------|-----------------------|
| <i>Account Title</i> | <i>Account Number</i> |

4. **Authorized Signatures:**

The following individuals authorized the dissolution of this fund:

|                               |  |
|-------------------------------|--|
| <u>N/A</u>                    | <u>Julia Knepler</u>                       |
| <i>Student Representative</i> | <i>Faculty Advisor</i><br><i>Principal</i> |

This request was approved by the Board of Education on \_\_\_\_\_

|                         |             |
|-------------------------|-------------|
| _____                   | _____       |
| <i>Business Manager</i> | <i>Date</i> |

December 18, 2024

To: Board of Education

From: Martin Hickman

Re: Property, Data Compromise, General Liability, Crisis Protect, Crime, Boiler & Machinery, Inland Marine, Auto, Umbrella, Excess Umbrella (Layer 1, 2, 3, 4, 5), School Board Legal Liability, Cyber Liability, and Storage Tank Pollution Liability Insurance Renewals

Recommendation to approve the Package Insurance renewals through Suburban School Cooperative Insurance Program (SSCIP) and the Cyber Liability renewal through Cowbell, for the 12/31/2024 – 12/31/2025 policy period. The annual premium for the 12/31/2024 – 12/31/2025 policy period would be \$1,268,778 which is a 10.10% increase in premium above the expiring.

Recommendation to approve the Compensation Renewal Agreement from Gallagher Risk Management Services, Inc., for the 12/31/2024 – 12/31/2025 policy period. The annual service fee for the 12/31/2024 – 12/31/2025 policy period would be \$35,000, which is the same as the expiring. Invoice to follow once the Agreement is signed.

### **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 and leadership training in: (1) education and labor law; (2) financial oversight and accountability; (3) fiduciary responsibilities, (4) trauma-informed practices for students and staff; and (5) improving student outcomes, within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act (OMA) no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of his or her certificate of completion with the Board. Training on OMA 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, shall make reasonable efforts to provide ongoing professional development to Board members about the requirements of 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14, adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

#### 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, Open Meetings Act.  
105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2.80 (Board Member Oath and Conduct), 2.125 (Board Member Compensation; Expenses), 2.200 (Types of School Board Meetings)

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Adopted: August 9, 1995  
Reviewed: November 2024  
Amended: December 18, 2024

**Exhibit - Immediately Available District Public Records and  
 Web-Posted Reports and Records**

The District's Freedom of Information Officers designate the public records that are listed in this table as being immediately available to the public. The records that are asterisked (\*) are posted on the District's website and may be inspected, downloaded, printed, and/or copied. Any asterisked (\*) public record is also immediately available for inspection or copying upon request at the District's administrative office during its regular business hours, provided any applicable fees are paid. Unless otherwise noted in the special instructions column, records without an asterisk will be provided within five business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

| <b>Web-posted records and information</b>   | <b>Web-posting statutory reference and special instructions</b>  |
|---|--|
| <ul style="list-style-type: none"> <li>* Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year</li> <li>* Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded</li> <li>* Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded</li> </ul>   | 5 ILCS 120/2.02.   |
| <ul style="list-style-type: none"> <li>* Official open meeting minutes that are posted within 10 days of the Board's approval and remain posted for at least 60 days</li> </ul>   | 5 ILCS 120/2.06(b).  |
| <ul style="list-style-type: none"> <li>* Description of the District and its records including:                             <ol style="list-style-type: none"> <li>1. Summary of the District's purpose</li> <li>2. Functional subdivisions</li> <li>3. Total amount of operating budget</li> <li>4. Number and location of all of its separate offices</li> <li>5. Approximate number of full and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District's Statement of Affairs)</li> <li>6. Identification and membership of the Board</li> <li>7. Brief description of the methods whereby the public may request information and public records</li> <li>8. Directory information for the Freedom of Information Officer</li> </ol> </li> </ul> | 5 ILCS 140/4.<br><br>The District must prominently post the list at each administrative office and make it available for inspection and copying. |

Adopted: February 11, 2009  
 Reviewed: November 2024  
 Amended: December 18, 2024

| <b>Web-posted records and information</b>   | <b>Web-posting statutory reference and special instructions</b>  |
|---|--|
| <p>9. Address where requests for public records should be directed<br/>10. Fees</p>   |  |
| <p>* A hyperlink to an email address(es) for members of the public to communicate with members of the Board</p>   | <p>50 ILCS 205/20.<br/><br/>The hyperlink must be easily accessible from the District's home page.</p>   |
| <p>Annual budget for current fiscal year, itemized by receipts and expenditures</p>   | <p>105 ILCS 5/17-1.2.<br/><br/>This may be accomplished using Ill. State Board of Education (ISBE) <i>School District Budget Form (50-36)</i> or the summary pages from it.<br/><br/>The District must notify its students' parents/guardians when the budget is web-posted along with its website address.</p>  |
| <p>* Notice of a public hearing under the Truth in Taxation Law, when applicable</p>  | <p>35 ILCS 200/18-75, amended by P.A. 103-1018. The notice on the website must be posted for at least 30 consecutive days on or near the top of the District's website homepage or on a page accessible through a direct link from the homepage. The notice must be posted not more than 14 days nor less than seven days prior to the date of the public hearing. Id. at 18-80.</p>   |
| <p>* Notice of public hearing on waiver or modification of a School Code mandate, when applicable</p>   | <p>105 ILCS 5/2-3.25g(c-5). The time, date, place, and general subject matter of the public hearing must be posted least 14 days prior to the hearing. If the District is requesting to increase the fee charged for driver education authorized pursuant to 105 ILCS 5/7-24.2, the website information must include the proposed amount of the fee the district will request. See 2.20-E1, <i>Waiver and Modification Request Resource Guide</i>.</p> |
| <p>* District Report Card and a Report Card for each School (the Report Cards will be provided by ISBE by Oct. 31 of each year, unless otherwise provided by law)</p> | <p>105 ILCS 5/10-17a, amended by P.A.s 102-16 and 102-539.<br/><br/>Annually, no more than 30 calendar days after receiving the Report Cards from the State Superintendent, the District must:</p> <ol style="list-style-type: none"> <li>(1) present them at a regular Board meeting,</li> <li>(2) post them on the District's website,</li> <li>(3) make them available to a newspaper of general circulation serving the District, and</li> </ol>   |

| <b>Web-posted records and information</b>  | <b>Web-posting statutory reference and special instructions</b>  |
|--|--|
|  | <p>(4) upon request, send them home to parents/guardians.</p> <p>The District also must send a written notice home to parents/guardians stating:</p> <p>(1) that the Report Cards are available on the website,<br/>                     (2) the website's address,<br/>                     (3) that a printed copy will be sent upon request, and<br/>                     (4) the telephone number to request a printed copy.</p> |
| <p>* Hyperlink to ISBE's Expanded High School Snapshot Report</p>  | <p>105 ILCS 5/10-17a(7), added by P.A. 103-503. The hyperlink must be displayed in a manner that is easily accessible to the public. ISBE is required to prepare a stand-alone report covering high schools beginning 10-31-27 and by Oct. 31 of each subsequent year.</p>   |
| <p>* A list of all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative</p>   | <p>105 ILCS 5/10-20.44.</p> <p>There is no statutory timeline for web posting.</p> <p>Each year, in conjunction with the submission of the Statement of Affairs to ISBE, before Dec. 1, the District must submit to ISBE an annual report on all contracts over \$25,000 awarded during the previous fiscal year.</p>  |
| <p>Annual Statement of Affairs</p>   | <p>105 ILCS 5/10-17.</p> <p>The District is not required to web-post this document. It must, annually by Dec. 1, submit the Statement to ISBE for posting on ISBE's website, have copies of the Statement available in the main administrative office, and publish a summary of the Statement in a newspaper of general circulation published in the District.</p>   |
| <p>* Fiscal Efficiency Report, summarizing the District's attempts to improve fiscal efficiency through shared services or outsourcing in the prior fiscal year.</p> | <p>105 ILCS 5/17-1.1, amended by P.A. 102-1088.</p> <p>The report must be:</p> <p>(1) Approved by the Board at an open meeting that allows for public comments, and<br/>                     (2) Primarily in checklist form and approximately one page in length.</p>   |

| <b>Web-posted records and information</b>   | <b>Web-posting statutory reference and special instructions</b>  |
|---|--|
| <p>Beginning in levy year 2022, if the District has an aggregate property tax levy greater than \$5,000,000, it will make good faith efforts to electronically publish the following data from all vendors and subcontractors doing business with the District:</p> <ol style="list-style-type: none"> <li>1. Whether the vendor or subcontractor is minority-owned, women-owned, or veteran-owned;</li> <li>2. Whether the vendor or subcontractor holds a certification as a minority-owned, women-owned, or veteran-owned business as defined in 30 ILCS 575/, or if they are self-certifying; and</li> <li>3. If the vendor self-certifies, whether it qualifies as a small business under federal Small Business Administration standards (See <a href="http://www.sba.gov/federal-contracting/contracting-guide/size-standards">www.sba.gov/federal-contracting/contracting-guide/size-standards</a>).</li> </ol> | <p>35 ILCS 200/18-50.2, added by P.A. 102-265.</p> <p>The law does not define <i>electronically publish</i>; website posting is a means of compliance. This item is not asterisked should the District choose to electronically publish the information offline.</p>   |
| <p>* Notice of a public hearing at which the Board will consider closing a school, when applicable</p>  | <p>105 ILCS 5/10-22.13. The notice of the public hearing must be provided at least 10 days prior to the hearing and include the time, date, place, and name or description of the school building that the Board is considering closing.</p>   |
| <p>* Explanation of the data elements of covered information that the District collects, maintains, or discloses to any person, entity, third party, or governmental agency.</p> <p>* A description of the procedures that parents/guardians may use to carry out their rights under 105 ILCS 85/33(c)(1), (2), &amp; (3), including the right to:</p> <ol style="list-style-type: none"> <li>1. Inspect and review their child's covered information</li> <li>2. Request a paper or electronic copy of their child's covered information</li> </ol>  | <p>105 ILCS 85/27(a)(1).</p> <p>The explanation of data elements of covered information must be clear and understandable by a layperson and cover the following: (1) how the District uses the covered information; (2) to whom or what entities the District discloses the covered information; and (3) for what purpose the District discloses the covered information.</p> <p>The explanation of data elements and description of parent rights procedures must be updated by Jan. 31 and July 31 each year, as needed.</p> |

| <b>Web-posted records and information</b>  | <b>Web-posting statutory reference and special instructions</b>   |
|--|---|
| <p>3. Request corrections for factual inaccuracies contained in their child's covered information.</p>   |   |
| <p>* A list of operators with whom the District has written agreements and the following for each operator:</p> <ol style="list-style-type: none"> <li>1. Copy of the agreement</li> <li>2. Business address</li> <li>3. List of any subcontractors to whom covered information may be disclosed or a link to a page on the operator's website that clearly lists the subcontractors</li> </ol>  | <p>105 ILCS 85/27(a)(2) &amp; (3).</p> <p>The District must post new operator contracts and an explanation of the data elements of covered information disclosed to the operator (see immediate row above) within 10 business days after entering into the contract. 105 ILCS 85/27(c).</p> <p>This list must also be updated by Jan. 31 and July 31 each year, as needed.</p>  |
| <p>* A list of <i>breaches</i> of covered information maintained by the school or an operator involving 10% or more of the District's student enrollment. The list must include:</p> <ol style="list-style-type: none"> <li>1. Number of students whose covered information was involved in the breach, unless the breach involved personal information as defined in the Personal Information Protection Act, 815 ILCS 530/5, in which case the number of students involved may not be disclosed</li> <li>2. Date, estimated date, or estimated date range of the breach</li> <li>3. Name of the operator, if applicable</li> </ol> | <p>105 ILCS 85/27(a)(5).</p> <p>The District must update breach information by Jan. 31 and July 31 each year, and it must remain on the District's website for at least five years after the District adds it to the list. Breaches that occurred (or were estimated to have occurred) prior to 7-1-21 or breaches that were posted more than five years prior to updating the current list do not need to be posted.</p> |
| <p>* Board Policy 7.180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i></p> <p>* Information developed as a result of the evaluation and assessment of the bullying policy's outcomes and effectiveness</p>   | <p>105 ILCS 5/27-23.7(b)(10) &amp; (11).</p>  |
| <p>* Title IX notice of nondiscrimination</p>  | <p>34 C.F.R. §106.8.</p> <p>See the Notice of Nondiscrimination subhead of sample Administrative Procedure 2.265-AP1, <i>Title IX Response</i>, for a sample notice of nondiscrimination</p>  |

| Web-posted records and information   | Web-posting statutory reference and special instructions   |
|--|--|
|  | and nondiscrimination statement meeting the minimum requirements of Title IX regulations.  |
| * Title IX training materials  | 34 C.F.R. §106.8(f)(3)<br>Title IX training materials must, upon request, be made available for inspection only (not copying) by members of the public.  |
| * Board Policy 7.20, Harassment of Students Prohibited, and age-appropriate explanations of its contents in student handbook(s)  | 105 ILCS 5/10-20.69.<br><br>The District must have an age-appropriate policy on sexual harassment (1) in the student handbook(s), (2) posted on the District's website, and (3) posted in any other area where policies, rules and standards of conduct are posted in each school.         |
| * Board Policy 7.290, <i>Suicide and Depression Awareness and Prevention</i>   | 105 ILCS 5/2-3.166, amended by P.A. 102-267.   |
| * Contact information for the National Suicide Prevention Lifeline (988) and Crisis Text Line (Text 741741), if the District does not issue student identification cards to all students   | 105 ILCS 5/10-20.81, added by P.A. 102-416 and renumbered by P.A. 102-813, amended by P.A. 103-143.  |
| * Administrator and Teacher Salary and Benefits Report (itemized salary report for the Superintendent and all administrators and teachers); <i>benefits</i> includes without limitation vacation days, sick days, bonuses, annuities, and retirement enhancements. | 105 ILCS 5/10-20.47.<br><br>Annually on or before October 1:<br><br>(1) the information must be presented at a regular Board meeting and posted on the District's website, and<br>(2) after the Board meeting at which the information was presented, the Report must be provided to ISBE. |
| All records pertaining to the creation, alteration or revision of school attendance areas shall be open to the public  | 105 ILCS 5/10-21.3.<br><br>This law also requires school attendance areas to be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality.<br><br>See Board Policy 7.30, Student Assignment and Intra-District Transfer.                      |
| * Vacancies for teaching positions in a subject shortage area, before hiring a retired teacher to any such position  | 40 ILCS 5/16-150.1, amended by P.A.s 102-440 and 103-588.<br><br>The District must, on an ongoing basis, post the vacancy for a period of at least 90 days   |

| Web-posted records and information  | Web-posting statutory reference and special instructions   |
|---|--|
|   | during the six months preceding either the fall or spring term for which it seeks to employ a retired teacher in a subject shortage area. This posting requirement is in effect for employment ending no later than June 30, 2027.   |
| * Information regarding a Severance Agreement entered into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination  | <p>50 ILCS 205/3c, amended by P.A. 100-1040.</p> <p>Within 72 hours of Board approval, the District must post: (1) the name/title of person receiving payment under the severance agreement, (2) the amount of payment, (3) that the employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as applicable, and (4) the date, time, and location of the meeting at which the agreement was approved.</p> <p><b>NOTE:</b> The Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2), added by P.A. 100-895, eff. 1-1-19, prohibits an employee of a school district with contract provisions from receiving any severance if he or she is fired for <i>misconduct</i> by the board, which includes sexual harassment and/or discrimination. Id. at 415/5. For more discussion about the reconciling these laws, see f/n 7 in policy 2:260, <i>Uniform Grievance Procedure</i>.</p> |
| * As an employer that participates in the Illinois Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that exceeds \$75,000 per year; <i>total compensation package</i> means salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted | <p>5 ILCS 120/7.3.</p> <p>The report must be posted within six business days after the District approves a budget.</p> <p>The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p> <p>The Ill. Attorney General's office has not provided guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., Teachers' Retirement System (TRS) participants.</p>   |
| * As an employer that participates in the Illinois Municipal Retirement Fund, a compensation report for employees who have a total compensation package that is equal to or in excess of \$150,000 per  | <p>5 ILCS 120/7.3.</p> <p>The report must be posted at least six days before the District approves an employee's</p>   |

| <b>Web-posted records and information</b>   | <b>Web-posting statutory reference and special instructions</b>  |
|---|--|
| <p>year; <i>total compensation package</i> means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted.<br/> <b>NOTE</b> - <i>As of 10/1/15, a response has not yet been received from the Illinois Attorney General's office to a request for guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.</i></p> | <p>total compensation package that is equal to or in excess of \$150,000.</p> <p>The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p> |
| <p>* As an employer that participates in IMRF, a link to information posted on the IMRF website at: <a href="http://www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information">www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information</a></p>  | <p>40 ILCS 5/7-135.5.</p>  |
| <p>* Board Policy 5.120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest</p>  | <p>105 ILCS 5/22-85.5(e), added by P.A. 102-676.</p>   |
| <p>* A description of activities to address intergroup conflict (an optional program authorized by 105 ILCS 27-23.6)</p>  | <p>105 ILCS 5/27-23.6(c).</p>  |
| <p>The total number of personnel with a school support personnel endorsement, and for each endorsement area:</p> <ol style="list-style-type: none"> <li>1. Those actively employed by the District on a full-time basis;</li> <li>2. Those actively employed by the District on a part-time basis; and</li> <li>3. Those actively employed by a special education cooperative providing services to students in the District</li> </ol>   | <p>105 ILCS 5/10-20.80, added by P.A. 102-302 and renumbered by P.A. 102-813.</p> <p>Annually by Dec. 1, the District must report its school support personnel information as of Oct. 1 to ISBE and web-post it.</p>   |
| <p>The total number of students enrolled in the District and of that total, the number of students with an individualized education program or Section 504 plan</p>   | <p>105 ILCS 5/2-3.182, added by P.A. 102-302 and renumbered by P.A. 102-813.</p> <p>Annually by Dec. 1, ISBE must make the enrollment information available on its website based on the District enrollment information as of Oct. 1.</p>  |

| <b>Web-posted records and information</b>   | <b>Web-posting statutory reference and special instructions</b>  |
|---|--|
| <p>* Notice that students with disabilities who do not qualify for an IEP may qualify for services under Section 504</p>  | <p>105 ILCS 5/14-6.01, amended by P.A. 102-1072. The notice shall: (1) identify the location and phone number of the District office or employee to whom inquiries about the identification, assessment, and placement of children with disabilities should be directed, and (2) inform parents/guardians who are deaf or do not typically communicate using spoken English that they are entitled to the services of an interpreter when participating in a Section 504 meeting.</p>  |
| <p>* Class size reporting that includes the information described in 105 ILCS 5/2-3.136a:</p> <ol style="list-style-type: none"> <li>1. The total number of <i>teachers</i> actively employed in the District, listed by individual school;</li> <li>2. The <i>pupil-teacher ratio</i> for the District;</li> <li>3. The number of <i>class instructors</i>, by grade level and subject;</li> <li>4. The <i>class size</i> for each <i>class</i> and <i>class section</i> at each school in the District and the total number of classes or class sections in each school that exceed the class size guidelines under 105 ILCS 5/18-8.15(b)(2) (evidence-based funding core teacher ratios).</li> </ol> | <p>105 ILCS 5/10-20.70. Annually, the District must report its class size information, which ISBE must make available on its website by Jan. 31 (see <a href="http://www.isbe.net/Pages/class-sizereport.aspx">www.isbe.net/Pages/class-sizereport.aspx</a>). See 105 ILCS 5/2-3.13a for definitions of the italicized terms.</p>  |
| <p>* Names of Board members who have completed professional development leadership training</p>   | <p>105 ILCS 5/10-16a, amended by P.A. 102-638, requires the District to post on its website the names of all Board members who have completed professional development leadership training. The web-posting may be expanded to log all Board members' training and development activities.</p> <p>5 ILCS 120/1.0(b) and (c) require each Board member to complete training on the Open Meetings Act. After completing the training, each Board member must file a copy of their certificate of completion with the Board.</p> <p>105 ILCS 5/24-16.5 requires each Board member to complete a training program on performance evaluations before voting on a dismissal based on a performance evaluation pursuant to the Performance Evaluation Reform Act.</p> |

| <b>Web-posted records and information</b>  | <b>Web-posting statutory reference and special instructions</b>  |
|--|--|
| Immunization data reported to ISBE by each Nov. 15   | 105 ILCS 5/27-8.1(6).<br><br>By Dec. 1, the District must annually make the immunization <i>data</i> that it must report to ISBE each year publicly available. The data, not its format, must be identical to the data reported to ISBE.<br><br>Boards have control over the method(s) used to make this data publicly available. One method is to instruct the reader to ask for the data directly from ISBE. |
| Information on mental health issues and local treatment resources  | The Ill. House of Representatives encouraged this in HR 478 (99 <sup>th</sup> General Assembly, 5/31/15)   |
| All reliable assessments, scored by entities other than the District, that are administered in each of the District's schools  | 105 ILCS 5/22-82(b).<br><br>These must be made available to parents and/or guardians through the District's website or paper handouts.   |
| * The District's Remote and/or Blended Remote Learning Day Plan, when the Governor has declared a public health emergency pursuant to 20 ILCS 3305/7.  | 105 ILCS 5/10-30(6).   |
| * If offered by the District, identification of the curriculum the District uses to provide comprehensive personal health and safety and comprehensive sexual health education (National Sex Education Standards (NSES)), the scope and sequence of these instructional materials, and the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials | 105 ILCS 5/27-9.1a, added by P.A. 102-522.   |
| * Board Policy 6.135, Accelerated Placement Program  | 23 Ill. Admin. Code §227.60(a).  |
| * Board Policy 7.70, <i>Attendance and Truancy</i>   | 23 Ill. Admin. Code §207.20(b).  |
| * Board Policy 2.270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>   | 105 ILCS 5/22-95, added by P.A. 103-472.   |
| * The name(s) of designated Prioritization of Urgency of Need for Services (PUNS)-   | 105 ILCS 5/2-3.163(c), amended by P.A. 103-504.  |

| <b>Web-posted records and information</b>   | <b>Web-posting statutory reference and special instructions</b>  |
|---|--|
| trained employee(s) in each school within the District.   | Every public school must designate at least one employee to take the Ill. Dept. of Human Services' PUNS training. Id. See Board policy 5:100, Staff Development Program. |
| * If the District has one or more school buses equipped with an automated traffic law enforcement system, notice to drivers that its buses are so equipped. | 625 ILCS 5/11-208.9(m).  |
| *Type 1 diabetes informational material.  | 105 ILCS 5/2-3.204 (final citation pending), added by P.A. 103-641. The informational materials to be posted are those made available on ISBE's website.                 |

**Exhibit – Reporting Requirements for Building Principals Concerning  
 School Safety and Security**

The Building Principal shall comply with all State law reporting requirements for Principals. Compliance with the State law reporting requirements is required by Board Policy 3.60, *Administrative Responsibilities of the Building Principals*, in its mandate to “perform all duties as described in State law”. The specific statute identified in the following table should be checked for current requirements. This list of required reports may not be exhaustive.

| <b>Mandated Reports Concerning<br/>School Safety and Security</b>  | <b>Resources</b>   |
|--|--|
| <p><b>A student or other person poses a clear and present danger to himself, herself, or others.</b></p> <p>This report is made to the Department of State Police within 24 hours after the Building Principal makes this determination.</p> <p>This report is required by the Firearm Concealed Carry Act (430 ILCS 66/105), and the Mental Health and Developmental Disabilities Code (405 ILCS 5/6-103.3). The Building Principal may delegate making reports concerning students, but not otherwise.</p> <p><i>Clear and present danger</i> is defined in 430 ILCS 65/1.1, as a person who:</p> <ul style="list-style-type: none"> <li>(1) Communicates a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself, or another person as determined by a physician, clinical psychologist, or qualified examiner; or</li> <li>(2) Demonstrate threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.</li> </ul> <p>ISP rules implementing this duty to report are found in 20 Ill. Admin. Code §1230.120(b), and state, in relevant part:</p> <ul style="list-style-type: none"> <li>b) Law enforcement officials and school administrators shall report determinations of a clear and present danger directly to the Department [ISP]. The Department shall make a form and instruction for the reporting available to law enforcement officials and school administrators on its website.</li> </ul> <ul style="list-style-type: none"> <li>1) Clear and present danger reports shall be reviewed by the Department to deny a FOID [Firearm Owners Identification] card application or revoke a FOID card under Section 8(f) or 8.1(d) of this Act.</li> </ul> | <p>The ISP have posted information and instructions at:<br/> <a href="https://isp.illinois.gov/StaticFiles/docs/FirearmsSafety/Forms/CPD%20Reporting%20handout.pdf">https://isp.illinois.gov/StaticFiles/docs/FirearmsSafety/Forms/CPD%20Reporting%20handout.pdf</a>.</p> <p>3.60, <i>Administrative Responsibility of the Building Principal</i></p> <p>7.340, <i>Student Records</i></p> <p>7.340-AP1, <i>School Student Records</i></p> |

| Mandated Reports Concerning School Safety and Security  | Resources   |
|---|---|
| <p>2) Clear and present danger reporting shall be made consistent with the Family Educational Rights and Privacy Act (20 U.S.C. §1232g) to assist the Department with protecting the health and safety of the public by denying persons who present a clear and present danger from having lawful access to weapons.</p>  |   |
| <p><b>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.</b></p> <p>This report is made to the Ill. Department of Children and Family Services (DCFS) immediately upon suspicion or receipt of knowledge.</p> <p>The DCFS Child Abuse Hotline is 800/25-ABUSE or 217/524-2606. In addition to the Building Principal, all school personnel are required to make this report. A staff member should inform the Building Principal if the staff member made a report; the Building Principal should inform the Superintendent of any report made.</p> <p>This report is required by the Abused and Neglected Child Reporting Act. 325 ILCS 5/4. A willful failure to make the report to DCFS is a crime.</p>  | <p>Information and directions are available from the Department of Children and Family Services at:<br/> <a href="http://www.state.il.us/dcfs/child/index.shtml">www.state.il.us/dcfs/child/index.shtml</a></p> <p>5.90, <i>Abused and Neglected Child Reporting</i></p> <p>7.190-AP6, <i>Administrative Procedure - Guidelines for Investigating Sexting Allegations</i></p> |
| <p><b>Child pornography is discovered on electronic and information technology equipment.</b></p> <p>This report is made immediately to local law enforcement, or the National Center for Missing and Exploited Children's CyberTipline 800/843-5678 or online at <a href="http://www.CyberTipline.com">www.CyberTipline.com</a></p> <p>According to 325 ILCS 5/4.5,</p> <p><i>Electronic and information technology equipment means, equipment used in the creation, manipulation, storage, display, or transmission of data, including internet and intranet systems, software applications, operating systems, video and multimedia, telecommunications products, kiosks, information transaction machines, copies, printers, and desktop and portable computers. (italics added)</i></p> <p>An electronic and information technology equipment worker or the worker's employer is required to make this report by 325 ILCA 5/4.5.</p> | <p>5.90, <i>Abused and Neglected Child Reporting</i></p>  |
| <p><b>Hazing resulted in bodily harm to any person.</b></p> <p>This report is required when the Building Principal or other school personnel or volunteer observes hazing.</p>  | <p>5.90, <i>Abused and Neglected Child Reporting</i></p>  |

| <b>Mandated Reports Concerning School Safety and Security</b>   | <b>Resources</b>  |
|---|---|
| <p>This report is made to the Superintendent or other supervising authority, in the event of death or great bodily harm, to law enforcement. The statute does not provide a deadline for making the report, but making the report immediately is prudent.</p> <p>Failure to make this report is a crime. 720 ILCS 5/12C-50.1, added by P.A. 98-393.</p>   | <p>7.190, <i>Student Behavior</i></p>   |
| <p><b>The person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days of enrolling the student.</b></p> <p>The Superintendent is required to make this report and designates the Principal to immediately notify local law enforcement. The Superintendent or designee must also notify the person enrolling the student, in writing, that unless the person complies within 10 days, the case will be referred to local law enforcement for investigation. If the person does not comply within 10 days, the Superintendent or designee refers the case to local law enforcement. 325 ILCS 50/5(b)(2) and 325 ILCS 55/5(b).</p> <p>This report is required by the Missing Children Records Act (325 ILCS 50/) and the Missing Children Registration Law (325 ILCS 55/)</p>  | <p>7.50, <i>School Admissions and Student Transfers To and From Non-District Schools</i></p> <p>7.50-AP1, <i>School Admissions and Student Transfers To and From Non-District Schools</i></p> |
| <p><b>The District receives notification from the ISP of the disappearance of a student currently or previously enrolled.</b></p> <p>The Superintendent or designee is required to flag records pertaining to the student, such that whenever a copy of or information regarding the flagged records is requested, the Superintendent or designee will be alerted. The Superintendent or designee must immediately report to local law enforcement any request concerning flagged records or knowledge about where the student may be located. 325 ILCS 50/5(a) and 325 ILCS 55/5(a).</p> <p>This report is required by the Missing Children Records Act (325 ILCS 50/), and the Missing Children Registration Law (325 ILCS 55/)</p>   | <p>7.50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i></p>   |
| <p><b>A drug related incident occurred on school property, including any conveyance used to transport students, or on any public way within 1,000 feet of the school.</b></p> <p>The Building Principal or designee is required to immediately notify the Superintendent or designee and any involved student's parent/guardian. The Superintendent or designee is required to immediately report to local law enforcement. 105 ILCS 5/10- 27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling). Schools must also report any verified incident involving drugs to the Ill. State Board of Education (ISBE) through its web-based School Incident Reporting System (SIRS) as they occur during the year and no later than July 31 for the preceding school year. Id. See f/n 6 in sample Administrative Procedure 4.170-AP1, <i>Comprehensive Safety and Security Plan</i>.</p> | <p>3.60, <i>Administrative Responsibility of the Building Principal</i></p> <p>4.170-AP1, <i>Comprehensive Safety and Security Plan, Letter J. Required Notices</i></p>                       |

Adopted: September 24, 2014  
Reviewed: November 2024  
Amended: December 18, 2024

| <b>Mandated Reports Concerning School Safety and Security</b>  | <b>Resources</b>  |
|--|---|
| <p>105 ILCS 127/2 also requires reporting to the municipal police dept. or office of the county sheriff of the municipality or county where the school is located within 48 hours of becoming aware of the drug violation.</p> <p>105 ILCS 127/2 sets forth specific drug violations that will trigger this duty to report; however, best practice suggests reporting any drug violation. This report is required by the School Reporting of Drug Violations Act, 105 ILCS 127/.</p>   |   |
| <p><b>The safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol, by illegal use or possession of weapons, or by illegal gang activity.</b></p> <p>If this occurs, the Building Principal is required to utilize the resources of proper law enforcement agencies. 105 ILCS 5/10-21.4a, amended by P.A. 98-59.</p>   | <p>3.60, <i>Administrative Responsibility of the Building Principal</i></p> <p>7.190, <i>Student Behavior</i></p>                 |
| <p><b>A student committed a criminal offense</b></p> <p>The Superintendent or designee is required to make this report. This report is made to local law enforcement agencies as part of a reciprocal reporting system between the District and local law enforcement agencies. No specified time period is stated in the statute. A reciprocal reporting system is required by 105 ILCS 5/10-20.14.</p>   | <p>2.150, <i>Committees</i></p> <p>7.190-AP3, <i>Student Behavior</i></p>   |
| <p><b>A person on school grounds possesses a firearm.</b></p> <p>This report is made by the Building Principal or designee to a local law enforcement agency immediately after receiving a report of a person on school grounds possessing a firearm. The Building Principal or designee must also notify the Superintendent or designee and any involved student's parent/guardian, and the Superintendent or designee must also immediately report to local law enforcement. Schools must also report any verified incident involving a firearm to ISBE through SIRS as they occur during the year but no later than July 31 for the preceding school year. See f/n 6 in sample Administrative Procedure 4.170-AP1, <i>Comprehensive Safety and Security Plan</i>.</p> <p>These reports are required by 105 ILCS 5/10-27.1A, amended by P.A.s 102-197, 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling). A knowing and willful failure to make the report is a petty criminal offense for the first violation and a second or subsequent violation is a Class C misdemeanor. Id.</p> | <p>7.190, <i>Student Behavior</i></p> <p>4.170-AP1, <i>Comprehensive Safety and Security Plan, Letter J. Required Notices</i></p> |
| <p><b>A staff member is battered.</b></p> <p>This report is made by the Building Principal or designee to the Superintendent or designee and to any involved student's parent/guardian. The Superintendent or designee will immediately report to local law enforcement and will report to ISBE through SIRS as incidents occur during the school year and no later than August 1 for the preceding school year. 105 ILCS 5/10-21.7, amended by P.A. 102-894.</p>  | <p>4.170-AP1, <i>Comprehensive Safety and Security Plan, Letter J. Required Notices</i></p>                                       |

Adopted: September 24, 2014  
Reviewed: November 2024  
Amended: December 18, 2024

| Mandated Reports Concerning School Safety and Security   | Resources   |
|--|---|
| <p><b>A student engaged in aggressive behavior.</b></p> <p>The Superintendent or designee is required to make this report. This report is made to the parent/guardian of a student who engaged in aggressive behavior including, without limitation, bullying. 105 ILCS 5/10-20.14(d). No specific time period is stated in the statute.</p>   | <p>7.180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i></p> <p>7.190, <i>Student Behavior</i></p> <p>7.190-E1, <i>Aggressive Behavior Reporting Letter and Form</i></p>   |
| <p><b>Required Notices Concerning School Safety and Security</b></p>   | <p><b>Resources</b></p>   |
| <p><b>Human Trafficking Hotline.</b></p> <p>The Superintendent or designee ensures the Ill. Dept. of Human Services' notice is posted in conspicuous and accessible locations such as administrative offices or other locations in view of school employees.</p> <p>This notice is required by the Human Trafficking Resource Center Notice Act, 775 ILCS 50/.</p>   | <p>Notice available for download at:<br/><a href="http://www.dhs.state.il.us/page.aspx?item=82023">www.dhs.state.il.us/page.aspx?item=82023</a>.</p>  |
| <p><b>Lead in Drinking Water.</b></p> <p>If samples from any drinking water lead test performed in any District school(s) exceed five parts per billion, the Superintendent or designee provides notification of the sampling results to the parents or guardians of all enrolled students.</p> <p>This notification is required by 225 ILCS 320/35.5(c)(3).</p>   | <p>4.170, <i>Safety</i></p>   |
| <p><b>Sex Offender Information is Available.</b></p> <p>This notice is provided to the parents/guardians of students at either registration or progress conferences.</p> <p>Either the Building Principal or teacher shall notify the parents/guardians that information about sex offenders is available on the ISP website. 730 ILCS 152/120(g).</p> <p>This notice is required by the Sex Offender Community Notification Law, 730 ILCS 152/120(g).</p> | <p>4.170, <i>Safety</i></p> <p>4.175-AP1, <i>Criminal Offender Notification Laws; Screening</i></p> <p>4.175-AP1, E1, <i>Informing Parents/Guardians About Offender Community Notification Laws</i></p> |

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**Administrative Procedure - Comprehensive Safety and Security Program**

**Contents**

- A. Safety and Security Related Policies, Administrative Procedures, and Forms
  - B. Definitions
  - C. Director of Safety and Security and District Safety Team; Responsibilities
  - D. Annual Safety Review
  - E. School Safety Drill Plan
  - F. District Emergency Operations Plan (EOP) Template
  - G. Material to be Included in Each Building EOP
  - H. Managing Communications About an Emergency
  - I. Required Notices
  - J. Resources
- Attachment A – Emergency Operations Plan Format

**A. Safety and Security Related Policies, Administrative Procedures, and Forms**

Administrative material on school safety and security may be implemented under this plan, including, without limitation, any in the following list.

- 4.60-AP3 Criminal History Records Check of Contractor Employees
- 4.110-AP1 School Bus Post-Accident Checklist
- 4.110-AP3 School Bus Safety Rules
- 4.110-E Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses
- 4.160-AP Environmental Quality of Buildings and Grounds
- 4.170-AP1, E1 Incident Report Form
- 4.170-AP1, E2 Memo to Staff Members Regarding Contacts by Media About a Crisis
- 4.170-AP2 Routine Communications Concerning Safety and Security
- 4.170-AP2, E1 Letter to Parents/Guardians Regarding Student Safety
- 4.170-AP2, E2 Letter to Parents/Guardians Regarding the Dangers of Underage Drinking
- 4.170-AP2, E3 Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers
- 4.170-AP2, E4 Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting
- 4.170-AP2, E5 Notice to Parents/Guardians of Lockdown Drill; Opt-out
- 4.170-AP4 National Terrorism Advisory System
- 4.170-AP5 Unsafe School Choice Option
- 4.170-AP6 Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED
- 4.170-AP6, E1 School Staff AED Notification Letter
- 4.170-AP6, E2 Notification to Staff and Parents/Guardians of CPR and AED Video
- 4.170-AP8 Movable Soccer Goal Safety
- 4.175-AP1 Criminal Offender Notification Laws; Screening
- 4.175-AP1, E1 Informing Parents/Guardians About Offender Community Notification Laws
- 4.180-AP1 School Action Steps for Pandemic Influenza or Other Virus/Disease
- 4.180-AP2 Pandemic Influenza Surveillance and Reporting
- 4.190 Targeted School Violence Prevention Program
- 4.190-AP1 Targeted School Violence Prevention Program
- 4.190-AP1, E1 Targeted School Violence Prevention Program Resources
- 4.190-AP2 Threat Assessment Team (TAT)
- 4.190-AP2, E1 Principles of Threat Assessment
- 4.190-AP2, E2 Threat Assessment Documentation
- 4.190-AP2, E3 Threat Assessment Key Areas and Questions; Examples

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Adopted: October 28, 2009  
Reviewed: November 2024  
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|----------------|--|
| 4.190-AP2, E4  | Responding to Types of Threats   |
| 4.190-AP2, E5, | Threat Assessment Case Management Strategies   |
| 4.190-AP2, E6, | Targeted School Violence Prevention and Threat Assessment Education                          |
| 6.235-E4       | Keeping Yourself and Your Kids Safe On Social Networks                                       |
| 6.235-E5       | Children's Online Privacy Protection Act   |
| 7:140-E1       | Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act         |
| 7:150-AP       | Agency and Police Interviews   |
| 7.280-AP       | Managing Students with Communicable or Infectious Diseases                                   |
| 7.290-AP       | Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program |

**B. Definitions**

*EOP* is an all hazards Emergency Operations Plan (formerly Crisis Plan). Each school or facility has an EOP.

*First responders* are local law enforcement, fire department officials, emergency medical services personnel, and any other entity in the community that provides emergency assistance.

*Incident* means any event or occurrence that threatens the safety and security of individuals on school property or at school events.

*Director of Safety and Security* is the individual who manages the District's safety and security efforts, chairs District's Safety Team meetings, and coordinates the District's response during an emergency.

*District Safety Team* is the Superintendent's administrative committee that is responsible for planning, development, review, implementation, and revision of the District's safety initiatives.

*SRO* means school resource officer, defined as a law enforcement officer who has been primarily assigned to a school or school district under an agreement with a local law enforcement agency.

**C. Director of Safety and Security and District Safety Team; Responsibilities**

The Director of Safety and Security:

1. ensures compliance with laws related to safety including the School Safety Drill Act, Joint Rules of the Office of the State Fire Marshall and the Illinois State Board of Education: School Emergency and Crisis Response Plans, NIMS;
2. manages the District's safety and security efforts, remaining current on best practices;
3. chairs District Safety Team meetings; and
4. coordinates the District's response during an emergency.

The Superintendent appoints members of the District's Safety Team, with input from the Director of Safety and Security. The District Safety Team is a multi-disciplinary team consisting of the Director of Safety and Security, the Attorney for the District, and representatives from the following groups:

1. District administration;
2. Building administration;
3. Teachers;
4. Nurses;
5. School resource officers;
6. Local law enforcement;
7. Local fire department;
8. Emergency management officials;

9. District Technology Department;
10. Paraprofessionals;
11. Maintenance and custodians;
12. Food Service; and
13. Other school and community partners.

The District Safety Team:

1. advises and assists the Director of Safety and Security on safety and emergency issues;
2. plans, develops, implements, reviews, and revises the District's all-hazards Emergency Operations Plan (EOP) template consistent with Presidential Policy Directive (PPD) 8, the National Incident Management System (NIMS), Incident Command System (ICS), the Guide for Developing High-Quality School Emergency Operations Plans;
3. plans, develops, and conducts training exercises, including tabletop exercises, drills, functional exercises, and full-scale exercises; and
4. conducts the Annual Safety Review.

District Safety Team meetings are held as determined by the Director of Safety and Security but no less than once per year. The following matters are suggested agenda items:

Review purposes of District Safety Team

Review planning principles and process

Review and revise threats and hazards, goals and objectives, and courses of action in District EOP template

Review and revise goals and objectives for threats and hazards

Review and revise courses of action for threats and hazards

Committee reports and recommendations including:

- Safety and security data from incidents, investigations, audits, etc.
- Recommendations received from stakeholders and first responders
- Emerging issues
- Status of EOPs
- Status of safety and security communication systems

Plan training exercises

Safety Team training

#### **D. Annual Safety Review**

The Director of Safety and Security facilitates the annual safety review meeting conducted by the School Board or its designee, as required by 105 ILCS 128/25, amended by P.A.s 101-455 102-395 and 103-608, eff. 1-1-25 and 128/30. During the annual safety review, the law requires the School Board or its designee to "review each school building's emergency and crisis response plans, protocols, and procedures, including procedures regarding the District's threat assessment team, procedures regarding the District's cardiac emergency response plan, the efficacy and effects of law enforcement drills, and each building's compliance with the school safety drill programs." If the school board uses a designee, it should preferably be someone other than the Director of Safety and Security to assure an unbiased audit. The Director of Safety and Security assists the Board or its designee to comply with annual review requirements, including without limitation, the completion of a report certifying that the review took place. See the Ill. State Board of Education (ISBE) website for an annual review checklist and report at [www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx](http://www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx). The Open Meetings Act (OMA) allows the Board to enter closed session to discuss security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property (5 ILCS 120/2(c)(8)). Consult the Attorney for the District for assistance with this OMA exception.

**E. School Safety Drill Plan**

The School Safety Drill Act (105 ILCS 128/, amended by P.A. and 102-395, 102-791, 103-104, 103-197, and 103-780) and any implementing State administrative rules contain the requirements for the District's safety drills and shall supersede this procedure in the event of a conflict.

The Building Principal shall keep the Director of Safety and Security informed of when drills are scheduled and/or accomplished. ISBE's fillable School Drill Documentation form for documenting the completion of minimum drill requirements may be used (see [www.isbe.net/Documents/91-02\\_school\\_drill\\_documentation.pdf](http://www.isbe.net/Documents/91-02_school_drill_documentation.pdf)).

Each academic year, each school building that houses school children must conduct a minimum of:

**Three school evacuation drills** - These drills prepare students and personnel for situations that occur when conditions outside of a school building are safer than inside a school building. Evacuation may be necessary, depending on the circumstances, in the event of fire, presence of a suspicious item or person, incident involving a hazardous material, including but not limited to a chemical, incendiary, explosive, and bomb threat.

One of the three school evacuation drills requires the participation of the appropriate local fire department or district, unless waived as provided below. A date is selected according to the following timeline:

- No later than **September 1** of each year, each local fire department or fire district must contact the Building Principal in order to make arrangements.
- No later than **September 14** of each year, the Building Principal or designee and the local fire department or fire district may agree to waive the provisions concerning participation by the local fire department or district in a school evacuation drill.
- No later than **September 15** of each year, each Building Principal or designee must contact the responding local fire official and propose to the local fire official four dates within the month of October, during at least two different weeks of October, on which to hold the drill. The fire official may choose any of the 4 available dates, and if he or she does so, the drill occurs on that date.
- Alternatively, the Building Principal or designee and the local fire official may, by mutual agreement, set any other date for the drill, including a date outside of the month of October.
- If the fire official does not select one of the four offered dates in October or set another date by mutual agreement, the school does not need to include the local fire service in one of its mandatory school evacuation drills.

After a drill in which the local fire service participated, the principal should request certification from the local fire service that the school evacuation drill was conducted. Additional school evacuation drills for fire incidents may involve the participation of the appropriate local fire department or district. In addition, schools may conduct additional school evacuation drills to account for other evacuation incidents, including without limitation, suspicious items or bomb threats.

**One school bus evacuation drill** - This drill prepares students and school personnel for situations that occur when conditions outside of the bus are safer than inside the bus. Evacuation may be necessary, depending on the circumstances, in the event of a fire, presence of suspicious items, and incidents involving hazardous materials. Schools may conduct additional bus evacuation drills.

In addition, instruction on safe bus riding practices should be provided for all students. See Administrative Procedure 4.110-AP3, *School Bus Safety Rules*.

**One severe weather and shelter-in-place drill** - This drill prepares students for situations involving severe weather emergencies or the release of external gas or chemicals. Severe weather and shelter-in-place drills must address and prepare students and school personnel for possible tornado incidents. Other drills shall be based on the needs

and environment of particular communities, including severe weather (such as, tornadoes, wind shears, lightning, and earthquakes), incidents involving hazardous materials, and incidents involving weapons of mass destruction.

**One law enforcement lockdown drill** - This drill addresses a school shooting incident and evaluates the preparedness of school personnel and students for situations calling for the involvement of law enforcement when there is an active threat or an active shooter within a school building. A law enforcement lockdown drill must occur no later than 90 days after the first day of each school year. This drill must be conducted: (a) according to the District's emergency operations and crisis response plan(s), (b) on days and times when students are normally present in the school building, and (c) with the participation of all school personnel and students present at school at the time of the drill, except for those exempted at the discretion of administrators or school support personnel. The appropriate local law enforcement agency must observe administration of the drill.

Schools must notify parents/guardians in advance of any lockdown drill that involves student participation, and must allow parents/guardians to exempt their child from participating for any reason. The District may, at its discretion, exempt a student from participating in a lockdown drill. 105 ILCS 128/20(c)(4), added by P.A. 102-395. When deciding whether to exempt a student, the District must include the student's individualized education program team or 504 plan team, if any, in the decision. 105 ILCS 128/20(c)(4), amended by P.A. 103-197. For students who do not participate in the lockdown drill, districts must provide alternative safety education and instruction related to an active threat or active shooter event. For students who do participate in the lockdown drill, districts must allow them to ask questions related to it. See Exhibit 4.170-AP2, E5, *Notice to Parent/Guardian of Lockdown Drill; Opt-Out*. In addition, a law enforcement lockdown drill must meet each of the following criteria:

- During each calendar year, the appropriate local law enforcement agency contacts the Building Principal to request participation in the law enforcement lockdown drill. The Building Principal and the local law enforcement agency shall set, by mutual agreement, a date for the drill.
- The lockdown drill involves the onsite participation of the local law enforcement agency, provided that an agreeable date can be reached between the Building Principal and the local law enforcement agency. If the parties cannot reach an agreeable date, the school shall hold the drill without participation from the local law enforcement agency.
- After a drill in which local law enforcement participated, the Building Principal should request a certification from local law enforcement that the law enforcement lockdown drill was conducted. The local law enforcement agency shall also notify the school of any deficiencies noted during the drill.
- The lockdown drill cannot include any simulations that mimic an actual school shooting incident or active shooter event. Law enforcement may only run an active shooter simulation, including simulated gun fire drills, on school days when students are not present.
- All lockdown drills must be announced in advance to all school personnel and students prior to the commencement of the drill.
- Lockdown drill content must be age and developmentally appropriate, and must include trauma-informed approaches to address the concerns and well-being of school personnel.
- Lockdown drills must include and involve school personnel, including school-based mental health professionals.

The Director of Safety and Security, in cooperation with the Building Principal, shall encourage local law enforcement agencies to establish a school walk-through program. This program encourages local law enforcement officials to walk through school properties during their patrols with the goal of increasing security (school districts are encouraged, but not mandated, to do this by House Resolution 153 (98th General Assembly, 2013)).

#### **F. District Emergency Operations Plan (EOP) Template**

The District Safety Team shall develop, implement, and maintain a District EOP template using the process below, as explained in FEMA's Guide to Developing High-Quality School Emergency Operations Plans (2013), at [www.rems.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](http://www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf).

1. Develop a schedule and invite the participation of first responders.
2. Identify threats and hazards, assess risks, and prioritize threats and hazards.
3. Determine goals and objectives.
4. Develop, review, evaluate, and maintain the EOP.
5. Share the EOP with stakeholders and train them. This includes, without limitation, having the EOP accessible in a digital format.

The EOP shall include a plan for local law enforcement to rapidly enter a school building in an emergency. 105 ILCS 128/55, added by P.A. 103-194 and renumbered by P.A. 103-605.

The EOP shall be in the format suggested by and explained in FEMA's *Guide for Developing High-Quality School Emergency Operations Plans (2013)*, at [www.rems.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](http://www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf). See also *The Role of Districts in Developing High-Quality School Emergency Operations Plans: A Companion to the School Guide (2019)*, at: [https://rems.ed.gov/docs/District\\_Guide\\_508C.pdf](https://rems.ed.gov/docs/District_Guide_508C.pdf); and the **Attachment** to this procedure.

#### **G. Material to be Included in Each Building EOP**

The District Safety Team annually gathers and/or renews the following material for inclusion in the EOP:

1. District-level Targeted School Violence Prevention Plan. See Board Policy 4.190, *Targeted School Violence Prevention Program*, and Administrative Procedure 4.190-AP1, *Targeted School Violence Prevention Program*.
2. Building-level Threat Assessment Team procedures. See Administrative Procedure 4.190-AP2, *Threat Assessment Team (TAT)*.
3. Building evacuation protocol. The Building Principal or designee shall: (a) keep a comprehensive evacuation map - describing main and alternate routes - in the main office, (b) post signs containing main and alternate evacuation routes for each occupied area in a conspicuous place, preferably near the exit, (c) prepare evacuation plans for outdoor areas (playgrounds and stadiums), and (d) keep all staff informed of the evacuation plans.
4. Documents concerning safety drills. The Building Principal shall schedule, execute, and document safety drills as per the School Safety Drill Act (105 ILCS 128/, amended by P.A.s 102-395, 102-791, 103-104, 103-197, and 103-780) and this procedure.
5. Maps and layouts, including: (a) campus map, (b) building floor plan, (c) location of first aid kits, AEDs, bleeding control kits, automated external defibrillators (AEDs), fire extinguishers, and any trauma kits (105 ILCS 5/10-20.85, added by P.A. 103-128), and (d) map or plan describing the areas to be used in the event of an emergency or crisis for triage, emergency helicopter landing, media center, non-victim students, and parents/guardians. The Safety Team or Principal shall annually give a copy of these to first responders.
6. A protocol to secure a list of people present in the building at any time.
7. Tornado response plan, including a map showing tornado wall locations (105 ILCS 128/25).
8. Carbon monoxide alarm or detector activation plans, protocols and procedures (105 ILCS 5/10-20.57 and 430 ILCS 135/).
9. The safety equipment's maintenance schedule and the person(s) responsible.
10. An emergency early dismissal protocol.
11. A plan for inviting warnings or tips, e.g., a hotline or website for individuals to make anonymous tips.
12. A protocol for student supervision in the event of an emergency or crisis.
13. A safety patrol plan (105 ILCS 5/10-22.28).
14. Bicycle use rules.
15. Roadway and parking rules.

16. Emergency procedures to be followed in cases of injury to or sudden illness of students and/or staff at school and school events (23 Ill. Admin. Code §1.530(c)).
17. A cardiac emergency response plan in accordance with guidelines set forth by the American Heart Association or other nationally recognized, evidence-based standard that addresses the appropriate response to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency (105 ILCS 128/60, added by P.A. 103-608, eff. 1-1-25). The plan must include:

- a. Procedures to follow during a cardiac emergency;
- b. A list of every AED that is present and clearly marked or easily accessible at school athletic venues and events and at school, and the maintenance schedule for the AEDs; and
- c. The provision of information on hands-only cardiopulmonary resuscitation and use of AEDs to teachers, administrators, coaches, assistant coaches, and other school staff as identified by administrators, in accordance with 105 ILCS 110/3. Id.

See the American Heart Association's cardiac emergency response plan template and implementation materials, at [www.heart.org/CERP](http://www.heart.org/CERP).

18. A plan for giving students instructions on safe school bus riding practices, including the operation and use of emergency doors and windows (as a means of escape), seat belts, and fire extinguisher (105 ILCS 128/20(b)). The District's parent-teacher advisory committee, in cooperation with school bus personnel, establishes and maintains bus safety rules (105 ILCS 5/10-20.14). See Administrative Procedures 4.110-AP3, *School Bus Safety Rules*.
19. Safety and security related administrative material. See section A, above.
20. The location of any door security locking means and the use of the locking and unlocking means from within and outside the room(s) (105 ILCS 5/10-20.72, renumbered by P.A. 102-558).
21. Other documents identified by the Safety Team.

#### **H. Managing Communications About an Emergency**

The Director of Communications and Community Relations, with assistance from the Director of Safety and Security and District Safety Team, is responsible for compiling information and preparing communications concerning an emergency. The Director of Communications and Community Relations serves as the spokesperson during an emergency. All District communications should come from this source to ensure accuracy, credibility, and compliance with laws granting confidentiality to student records.

The spokesperson shall follow best practices for spokespersons during an emergency and receive training on public relations. The Director of Safety and Security and Attorney for the District serve as resources to the spokesperson. The objective is:

- To provide the maximum amount of verified information to staff members, students' family members, and the media as quickly as possible,
- While simultaneously respecting student privacy and complying with laws granting confidentiality to student records (Ill. School Student Records Act, 105 ILCS 10/; Family Educational Rights and Privacy Act, 20 U.S.C. §1232g). See Administrative Procedure 7.340-AP1, *School Student Records*.

All staff members are requested to refrain from spreading information about an emergency unless the information is from the Director of Communications and Community Relations. All inquiries should be directed to the spokesperson.

Everyone in the school community can positively affect an emergency situation by:

1. Avoiding speculation as to the cause.
2. Avoiding allocation of blame.
3. Helping school and law enforcement officials gather the facts.
4. Sticking to the facts during discussions.

5. Deferring all media requests to the spokesperson.
6. Comforting and supporting each other.

**I. Required Notices**

A school staff member shall immediately notify the Building Principal when he or she:

1. Observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision. 105 ILCS 5/10-27.1A(a).
2. Observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident. 105 ILCS 5/10-27.1B.
3. Observes a battery committed against any staff member or is subject to a battery. 105 ILCS 5/10-21.7

Upon receiving a report of No. 1, above, the Building Principal or designee shall immediately notify local law enforcement. 105 ILCS 5/10-27.1A(b), 5/10-27.1B, and 5/10-21.7. In addition, upon receiving a report on any of the above Nos. 1-3, the Building Principal or designee must notify the Superintendent or designee and any involved student's parent/guardian. See the **Required Notices** subhead of Board Policy 7.190, *Student Behavior*, and Exhibit 3.60-E1, *Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security*.

Upon receiving a report on any of the above, the Building Principal or designee shall immediately notify local law enforcement. 105 ILCS 5/10-27.1A, amended by P.A.s 103-34, 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling); 105 ILCS 5/10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling); and 105 ILCS 5/10-21.7. The Superintendent or designee will also report these incidents to ISBE through its web-based School Incident Reporting System (SIRS) as they occur during the year but no later than July 31 for the preceding school year. Id. SIRS is available at [www.isbe.net/Pages/School-Incident-Reporting-System.aspx](http://www.isbe.net/Pages/School-Incident-Reporting-System.aspx) or by going to ISBE's home page and accessing the District's Web Application Security (IWAS) account. Reporting on SIRS does not satisfy the requirement to report incidents to local law enforcement authorities.

**J. Resources**

Guide for Developing High-Quality School Emergency Operations Plans: At a Glance

[www.rems.ed.gov/K12GuideForDevelHQSchool.aspx](http://www.rems.ed.gov/K12GuideForDevelHQSchool.aspx)

Guide for Developing High-Quality School Emergency Operations Plans

[www.rems.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](http://www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf)

The Role of Districts in Developing High-Quality School Emergency Operations Plans: A Companion to the School Guide

[https://rems.ed.gov/docs/District\\_Guide\\_508C.pdf](https://rems.ed.gov/docs/District_Guide_508C.pdf)

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center Tool Box

[www.rems.ed.gov/toolbox.aspx](http://www.rems.ed.gov/toolbox.aspx)

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training Institute

[www.alicetraining.com](http://www.alicetraining.com)

ISBE/OSFM All Hazard Preparedness Guide for Illinois Schools

[www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx](http://www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx)

Illinois Emergency Management Agency (IEMA)

[www2.illinois.gov/ready/Pages/default.aspx](http://www2.illinois.gov/ready/Pages/default.aspx)

Schools/Campus – Resources, including School Safety Information Sharing

<https://ready.illinois.gov/plan/schools.html>

Adopted: October 28, 2009

Reviewed: November 2024

Amended: December 18, 2024

Safe2Help Illinois, designed to offer students a safe, confidential way in which to share information that might help prevent suicides, bullying, school violence, or other threats to school safety,

[www.safe2helpil.com/](http://www.safe2helpil.com/)

Illinois Terrorism Task Force

<https://ready.illinois.gov/hazards/terrorism.html>

National Association of School Psychologists (NASP) - Recommendations for Comprehensive School Safety Policies

[www.nasponline.org/resources-and-publications/resourcesand-podcasts/school-safety-and-crisis](http://www.nasponline.org/resources-and-publications/resourcesand-podcasts/school-safety-and-crisis)

U.S. Secret Service (USSS) National Threat Assessment Center

[www.secretservice.gov/protection/ntac](http://www.secretservice.gov/protection/ntac)

Improving School Safety Through Bystander Reporting: A Toolkit for Strengthening K-12 Reporting Programs, developed by the USSS NTAC and the Cybersecurity and Infrastructure Security Agency (CISA)

[www.secretservice.gov/sites/default/files/reports/2023-05/cisa-ussk-12-bystander-reporting-toolkit-508\\_final\\_0.pdf](http://www.secretservice.gov/sites/default/files/reports/2023-05/cisa-ussk-12-bystander-reporting-toolkit-508_final_0.pdf)

Bomb Threat Response Planning Tool, developed by the U.S. Dept. of Justice's Bureau of Alcohol, Tobacco, Firearms and Explosives and the U.S. Dept. of Education's Office of Safe and Drug Free Schools

[www.ojp.gov/ncjrs/virtuallibrary/abstracts/bomb-threat-response-interactive-planning-tool-schools-cd-rom](http://www.ojp.gov/ncjrs/virtuallibrary/abstracts/bomb-threat-response-interactive-planning-tool-schools-cd-rom)

School Crisis Guide - Help and Healing in a Time of Crisis, published by NEA Health Information Network

[www.nea.org/resource-library/neas-school-crisis-guide](http://www.nea.org/resource-library/neas-school-crisis-guide)

**Attachment A**

**School Emergency Operations and Crisis Response Plan Format**

Basic Plan

|     |   |     |   |
|-----|---|-----|---|
| 1.  | Introductory Material                               | 3.  | Concept of Operations                               |
| 1.1 | Promulgation Document and Signatures                | 4.  | Organization and Assignment of Responsibilities     |
| 1.2 | Approval and Implementation                         | 5.  | Direction, Control, and Coordination                |
| 1.3 | Record of Changes                                   | 6.  | Information Collection, Analysis, and Dissemination |
| 1.4 | Record of Distribution                              | 7.  | Training and Exercises                              |
| 1.5 | Table of Contents                                   | 8.  | Administration, Finance, and Logistics              |
| 2.  | Purpose, Scope, Situation Overview, and Assumptions | 9.  | Plan Development and Maintenance                    |
| 2.1 | Purpose   | 10. | Authorities and References                          |
| 2.2 | Scope   |     |   |
| 2.3 | Situation Overview                                  |     |   |
| 2.4 | Planning Assumptions                                |     |   |

Functional Annexes

**Note:** This is not a complete list, but it is recommended that all SEOCRPs include at least the following functional annexes:

|    |                            |     |                                 |
|----|----------------------------|-----|---------------------------------|
| 1. | Communications             | 6.  | Reunification                   |
| 2. | Evacuation                 | 7.  | Continuity of Operations (COOP) |
| 3. | Shelter-in-Place           | 8.  | Security                        |
| 4. | Lockdown                   | 9.  | Recovery                        |
| 5. | Accounting for All Persons | 10. | Health and Medical              |

Threat- or Hazard-Specific Annexes

**Note:** This is not a complete list. Each school's annexes will vary based on its hazard analysis.

|    |                              |    |                              |
|----|------------------------------|----|------------------------------|
| 1. | Hurricane or Severe Storm    | 5. | Mass Casualty Incident       |
| 2. | Earthquake                   | 6. | Active Shooter               |
| 3. | Tornado                      | 7. | Pandemic or Disease Outbreak |
| 4. | Hazardous Materials Incident |    |                              |

## **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, 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 Ill. State Board of Education (ISBE).

### Automated External Defibrillator (AED)

At least one automated external defibrillator (AED) shall be present in each District attendance center during the school day and during any District-sponsored extracurricular activity on school grounds. In addition, 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 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; 29 Ill. Admin. Code Part 1500.  
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.  
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4.110 (Transportation), 4.175 (Convicted Child Sex Offender; Screening; Notifications), 4.180 (Pandemic Preparedness; Management; and Recovery), 5.30 (Hiring Process and Criteria), 8.30 (Visitors to and Conduct on School Property), 8.100 (Relationships with Other Organizations and Agencies)

## **Revenue and Investments**

### Revenue

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

### Investments

The Chief Financial Officer shall serve as the District's Chief Investment Officer. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

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

### Investment Objectives

The objectives for the District's investment activities are:

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

### Authorized Investments

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

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

The term "agencies of the United States of America" includes: (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and

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Acts amendatory thereto; (ii) the federal home loan banks and the federal home loan mortgage corporation; and (iii) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (i) such obligations are rated at the time of purchase at 1 of the 3 highest classifications established by at least 2 standard rating services and which mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10 percent of the corporation's outstanding obligations, and (iii) no more than one-third of the District's funds may be invested in short term obligations of corporations under this paragraph.
5. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature more than 270 days but less than 10 years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in obligations of corporations under this paragraph.
6. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) of this subsection and to agreements to repurchase such obligations.
7. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivision.
8. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this state or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Superintendent or designee, the public funds so invested will be required for expenditure by the District or its governing authority.
9. Dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.

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10. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
  11. The Illinois School District Liquid Asset Fund Plus.
  12. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

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

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- b. The Superintendent or designee, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, which acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
- d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
- e. The security interest must be perfected.
- f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
- g. Agreements shall be for periods of 330 days or less.
- h. The Superintendent or designee informs the custodial bank in writing of the maturity details of the repurchase agreement.
- i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the

securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District's claims to rights to those securities.

- j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Superintendent or designee.
  - k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.
13. Any investment as authorized by the Public Funds Investment Act, and Acts mandatory thereto. Paragraph 13 supersedes paragraphs 1-12 and controls in the event of conflict.

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

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

Selection of Depositories, Investment Managers, Dealers, and Brokers

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

In order to be an authorized depository, each institution must submit copies of the last 2 sworn statements of resources and liabilities or reports or examination, which the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination, which it is required to furnish to the appropriate State or federal agency.

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

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

- 1. For financial institutions subject to the federal Community Reinvestment Act of 1977 (CRA), the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the CRA;

2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

The District may not deposit public funds in a financial institution subject to the CRA unless the institution has a current rating of satisfactory or outstanding under the CRA.<sup>15</sup> When investing or depositing public funds, the District may give preference to financial institutions that have a current rating of outstanding under the CRA.

#### Collateral Requirements

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

#### Safekeeping and Custody Arrangements

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

#### Controls and Reports

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

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

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

Ethics and Conflicts of Interest

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by *Board policy 2.100*. No District employee having influence on the District's investment decisions shall:

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

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

CROSS REF.: 2.100 (Board Member Conflict of Interest), 4.10 (Fiscal and Business Management), 4.80 (Accounting and Audits)

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Adopted: September 25, 1996  
Reviewed: November 2024  
Amended: December 18, 2024

### **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 \$35,000 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 5/22-94:
    - (1) prohibit any of its employees from having direct contact with children or students if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose;
    - (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR;
    - (3) maintain all records of EHRs and provide the District access to such records upon request; and
    - (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g).
  - c. In accordance with 105 ILCS 5/24-5:
    - (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and
    - (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis

screening, as required by the Illinois Dept. of Public Health rules or order of a local health official.

9. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
10. Design-build contracts must comply with 105 ILCS 5/15A-1 et seq.
11. Any new contract for a district-administered assessment must comply with 105 ILCS 5/10-20.86.
12. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

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, 5/10-20.86, 5/10-21.9, 5/10-22.34c,  
5/15A-1 et seq., 5/19b-1 et seq., 5/22-94, and 5/24-5.  
30 ILCS 708/, Grant Accountability and Transparency Act.  
410 ILCS 170/, Coal Tar Sealant Disclosure Act.  
820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2.100 (Board Member Conflict of Interest), 4.70 (Resource Conservation),  
4.150 (Facility Management and Building Programs), 4.175 (Convicted Child  
Sex Offender; Screening; Notifications), 5.90 (Abused and Neglected Child  
Reporting)

**Administrative Procedure / General Personnel -  
 Fair Labor Standards Act Exemptions**

**Important** ~ School officials should contact the Attorney for the District for application of the Fair Labor Standards Act to specific situations. The information contained in this procedure, and any information provided in the hyperlinks contained in it, should be confirmed with the Attorney for the District before its application to a specific situation.

**Overview**

- An exempt employee in Illinois is “any employee employed in a bona fide executive, administrative or professional capacity, ..., as defined by or covered by the Federal Fair Labor Standards Act of 1938 and the rules adopted under that Act, as both exist on March 30, 2003, but compensated at the amount of salary specified [current federal rules].” 820 ILCS 105/4a.
- U.S. Dept. of Labor (DOL) rules, set the minimum salary threshold for an employee, to qualify as exempt executive, administrative or professional employee.” 29 C.F.R. 541.600.
- Guidance on the U.S. Dept. of Labor’s website includes:

Salary thresholds: [www.dol.gov/agencies/whd/overtime/rulemaking](http://www.dol.gov/agencies/whd/overtime/rulemaking)

Exemptions from overtime pay provisions: [www.dol.gov/agencies/whd/compliance-assistance/handy-reference-guide-flsa#8](http://www.dol.gov/agencies/whd/compliance-assistance/handy-reference-guide-flsa#8)

Exempt vs. non-exempt status of a particular job: [www2.illinois.gov/idol/Laws-Rules/FLS/Pages/overtime-exemption.aspx](http://www2.illinois.gov/idol/Laws-Rules/FLS/Pages/overtime-exemption.aspx)

| <b>FLSA Exemption Category</b> | <b>Staff Positions</b>  |
|--------------------------------|---|
| Non-covered persons            | Independent contractors: <a href="http://www.dol.gov/agencies/whd/fact-sheets/13-flsa-employment-relationship">www.dol.gov/agencies/whd/fact-sheets/13-flsa-employment-relationship</a><br><br>Volunteers: <a href="http://www.dol.gov/sites/dolgov/files/WHS/legacy/files/FOH_Ch10.pdf">www.dol.gov/sites/dolgov/files/WHS/legacy/files/FOH_Ch10.pdf</a><br><br>Student teachers who: (1) receive academic credit for their work experience, (2) do not displace regular employees, (3) work under close supervision, and (4) are not entitled to a job at the end of their training<br>( <a href="http://www.dol.gov/sites/dolgov/files/WHD/legacy/files/2006_04_06_12_FLSA.pdf">www.dol.gov/sites/dolgov/files/WHD/legacy/files/2006_04_06_12_FLSA.pdf</a> ) |
| Executive employees            | Superintendent<br>Associate/Assistant Superintendents<br>Directors<br>Supervisors<br>Other department managers  |
| Administrative employees       | Building Principals<br>Assistant/Associate Principals<br>Data systems analysts or computer programmers involved in obtaining solutions to complex business problems: <a href="http://www.dol.gov/agencies/whd/fact-sheets/17e-overtime-computer">www.dol.gov/agencies/whd/fact-sheets/17e-overtime-computer</a><br>Other certificated administrative staff  |

Adopted: May 28, 2014  
 Reviewed: November 2024  
 Amended: December 18, 2024

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| <b>FLSA Exemption Category</b> | <b>Staff Positions</b>  |
|--------------------------------|---|
| Professional employees         | Teachers<br>Counselors<br>Registered nurses<br>Media coordinators<br>Other non-supervising certificated staff   |
| Non-exempt employees           | Administrative Assistants/Secretaries<br>Receptionists<br>Bookkeepers<br>Cafeteria/Food Service workers<br>Crossing guards<br>Before/after school program workers<br>Bus drivers/transportation workers<br>Computer lab managers<br>Custodians<br>Maintenance workers<br>Pre-school workers<br>Teacher aides, paraprofessionals, and assistants |

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**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, 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; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories.

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

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under Board Policy 2.260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board Policy 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. These individuals are listed below. No employee or applicant will be discriminated against because the employee:

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board Policy 2.260, *Uniform Grievance Procedure*. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

|  |            |  |
|--|------------|--|
| <b>Nondiscrimination Coordinator and</b> | Name:      | M. Curt Richardson   |
|  | Address:   | 1809 W. Hovey Ave.<br>Normal, IL 61761                       |
| <b>Complaint Manager:</b>                | Email:     | <a href="mailto:richardmc@unit5.org">richardmc@unit5.org</a> |
|  | Telephone: | (309) 557-4082   |
| <b>Complaint Managers:</b>               | Name:      | Heather Rogers   |

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Adopted: April 23, 1997  
Reviewed: November 2024  
Amended: December 18, 2024

Address: 1809 W. Hovey Ave.  
Normal, IL 61761  
Email: [rogersh@unit5.org](mailto:rogersh@unit5.org)  
Telephone: (309) 557-4041

Name: Dr. Kristal Shelvin  
Address: 1809 W. Hovey Ave.  
Normal, IL 61761  
Email: [shelvik@unit5.org](mailto:shelvik@unit5.org)  
Telephone: (309) 557-4035

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. §218d, Fair Labor Standards 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. §2000d et seq., Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.  
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, 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. §2000gg et seq., Pregnant Workers Fairness Act; 29 C.F.R Part 1636.  
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.  
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.  
Ill. Constitution, Art. I, §§17, 18, and 19.  
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.  
410 ILCS 130/40, Compassionate Use of Medical Cannabis 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.

Adopted: April 23, 1997  
Reviewed: November 2024  
Amended: December 18, 2024

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

CROSS REF.: 2.260 (Uniform Grievance Procedure), 2.265 (Title IX Grievance Procedure), 2.270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5.20 (Workplace Harassment Prohibited), 5.30 (Hiring Process and Criteria), 5.40 (Communicable and Chronic Infectious Disease), 5.50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis), 5.70 (Religious Holidays), 5.180 (Temporary Illness or Temporary Incapacity), 5.200 (Terms and Conditions of Employment and Dismissal), 5.250 (Vacation, Holidays, and Leaves of Absence), 5.270 (Employment At-Will, Compensation, and Assignment), 5.300 (Schedules and Employment Year), 5.330 (Vacation, Holidays, and Leaves), 7.10 (Equal Educational Opportunities), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8.70 (Accommodating Individuals with Disabilities)

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**Personal Technology and Social Media; Usage and Conduct**

Definitions

**Includes** – Means “includes without limitation” or “includes, but is not limited to.”

**Social media** - Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, X (formerly Twitter), Threads, Instagram, TikTok, Snapchat, Discord, 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 computers, tablets, smartphones, smartwatches, and other devices.

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 Board Policy 5.120, *Employee Ethics; Code of Professional 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 Board Policies 5.20, *Workplace Harassment Prohibited*; 5.100, *Staff Development Program*; 5.120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6.235, *Access to Electronic Networks*; and 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 Board Policy 5.90, *Abused and Neglected Child Reporting*.
7. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or other personally identifiable information about students) or personnel records, in compliance with Board 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.

#### Superintendent Responsibilities

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 implementing 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 – 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 actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, family responsibilities, reproductive health decisions, 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*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2.260, *Uniform Grievance Procedure*; 2.265, *Title IX Grievance Procedure*; 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; 7.20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

#### Sexual Harassment Prohibited

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

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

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

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| <b>Nondiscrimination Coordinator and</b> | Name: M. Curt Richardson<br>Address: 1809 West Hovey Ave.<br>Normal, IL 61761  |
| <b>Complaint Manager:</b>                | Email: richardmc@unit5.org<br>Telephone: (309) 557-4082  |
| <b>Complaint Managers:</b>               | Name: Heather Rogers<br>Address: 1809 W. Hovey Ave.<br>Normal, IL 61761<br>Email: <a href="mailto:rogersh@unit5.org">rogersh@unit5.org</a><br>Telephone: (309) 557-4041      |
|  | Name: Dr. Kristal Shelvin<br>Address: 1809 W. Hovey Ave.<br>Normal, IL 61761<br>Email: <a href="mailto:shelvik@unit5.org">shelvik@unit5.org</a><br>Telephone: (309) 557-4035 |

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 sex-based harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under Board Policy 2.265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board Policy 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

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For any other alleged workplace harassment that does not require action under Board Policies 2.265, *Title IX Grievance Procedure*, or 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2.260, *Uniform Grievance Procedure*, and/or 5.120, *Employee Ethics; Code of Professional Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board Policy 5.90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board Policy 2.265, *Title IX Sexual Harassment Grievance Procedure*, or Board Policy 2.260, *Uniform Grievance Procedure*.

#### Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, 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 policies 2.260, *Uniform Grievance Procedure*, 2.265, *Title IX Grievance Procedure*, and 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), 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/or the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to the employee's 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.

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

LEGAL REF.: 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.  
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.  
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.  
775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.  
56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.  
Vance v. Ball State Univ., 570 U.S. 421 (2013).  
Crawford v. Metro. Gov't of Nashville & Davidson City., 555 U.S. 271 (2009).  
Jackson v. Birmingham Bd. Of Educ., 544 U.S. 167 (2005).  
Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).  
Burlington Indus. V. Ellerth, 524 U.S. 742 (1998).  
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).  
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).  
Porter v. Erie Foods Int, Inc., 576 F.3d 1021 (7th Cir. 2004).  
Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).  
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2004).  
Sangamon Cnty. Sherriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2.260 (Uniform Grievance Procedure), 2.265 (Title IX Sexual Harassment Grievance Procedure), 2.270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4.60 (Purchases and Contracts), 5.10 (Equal Employment Opportunity), 5.90 (Abused and Neglected Child Reporting), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7.20 (Harassment of Students Prohibited), 8.30 (Visitors to and Conduct on School Property)

**General Personnel – Abused and Neglected Child Reporting**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall immediately report or cause a report to be made to the 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).

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](http://www.report.cybertip.org) or [www.missingkids.org](http://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 (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations as required by law and Board 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 Board 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 (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under *Faith's Law*, and (2) that act resulted in the license holder's dismissal or resignation from the District, the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

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

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

Special School 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.

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When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in Board 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, 5/21B-85, 5/22-85.5, and 5/22-85.10.  
20 ILCS 1305/1-1 et seq., Department of Human Services Act.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2.20 (Powers and Duties of the School Board; Indemnification), 3.40 (Superintendent), 3.50 (Administrative Personnel Other Than the Superintendent), 3.60 (Administrative Responsibility of the Building Principal), 4.60 (Purchases and Contracts), 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5.20 (Workplace Harassment Prohibited), 5.30 (Hiring Process and Criteria), 5.100 (Staff Development Program), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5.150 (Personnel Records), 5.200 (Terms and Conditions of Employment and Dismissal), 5.290 (Employment Termination and Suspensions), 6.120 (Education of Children with Disabilities), 6.250 (Community Resource Persons and Volunteers), 7.20 (Harassment of Students Prohibited), 7.150 (Agency and Police Interviews)

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### **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 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. Processes that provide a student's parent(s)/guardian(s) with:
  - a. Written notification when their child is eligible for enrollment in accelerated courses; and
  - b. Notification of a decision affecting their child's participation in the APP.
3. Assessment processes that include multiple valid, reliable indicators.
4. 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.
5. Waiver of a course completion requirement under Board Policy 6.300, *Graduation Requirements*, if the District determines that the student has demonstrated mastery of or competency in the content of the course or unit of instruction.

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

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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)

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**Remote and/or Blended Remote Learning Day Plan(s)**

Use this procedure in conjunction with the subhead **Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)** in Board Policy 4.180, *Pandemic Preparedness; Management; and Recovery*.

When the District must implement a Remote and/or Blended Remote Learning Day Plan (Plan) that designates *remote learning days* (RLDs) and/or *blended remote learning days* (BRLDs) for instruction in grades pre-kindergarten through 12, the Superintendent must approve a Plan, present the Plan to the Board for adoption prior to its implementation, implement the Plan after Board approval, and post it on the District's website.

The Superintendent will begin the process of developing a Plan in one of the two following ways:

1. Adapting the District's e-learning program (adopted by the Board pursuant to 105 ILCS 5/10-20.56) into a Plan and ensuring that it is posted on the District's website and communicated to the community in accordance with this procedure. See *E-learning Program; Days*, in the **Definitions** subhead below for more information about an e-learning program.
2. Using this procedure if the District has not implemented an e-learning program.

Definitions

**Blended Remote Learning Days (BRLDs)** – School attendance days during which the District provides hybrid days of in-person and remote instruction to students. Once the State Superintendent of Education declares that the District must use remote learning days or blended remote learning days, the Superintendent implements these days in grades pre-kindergarten through 12. These days are counted as days of attendance and are pupil attendance days for calculation of the length of a school term under 105 ILCS 5/10-19 and 5/10-19.05. If the District has implemented an *e-learning program*, these school attendance days may be met through it. See 105 ILCS 5/10-30.

**E-learning Program; Days** – E-learning is short for electronic learning. As an optional instructional tool for school districts, e-learning days are part of an implemented *e-learning program* in the District that:

1. Uses the Internet, telephones, texts, chat rooms, or other similar means of electronic communication for instruction and interaction between teachers and students that meet the needs of all learners; and
2. Addresses a district's responsibility to ensure that all teachers and staff who may be involved in the provision of e-learning have access to any and all hardware and software that may be required for the program.

An e-learning program is implemented after a school board:

1. Adopts a resolution to implement research-based program(s) for district-wide e-learning days that permit student instruction to be received electronically while students are not physically present in lieu of the district's scheduled emergency days as required by 105 ILCS 5/10-19 (105 ILCS 5/10-20.56(b), amended by P.A. 103-780);
2. Conducts a public hearing on the District's initial e-learning program proposal or renewal with at least 10 days' advanced notice (Id. at 5/10-20.56(c)); and
3. Before the implementation of any e-learning days in that school year, to ensure access for all students, receives verifications by the regional office of education (ROE) or intermediate service center (ISC) that the board's proposal for an e-learning program has: (a) met the requirements specified in 105 ILCS 5/10-20.56, amended by P.A.s 102-584, 102-697, and 103-780; (b) the components designed to reasonably and practicably accomplish the requirements outlined in the enabling statute; and (c) not exceeded the minimum number

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of emergency days in a district’s approved school calendar. In its verification process, the ROE/ISC ensures that the specific needs of all students are met, including special education students and English Learners, and that all mandates are still met using the proposed research-based program. See 105 ILCS 5/10-20.56(b), amended by P.A.s 102-584 and 103-780.

While the ROE/ISC must annually verify a district’s e-learning program, the Board’s approval of an e-learning program is for a term of three years. 105 ILCS 5/10-20.56(d)(10), amended by P.A. 103-780.

**Plan** – The District’s formal implementation of remote instruction that includes RLDs and BRLDs. If the District already has an e-learning program in place, it should adapt the program into a Plan by ensuring that the requirements for communicating the Plan, e.g., website posting, etc. are met. When finalized, it is provided to students and faculty, posted on the District’s website where other policies, rules, and standards of conduct are posted, and listed in Exhibit 2.250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Plans should be periodically reviewed and amended to ensure the needs of all students continue to be met throughout the suspension of in-person learning. If a plan is amended, post the amended plan to the District website.

**Remote Learning Days (RLDs)** – Remote learning is learning that happens outside of the traditional classroom because the student and teacher are separated by distance and/or time. Remote learning can be real-time or flexibility-timed, and it may or may not involve technology. School attendance days are days that the District provides remote instruction to students. Once the State Superintendent of Education declares that the District must use remote learning days or blended remote learning days, the Superintendent implements these days in grades pre-kindergarten through 12 on days of attendance. These days are counted as pupil attendance days for calculation of the length of the District’s official calendar under 105 ILCS 5/10-19, and 5/10-19.05. If a district has implemented an *e-learning program*, these school attendance days may be met through it. Five RLDs, taken consecutively or in separate increments, may be used to develop, review, or amend the District’s Plan or provide professional development to staff about remote education; i.e., *Remote Learning Planning Days*. See 105 ILCS 5/10-30.

**Remote Learning Planning Days** – Up to five consecutive or separate increment days that a district may use to develop, review, or amend its Plan or to provide professional development to staff about remote education. These days are counted as days of attendance and are pupil attendance days for calculation of the length of a school term under 105 ILCS 5/10-19 and 5/10-19.05. See 105 ILCS 5/10-30.

Plan Development and Implementation

Use this Plan before, during, and after implementing 105 ILCS 5/10-30.

**Consult the Attorney for the District for guidance on this procedure.**

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| Board | If permitted by local resources and conditions, implement an e-learning program pursuant to 105 ILCS 5/10-20.56, amended by P.A.s 102-584, 102-697, and 103-780.<br><br>If the Board decides not to implement an e-learning program in the District, provides the Superintendent with the resources necessary to implement a Remote and/or Blended Remote Learning Day Plan (Plan) that meets the needs of all students. 105 ILCS 5/10-30.<br><br>Directs, through policy, the Superintendent to recommend any suspensions or amendments to policies to reduce any Board-required graduation or other instructional requirements in addition to the |

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| Actor                      | Action  |
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|                            | <p>minimum requirements specified in School Code that the District was not able to complete due to a pandemic. 105 ILCS 5/10-16.7.</p> <p>Monitors Board Policies 2.20, <i>Powers and Duties of the School Board; Indemnification</i>, 4.180, <i>Pandemic Preparedness; Management; and Recovery</i>, and 6.20, <i>School Year Calendar and Day</i>, 6.60, <i>Curriculum Content</i>, and 6.300, <i>Graduation Requirements</i> (if applicable), and makes changes recommended by the Superintendent. See Board Policy 2.240, <i>Board Policy Development</i>.</p> <p>Considers all policy changes recommended by the Superintendent pursuant to Board Policy 2.240, <i>Board Policy Development</i>, and included as a topic for discussion in the annual report required by Board Policy 6.10, <i>Educational Philosophy and Objectives</i>.</p> <p>Adopts the Superintendent-approved Plan for District-wide implementation.</p> <p>Provides appropriate, additional resources requested by the Superintendent to successfully implement the Plan.</p>   |
| Board and Superintendent   | <p>Identify, discuss, modify, and monitor relevant Board policies that remote learning may possibly affect, including but not limited to:</p> <ul style="list-style-type: none"> <li>4.130, <i>Free and Reduced-Price Food Services</i></li> <li>4.180, <i>Pandemic Preparedness; Management; and Recovery</i></li> <li>5.35, <i>Compliance with the Fair Labor Standards Act</i></li> <li>5.40, <i>Communicable and Chronic Infectious Disease</i></li> <li>5.180, <i>Temporary Illness or Temporary Incapacity</i></li> <li>5.185, <i>Family and Medical Leave</i></li> <li>5.200, <i>Terms and Conditions of Employment and Dismissal</i></li> <li>5.270, <i>Employment At-will, Compensation, and Assignment</i></li> <li>5.300, <i>Schedules and Employment Year</i></li> <li>5.330, <i>Sick Days, Vacation, Holidays and Leaves</i></li> <li>6.10, <i>Educational Philosophy and Objectives</i></li> <li>6.15, <i>School Accountability</i></li> <li>6.20, <i>School Year Calendar and Day</i></li> <li>6.30, <i>Organization of Instruction</i></li> <li>6.60, <i>Curriculum Content</i></li> <li>6.120, <i>Education of Children with Disabilities</i></li> <li>6.150, <i>Home and Hospital Instruction</i></li> <li>6.190, <i>Extracurricular and Co-Curricular Activities</i></li> <li>6.300, <i>Graduation Requirements</i></li> <li>7.70, <i>Attendance and Truancy</i></li> <li>7.280, <i>Communicable and Chronic Infectious Disease</i></li> <li>8.30, <i>Visitors to and Conduct on School Property</i></li> <li>8.100, <i>Relations with Other Organizations and Agencies</i></li> </ul> |
| Superintendent or Designee | <p>When the District is required by the State Superintendent of Education to implement RLDs and/or BRLDs:</p> <ol style="list-style-type: none"> <li>1. If an e-learning program is in place:             <ol style="list-style-type: none"> <li>a. Adapts it into a Plan by ensuring that the requirements for communicating the Plan, e.g., website posting, etc. are met;</li> <li>b. Approves the Plan; and</li> </ol> </li> </ol>  |

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|                           | <ul style="list-style-type: none"> <li>c. Presents the Plan to the Board for adoption.</li> <li>2. If an e-learning program is not in place:                             <ul style="list-style-type: none"> <li>a. Establishes a District-wide Remote Learning Committee to design a Plan for implementation of RLDs and BRLDs. Committee members should include:                                     <ul style="list-style-type: none"> <li>District-level administrators</li> <li>Building Principals (Building Principals are mandatory for successful implementation of the Plan)</li> <li>Pandemic Planning Team member(s)</li> <li>Director of Safety and Security (see Administrative Procedure 4.170-AP1, <i>Comprehensive Safety and Security Plan, Part C, Director of Safety and Security and District Safety Team; Responsibilities</i>)</li> <li>District 504 Coordinator (see Board Policy 6.120, <i>Education of Children with Disabilities</i>, and Exhibit 6.120, AP1, E1 <i>Notice to Parents/Guardians Regarding Section 504 Rights</i>)</li> <li>Staff members</li> <li>Parents/Guardians</li> <li>Students</li> </ul> </li> <li>b. Chairs and convenes Committee meetings. Manages virtual attendance by some or all Committee members when necessary.</li> </ul> </li> <li>3. Designates RLDs and/or BRLDs in grades pre-kindergarten through 12.</li> <li>4. Approves the Plan and presents it to the Board for adoption.</li> <li>5. Implements the Plan.</li> <li>6. Ensures that the Plan is provided to students and faculty, posted on the District's website where other policies, rules, and standards of conduct are posted, and listed in Exhibit 2.250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i>.</li> <li>7. Provides periodic reports to the Board about the Committee's progress and needs, along with any amendments to the Plan for the purposes of ensuring that it meets the needs of all students by adding information items to the Board's agendas as needed.</li> </ul> |
| Remote Learning Committee | <p>Designs a Plan for the Superintendent's approval and Board's adoption to implement remote instruction through the District in a manner that:</p> <p>Explores what may work best for the school community using:</p> <ul style="list-style-type: none"> <li>1. Any remote learning guidance issued by the Ill. State Board of Education (ISBE), at <a href="https://www.isbe.net/Pages/covid19.aspx">https://www.isbe.net/Pages/covid19.aspx</a></li> <li>2. Potentially uses Remote Learning Planning Days consecutively or in separate increments to develop, review, or amend this Plan or provide professional development to staff about remote education;</li> </ul>  |

| Actor     | Action  |
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|           | <p>If the District does not have an e-learning program, includes design in the Plan for implementation of remote instruction that also provides:</p> <ol style="list-style-type: none"> <li>1. Accessibility of remote instruction to all students enrolled in the District;</li> <li>2. Hybrid RLDs and BRLDs, as directed or allowed by the ISBE;</li> <li>3. Activities for both RLDs and BRLDs that align with State learning standards and Board Policies 6.10, <i>Educational Philosophy and Objectives</i>, 6.15, <i>School Accountability</i>, 6.30, <i>Organization of Instruction</i>, 6.60, <i>Curriculum Content</i>, and 6.300, <i>Graduation Requirements</i>, if applicable;</li> <li>4. Communication between students and teacher(s), as necessary to align with the requirements of Board Policy 7.340, <i>Student Records</i>;</li> <li>5. Methods to address the unique needs of students in special populations, including, but not limited to, students eligible for special education under 105 ILCS 5/14-1.01 <i>et seq.</i>, students who are English learners as defined in 105 ILCS 5/14C-2, and students experiencing homelessness under the Education for Homeless Children Act (105 ILCS 45/), or vulnerable student populations;</li> <li>6. Guidance for how the District will take attendance and monitor and verify each student's remote participation; and</li> <li>7. Resources for transitions from remote learning to in-person instruction when the State Superintendent declares that RLDs and/or BRLDs are no longer deemed necessary.</li> </ol> <p>Delivers the Plan to the Superintendent for approval in a format that is easily posted on the District's website.</p> <p>Periodically reviews and amends the Plan, with the Superintendent as needed, to ensure it meets the needs of all students. 105 ILCS 5/10-30(5).</p> <p>Recommends to the Board, through the Superintendent, any policy changes for consideration. See Board Policy 2.240, <i>Board Policy Development</i>.</p> <p>Reports reviews and amendments to the Plan to the Superintendent or designee.</p> |
| All Staff | Implements the Plan.  |

LEGAL REF.: 105 ILCS 5/10-30.

### **Comprehensive Health Education Program**

105 ILCS 110/3 requires the District to implement a Comprehensive Health Education Program. Comprehensive Health Education Program is a systematic and extensive educational program designed to provide a variety of learning experiences based upon scientific knowledge of the human organism as it functions within its environment which will favorably influence the knowledge, attitudes, values and practices of Illinois [students]; and which will aid [students] in making wise personal decisions in matters of health.

Unless limited to specific grades, the following major educational areas are the basis for curricula in the District's Comprehensive Health Education Program in all elementary and secondary schools:

1. Human ecology and health;
2. Human growth and development;
3. In all grades, age-appropriate sexual abuse and assault awareness and prevention education. Pursuant to 105 ILCS 5/27-13.2, no student in grades pre-K through 8 shall be required to take or participate in any instruction for *recognizing and avoiding* sexual abuse if the student's parent/guardian submits written objection thereto. Refusal to participate in the instruction shall not be reason for failing, suspending, or expelling the student. Through grade 12, an age-appropriate and evidence-informed curriculum pursuant to *Erin's Law* will provide instruction pursuant to Board Policy 4.165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*. The Superintendent must ensure all parent(s)/guardian(s) of students in any of grades K through 8 receive not less than five days' written notice before commencing the instruction.
4. In all grades, a minimum of 16 hours of safety education in the courses of study regularly taught with instruction about:
  - a. Automobile safety, including traffic regulations, highway safety, and the consequences of alcohol consumption and the operation of a motor vehicle;
  - b. Safety in the home, including safe gun storage;
  - c. Safety in connection with recreational activities;
  - d. Safety in and around school buildings;
  - e. Safety in connection with vocational work or training;
  - f. For students in grades 9 through 11, CPR subject to the excusal limitations in the first aid item 26, below; and
  - g. For students in grades 6 through 8, CPR and how to use an AED by watching a training video on those subjects.
  - h. For students enrolled in pre-K through grade 6, water safety that incorporates evidence-based water safety instructional materials and resources.
5. In all grades, tobacco and e-cigarettes and other vapor devices;

6. In grades K through 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.
7. In grades K through 8, instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and the dangers of opioid and substance abuse that are integrated into the curricula and designed to promote effective methods for the prevention and avoidance of drug and substance abuse.
8. In grades K through 8, annual instruction on the danger of and how to avoid abduction as part of the District's regular curriculum.
9. In grades 5 through 12, alcohol and drug use and abuse, including the medical and legal ramifications of alcohol, drug, and tobacco use that integrates into existing curricula, instruction related to:
  - a. The physical and legal effects and ramifications of drug and substance abuse (including use during pregnancy);
  - b. Ill. State Board of Education (ISBE) instructional materials and guidelines developed to assist the District with incorporating this instruction topic into its curricula; and
  - c. Either as part of existing curricula during the school day or as part of an after-school program, support services and instruction for students who are or students whose parents/guardians are chemically dependent.
10. In grades 6-12, instruction, study, and discussion on the dangers of fentanyl, which must include the following for grades 9-12:
  - a. Information on fentanyl itself including its variations, an explanation of the differences between synthetic and nonsynthetic opioids and illicit drugs, and the differences between the legal and illegal uses of fentanyl.
  - b. Side effects and risk factors of using fentanyl, along with information comparing the lethal amounts of fentanyl to other drugs. Information on risk factors may include:
    - (1) the lethal dose of fentanyl,
    - (2) how often fentanyl is placed in drugs without a person's knowledge,
    - (3) an explanation of what fentanyl does to a person's body and the severity of its addictive properties, and
    - (4) how the consumption of fentanyl can lead to hypoxia, as well as an explanation of precisely what hypoxia does to a person's body.
  - c. Details about the process of lacing fentanyl in drugs and why drugs get laced with fentanyl.
  - d. Details about how to detect fentanyl in drugs and how to save someone from an overdose of fentanyl, including:
    - (1) how to buy and use fentanyl strips,
    - (2) how to buy and use naloxone, either through a nasal spray or an injection, and

- (3) how to detect if someone is overdosing on fentanyl.
11. In grades 6-12, parenting education that includes instruction in the following:
- a. Child growth and development, including prenatal development.
  - b. Childbirth and child care.
  - c. Family structure, function, and management.
  - d. Prenatal and postnatal care for mothers and infants.
  - e. Prevention of child abuse.
  - f. The physical, mental, emotional, social, economic, and psychological aspects of interpersonal and family relationships.
  - g. Parenting skill development.
12. Family life, specifically its emotional, psychological, physiological, hygienic and social responsibilities, including sexual abstinence until marriage and evidence-based and medically accurate information regarding sexual abstinence; and in grades 6 through 12, instruction on the prevention, transmission, and spread of AIDS. No student shall be required to take or participate in any class or course on family life or AIDS prevention instruction if the student's parent/guardian submits written objection to taking or participating in the family life course or AIDS prevention instruction. Refusal to take or participate in the family life course or AIDS prevention instruction shall not be reason for suspension or expulsion of the student. See Exhibit 6.60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*.
13. Comprehensive sexual health education (NSES) in grades 8 and 9. No student shall be required to take or participate in any NSES class or course, and a student's parent/guardian may opt the student out of NSES by submitting the request in writing or using Exhibit 6.60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*. Refusal to take or participate in an NSES course or program may not be a reason for disciplinary action, academic penalty, suspension, or expulsion or any other sanction of a student. Active parental consent for their child to participate in NSES is not required; however, because NSES mandates instruction about sexual violence (defined to include sexual abuse) and instruction in recognizing and avoiding sexual abuse required by 105 ILCS 5/27-13.2 requires a minimum of five days' notice to parents/guardians of students in grades K through 8, the District will notify students in grades K through 8 using the **Notice of Sexual Abuse and Assault Awareness and Prevention Education** subhead of Exhibit 6.60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*. See also Administrative Procedure 6.60-AP2, *Comprehensive Sexual Health Education Program (Grades 8 & 9) (National Sex Education Standards (NSES))*.
14. Course materials and instruction to advise students about the Abandoned Newborn Infant Protection Act, 325 ILCS 2/;

15. The prevention and control of disease;
16. In grades 7 through 12, teen dating violence awareness;
17. In grades 7 through 12, instruction about the prevention of abuse of anabolic steroids in science, health, drug abuse, physical education or other appropriate courses of study. Instruction shall emphasize that the use of anabolic steroids presents a serious health hazard to persons who use steroids to enhance athletic performance or physical development. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students participating in these programs.
18. In grade 9 or 10, one unit of instruction in either grade about donations and transplants of organs/tissue and blood, except if a student's parent/guardian files written objection on constitutional grounds, but refusal to take or participate in the instruction shall not be reason for suspension or expulsion of a student or result in any academic penalty.
19. Public and environmental health;
20. Consumer health;
21. Safety education and disaster preparedness;
22. Mental health and illness that evaluates the multiple dimensions of health by reviewing the relationship between physical and mental health to enhance student understanding, attitudes, and behaviors that promote health, well-being, and human dignity and must include how and where to find mental health resources and specialized treatment in the State.
23. Personal health habits;
24. Nutrition;
25. Dental health;
26. Cancer, including, without limitation, types of cancer, signs and symptoms, risk factors, the importance of early prevention and detection, and information on where to go for help;
27. Basic first aid including, but not limited to:
  - a. Cardiopulmonary resuscitation (CPR) and the Heimlich maneuver, including training on how to properly administer CPR in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization, except if a student's parent/guardian submits written objection, but refusal to participate in the training shall not be a reason for suspension or expulsion of the student; and
  - b. In secondary schools, how to use an automated external defibrillator (AED) shall be included, except if a student's parent/guardian submits written objection, but refusal to participate in the training shall not be a reason for suspension or expulsion of the student.
28. Beginning with the 2024-2025 school year, in grades 9 through 12, instruction, study, and discussion on the dangers of allergies, including recognizing the signs and symptoms of

an allergic reaction, the steps to take to prevent exposure to allergens, and safe emergency epinephrine administration.

29. Heart disease;
30. Diabetes;
31. Stroke;
32. The prevention of child abuse and neglect;
33. Suicide prevention pursuant to Board Policy 7.290, *Suicide and Depression Awareness and Prevention*;
34. All students shall receive age-appropriate instruction on motor vehicle safety and litter control.

Notice to Parent/Guardian; Requirements; Written Objection(s) and/or Opt-outs

Refusal to take or participate in any course or program that allows parents/guardians to object in writing and/or opt their children out shall not be reason for disciplinary action or academic penalty to the student. The District will provide Exhibit 6.60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs* to parents/guardians wishing to provide written objection or opt out of content in the Comprehensive Health Education Program.

LEGAL REF.: 105 ILCS 110/, Comprehensive Critical Health Problems and Comprehensive Health Education Act.

ADMIN PROC.: 6.60-AP2 (Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))), 6.60-AP3 (Developmentally Appropriate Consent Education)

### **Accelerated Placement Program Procedures**

The District's Accelerated Placement Program (APP) places qualified students in an educational setting that includes curriculum usually reserved for students who are older or in higher grades than the student, and is implemented by the Superintendent or designee. 105 ILCS 5/14A.

This administrative procedure contains seven sections as follows:

1. Definitions
2. Annual Notification
3. Referral Process
4. Evaluation Process
5. Eligibility Determination
6. Automatic Enrollment in Advanced High School Coursework
7. Program Reporting, Review, and Expanded Access Plan

#### Definitions

*Accelerated placement* is the placement of a student in an educational setting with curriculum that is usually reserved for students who are older or in higher grades than the student. Accelerated placement includes, but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject, and grade acceleration.

**Advanced academic program** is a course of study, including but not limited to, accelerated placement, advanced placement coursework, International Baccalaureate coursework, dual credit, or any course designated as enriched or honors, that a student is enrolled in based on the student's advanced cognitive ability or advanced academic achievement compared to local age peers and in which the curriculum is substantially differentiated from the general curriculum to provide appropriate challenge and pace.

*Early entrance to kindergarten* is the admission to kindergarten of a student who: (a) is assessed for and meets the District's readiness standards to attend school; and (b) will not be five years of age on or before September 1 of that school term.

*Early entrance to first grade* is the admission to first grade of a student who is assessed for and meets the District's readiness standards to attend school. A student may, but is not required to, have attended a non-public preschool and continued his or her education at that school through kindergarten and been taught in kindergarten by an appropriately certified teacher. A student who is younger than six upon starting first grade but who was admitted early to kindergarten does not need to be reevaluated prior to admission to first grade.

*Individual subject acceleration* is the practice of assigning a student to a specific content area at a higher instructional level than is typical given the student's grade for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas. It may be accomplished by either: (a) physically moving the student to a higher level class for instruction; or (b) using higher level curricular or study materials in the student's current classroom.

*Whole grade acceleration* is the practice of assigning a student to a higher grade level than is typical, given the student's age, on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities. Commonly referred to as *skipping* a grade, grade acceleration may be done at the beginning of or during the school term.

Annual Notification

| <b>Actor</b>               | <b>Action</b>  |
|----------------------------|--|
| Superintendent or designee | Annually notifies the community, including community-based organizations, providers of out-of-school programs, parent(s)/guardian(s), students, and school personnel, about the: <ol style="list-style-type: none"> <li>1. APP</li> <li>2. Process for referring a student for possible evaluation for accelerated placement, including:                             <ol style="list-style-type: none"> <li>a. Steps to be taken to make a referral;</li> <li>b. Individual(s) to whom a referral may be submitted;</li> <li>c. Deadlines by which a referral must be made (March 1<sup>st</sup> for whole grade acceleration and April 1<sup>st</sup> for Early Entrance to Kindergarten or First Grade); and</li> <li>d. Information that must be provided in the referral.</li> </ol> </li> <li>3. Methods used to determine whether a student is eligible for accelerated placement.</li> <li>4. Strategies used to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework.</li> </ol> Provides such notification: <ol style="list-style-type: none"> <li>1. By varied communication methods, such as student handbooks and District/school websites; and</li> <li>2. In multiple languages.</li> </ol> |

Referral Process

| <b>Actor</b>   | <b>Action</b>   |
|--|---|
| Parent(s)/Guardian(s), Licensed Educational Professionals, Student (with written consent of a parent/guardian), or Peer (through a licensed educational professional who has | Refers a student for possible evaluation for accelerated placement by the referral deadline (March 1 <sup>st</sup> for whole grade acceleration and April 1 <sup>st</sup> for Early Entrance to Kindergarten or First Grade) using the process set forth in this procedure. |

| Actor   | Action   |
|---|--|
| <p>knowledge of the student's abilities).</p> <p>In addition to the above-noted individuals, referrals for possible early entrance to kindergarten or first grade may also come from: Preschool Educator, Non-public Kindergarten Teacher, Pediatrician, or Psychologist who knows the child.</p> |  |
| <p>Building Principal and/or Acceleration Team</p>  | <p>After receiving a referral, determines whether an evaluation for accelerated placement is warranted.</p> <p>To determine whether an evaluation is warranted, may review artifacts submitted with the referral, existing data about the student, utilize screening data, and conduct preliminary procedures such as observation of the student, consultation with the teacher or other individual making the request, and a conference with the student.</p> <p>Provides the student's parent(s)/guardian(s) with written notice of the referral determination. For cases not warranting an evaluation, the process ends here. For cases warranting an evaluation, proceed to Evaluation Process, below.</p> |

Evaluation Process

| Actor  | Action   |
|--|--|
| <p>Building Principal and/or Acceleration Team</p> | <p>Convenes an Acceleration Team (consisting of District administrators, teacher(s), and school support personnel, as appropriate) having the knowledge and skills necessary to:</p> <ol style="list-style-type: none"> <li>1. Identify multiple valid, reliable indicators to use during the evaluation;</li> <li>2. Identify appropriate assessment instruments;</li> <li>3. Administer said assessments; and</li> <li>4. Interpret evaluation results.</li> </ol> <p>The composition of the team may vary depending upon the type of acceleration requested and other relevant factors.</p> |
| <p>Acceleration Team</p>                           | <p>Identifies multiple valid, reliable indicators and any assessment instruments appropriate to use during the evaluation.</p> <p>Prepares a written document identifying the evaluation components. This may occur without a meeting.</p>   |

| <b>Actor</b>                                      | <b>Action</b>  |
|---|--|
| Building Principal and/or District Administration | Provides parent(s)/guardian(s) with written notification of the Acceleration Team’s conclusions regarding the evaluation components and requests parent(s)/guardian(s)’ written consent to conduct the evaluation.   |
| Parent/Guardian                                   | Provides written consent to conduct the evaluation.  |
| Acceleration Team                                 | Completes the evaluation within 45 calendar days following the date of receipt of parent(s)/guardian(s)’ written consent to conduct the evaluation.<br><br>Ensures the evaluation is nondiscriminatory and follows Board Policy 7.10, <i>Equal Educational Opportunities</i> . |

Eligibility Determination

| <b>Actor</b>             | <b>Action</b>  |
|--------------------------|--|
| Acceleration Team        | Convenes a meeting with parent(s)/guardian(s) to review evaluation results and determine eligibility for the Accelerated Placement Program. Provides parent(s)/guardian(s) with written notice of eligibility determination.<br><br><ol style="list-style-type: none"> <li>1. If the student is found eligible for the Accelerated Placement Program, prepares and provides parent(s)/guardian(s) with a written plan detailing the type of acceleration the student will receive and strategies to support the student.</li> <li>2. If the student is found to not be eligible for the Accelerated Placement Program, provides parent(s)/guardian(s) with written notice of their right to appeal the eligibility determination, within five calendar days after receiving the determination, by submitting a written request to the Assistant Superintendent.</li> </ol> |
| Parent/Guardian          | If desired, within five calendar days after receiving written notice that student is not eligible for the Accelerated Placement Program, submits written appeal to the Assistant Superintendent.   |
| Assistant Superintendent | Within 10 calendar days after receiving the written appeal request, reviews the case, and provides parent(s)/guardian(s) with written notice of his/her decision.<br><br>The Assistant Superintendent’s decision is final.   |

Automatic Enrollment in Advanced High School Coursework

| <b>Actor</b>   | <b>Action</b>  |
|--|--|
| District Administration, Building Principal, or designee | Identifies students who qualify for automatic enrollment in the “next most rigorous level of advanced coursework” offered by the high school they attend, for the following school term, by reviewing State assessment results in English language arts, mathematics, and science. |

| Actor           | Action   |
|-----------------|--|
|                 | <p>For English language arts, the “next most rigorous level of advanced coursework” includes courses in English, social studies, humanities, or related subjects.</p> <p>For a student entering grade 12, the “next most rigorous level of advanced coursework” in English language arts or mathematics must be (if offered by the high school the student attends) a <i>dual credit course</i> (as defined in the Dual Credit Quality Act, 110 ILCS 27/5) or an <i>Advanced Placement course</i> (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10). The same is true for all other subjects, except that the “next most rigorous level of advanced coursework” may also include an honors class, an enrichment opportunity, or another program offered by the District.</p> <p>Provides written notice to parent(s)/guardian(s) of a qualified student of the student’s eligibility for automatic enrollment in the “next most rigorous level of advanced coursework” level of advanced coursework offered by the high school that:</p> <ol style="list-style-type: none"> <li>1. Identifies the course(s) the student is eligible for, including the location and schedule, if known, of the course(s);</li> <li>2. Informs the parent(s)/guardian(s) of the option to instead enroll the student in alternative coursework that better aligns with the student’s postsecondary education or career goals;</li> <li>3. Identifies the alternative coursework the student is eligible for, including the location and schedule, if known, of the alternative coursework; and</li> <li>4. Requests that the parent(s)/guardian(s) notify the District within 10 calendar days of their course enrollment decision.</li> </ol> |
| Parent/Guardian | Provides the District with written notice of their course enrollment decision within 10 calendar days after receiving the written notice.  |

Program Reporting, Review, and Expanded Access Plan

| Actor  | Action  |
|--|---|
| Superintendent, District Administration, or designee | <p>Submits by July 31 each year to the Ill. State Board of Education (ISBE) through the Student Information System (SIS):</p> <ol style="list-style-type: none"> <li>1. Demographic information for each student participating in the Accelerated Placement Program;</li> </ol> |

| Actor | Action   |
|-------|--|
|       | <p>2. Student participation in the Accelerated Placement Program; and</p> <p>3. Type of Accelerated Placement Program placement.</p> <p>Develops procedures to provide support and promote success for students who are newly enrolled in the APP.</p> <p>Develops procedures to promote equity, which may incorporate one or more of the following evidence-based practices:</p> <ol style="list-style-type: none"> <li>1. The use of multiple tools to assess exceptional potential and provide several pathways into advanced academic programs when assessing student need for advanced academic or accelerated programming;</li> <li>2. Providing enrichment opportunities starting in the early grades to address achievement gaps that occur at school entry and provide students with opportunities to demonstrate their advanced potential;</li> <li>3. The use of universal screening combined with local school-based norms for placement in accelerated and advanced learning programs;</li> <li>4. Developing a continuum of services to identify and develop talent in all learners ranging from enriched learning experiences, such as problem-based learning, performance tasks, critical thinking, and career exploration, to accelerated placement and advanced academic programming; and</li> <li>5. Providing professional learning in gifted education for teachers and other appropriate school personnel to appropriately identify and challenge students from diverse cultures and backgrounds who may benefit from accelerated placement or advanced academic programming.</li> </ol> <p>Reviews disaggregated data on Accelerated Placement Program participation and successful completion rates to address gaps among demographic groups in accelerated placement opportunities.</p> <p>Develops and, as necessary, updates a plan to expand access to the Accelerated Placement Program and to ensure the teaching capacity necessary to meet any increased demand.</p> |

### **Guidance and Counseling Program**

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by school counselors, licensed educators with a school support personnel endorsement in the area of school counseling, or other qualified professionals, including other endorsed school support personnel.

Each staff member is responsible for effectively guiding students under the staff member's supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning difficulties, and the development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

The guidance program will assist middle school and high school students to identify career options consistent with their abilities, interests and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives.

High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.  
23 Ill. Admin. Code §1.420(q).

CROSS REF.: 6.50 (School Wellness), 6.65 (Student Social and Emotional Development), 6.110 (Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6.120 (Education of Children with Disabilities), 6.130 (Program for the Gifted), 7.100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7.250 (Student Support Services), 7.290 (Suicide and Depression Awareness and Prevention)

ADMIN. PROC.: 7.340-AP1 (School Student Records), 7.340-AP1,E1 (Notice to Parents/Guardians and Students of Their rights Concerning a Student's School Records), 7.340- AP1,E3 (Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information)

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Adopted: May 28, 1997  
Reviewed: November 2024  
Amended: December 18, 2024

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

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints

and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.

5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate Board Policy 6.235, *Access to Electronic Networks*, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others and moral courage. Instruction in all grades will include examples of behaviors that violate Board Policy 7.180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
8. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For 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) personal health habits, (d) dangers and avoidance of abduction, (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, and (f) in grades 6-12, the dangers of fentanyl. The Superintendent 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. In grades 6-12, students engage in career exploration and career development activities to prepare them to make informed plans and decisions about their future education and career goals. In grades 9-12, a College and Career Pathway Endorsement is awarded to students who meet the requirements for a specific endorsement area.

12. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
13. In grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.
14. In grades 9 through 12, 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. In grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. Computer science means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.
16. In all schools, environmental including instruction on: (a) the current problems and needs in the conservation of natural resources; and, (b) beginning in the fall of 2026, climate change.
17. In all schools, instruction as determined by the Superintendent or designee on United States (U.S.) history must be taught, including: (a) the 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, (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, and (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

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

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, the Native American genocide in North America, 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. 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), 5/10-20.79, 5/10-20.84, 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.05, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5.27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, 5/27-24.2.  
105 ILCS 110/3, Comprehensive Health Education Program.  
105 ILCS 435/, Vocational Education Act.  
625 ILCS 5/6-408.5, Ill. Vehicle Code.  
23 Ill. Admin. Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF: 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 6.20 (School Year Calendar and Day), 6.40 (Curriculum Development), 6.70 (Teaching About Religions), 6.235 (Access to Electronic Networks), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7.185 (Teen Dating Violence Prohibited), 7.190 (Student Behavior), 7.260 (Exemption from Physical Education)

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**Administrative Procedure - Use of Isolated Time Out and Physical Restraint**

This administrative procedure applies to all students. Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The District may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. Any use of isolated time out, time out, and physical restraint by any staff member shall comply with the Ill. State Board of Education (ISBE) rules, Section 1.285, "Requirements for the Use of Isolated Time Out, Time Out, and Physical Restraint".

For further guidance, see ISBE's *Permanent Regulations for the Use of Time Out, Isolated Time Out, and Physical Restraint: Guidance and Frequently Asked Questions*, available at: [www.isbe.net/Pages/restraint-time-out.aspx](http://www.isbe.net/Pages/restraint-time-out.aspx). **Note:** The special education committee of the Ill. Council of School Attorneys collaborated with ISBE on this guidance in its continuing commitment to help school boards and their districts comply with ISBE requirements.

A written record of each episode of isolated time out, time out, or physical restraint must be created by the Superintendent or designee using the ISBE *Physical Restraint and Time Out* form, available at: [www.isbe.net/Pages/restraint-time-out.aspx](http://www.isbe.net/Pages/restraint-time-out.aspx). Additionally, ISBE's Physical Restraint, Time Out, and Isolated Time Out Bill of Rights, at: [www.isbe.net/Documents/RTO-Bill-of-Rights.pdf](http://www.isbe.net/Documents/RTO-Bill-of-Rights.pdf), or a similar document can be provided to parents/guardians within one business day after each incident of isolated time out, time out, or physical restraint to meet notification requirements in 105 ILCS 5/10-22.33(g) and 23 Ill. Admin. Code §1.285(f)(3).

Isolated time out, time out, and physical restraint are defined as follows:

**Isolated time out** - the involuntary confinement of a student alone in a time out room or other enclosure outside the classroom without a supervising adult in the time out room or enclosure. Isolated time out does not include a student-initiated or student-requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention, or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment. 23 Ill. Admin. Code §1.285(a).

**Time Out** - a behavior management technique for the purposes of calming or de-escalation that involves the involuntary monitored separation of a student from classmates with an adult trained under 23 Ill. Admin. Code §1.285(i) for part of the school day, only for a brief time, in a non-locked setting. Time out does not include a student-initiated or student-requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention, or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment. 23 Ill. Admin. Code §1.285(a).

**Physical restraint** - holding a student or otherwise restricting a student's movements using a specific, planned technique. A physical restraint shall not impair a student's ability to breathe or communicate normally, obstruct a student's airway, or interfere with a student's ability to speak. 23 Ill. Admin. Code §1.285(b), (c)(3).

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Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property. 23 Ill. Admin. Code §1.285(b).

The following also apply:

1. The circumstances under which isolated time out, time out, or physical restraint will be applied are limited to maintaining a safe and orderly learning environment, to the extent necessary to preserve the safety of the student and others. 23 Ill. Admin. Code §1.285(j)(1).
2. The ISBE rules are adopted as the District's written procedure to be followed by staff for the use of isolated time out or physical restraint. 23 Ill. Admin. Code §1.285(j)(2).
3. Staff members shall inform the Building Principal or designee whenever isolated time out, time out, or physical restraint is used and the Building Principal shall maintain the documentation required according to Section 1.285(j)(3). 23 Ill. Admin. Code §1.285(j)(3).
4. The Building Principal or designee shall investigate and evaluate any incident that results in an injury to the affected student, parent/guardian, staff member, or other individual. 23 Ill. Admin. Code §1.285(j)(4).
5. The Superintendent or designee shall compile an annual review of the use of isolated time out, time out, or physical restraint. The Building Principal or designee shall report the following information to the Superintendent in order to facilitate the report's compilation: 23 Ill. Admin. Code §1.285(i)(5).
  - a. The number of incidents involving the use of these interventions;
  - b. The location and duration of each incident;
  - c. Identification of the staff members who were involved;
  - d. Any injuries or property damage that occurred; and
  - e. The timeliness of parental or guardian notification, and timelines for agency notification and administrative review.

LEGAL REF.: 105 ILCS 5/10-20.33.  
23 Ill. Admin. Code §§1.280 and 1.285.

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Adopted: May 25, 2016  
Reviewed: November 2024  
Amended: December 18, 2024

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### **Equal Educational Opportunities**

Equal educational and co-curricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, and actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8.20, *Community Use of School Facilities*. Any student may file a discrimination complaint by using Board Policy 2.260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board Policy 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

#### 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).

Any student may file a sex discrimination complaint by using Board Policy 2.265, *Title IX Grievance Procedure*.

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent 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; 34 C.F.R. Part 104.  
42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.  
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 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 (Uniform Grievance Procedure), 2.265 (Title IX Grievance Procedure), 2.270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6.65 (Student Social and Emotional Development), 7.20 (Harassment of Students Prohibited), 7.50 (School Admissions and Student Transfers To and From Non-District Schools), 7.60 (Residence), 7.130 (Student Rights and Responsibilities), 7.160 (Student Appearance), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7.185 (Teen Dating Violence Prohibited), 7.250 (Student Support Services), 7.330 (Student Use of Buildings – Equal Access), 7.340 (Student Records), 8.20 (Community Use of School Facilities)

**Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including early learning, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students entering grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. An age appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papilloma-virus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza and influenza vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents(s)/guardian(s).

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. Transfer students shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

#### Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before the first day of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by the first day of school, the school may hold the student's report card until the student presents proof:

- 1) of a completed eye examination, or
- 2) that an eye examination will take place within 60 days after the first day of school.

The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

#### Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof:

- 1) of a completed dental examination, or
- 2) that a dental examination will take place within 60 days after May 15.

The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

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Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. General philosophical or moral reluctance to allow physical examinations, eye examinations, immunizations, vision and hearing screenings, or dental examinations does not provide a sufficient basis for an exception to statutory requirements. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to *Board policy 7.280, Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced registered practice nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Exclusion of Students Exempt from Immunization Requirements

Students who are exempt from immunization requirements shall be considered susceptible close contacts of a student or staff member determined to have a communicable or infectious disease and excluded from school as provided and for the duration specified in the Control of Communicable Diseases Code. The school will take reasonable measures, considering available resources, to allow for the continuation of educational services during the period of exclusion and students will be allowed to make up missed work.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. *Board policy 6.140, Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act  
105 ILCS 5/27-8.1 and 45/1-20.  
410 ILCS 45/7.1, Lead Poisoning Prevention Act.  
410 ILCS 315/2e, Communicable Disease Prevention Act.  
23 Ill. Admin. Code §1.530.  
23 Ill. Admin. Code Part 664, Socio-Emotional and Developmental Screening.  
77 Ill. Admin. Code Part 665, Child and Student Health Examination and Immunization.  
77 Ill. Admin. Code Part 690, Control of Notifiable Diseases and Conditions Code.

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Adopted: August 17, 1981  
Reviewed: November 2024  
Amended: December 18, 2024

CROSS REF.: 6.30 (Organization of Instruction), 6.140 (Education of Homeless Children), 6.180 (Extended Instructional Programs), 7.50 (School Admissions and Student Transfers To and From Non-District Schools), 7.280 (Communicable and Chronic Infectious Disease)

ADMIN. PROC.: 6.140-AP1 (Education of Homeless Children), 7.100-AP1 (First Day Exclusions), 7.100-E1 (State of Illinois Certificate of Child Health Examinations), 7.100-E2 (First Day Exclusion Notification Letter), 7.100-E3 (Medical Records Deficiency Notice), 7.280-AP1 (Managing Students with Communicable or Infectious Diseases)

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

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

#### Definitions from Section 27-23.7 of the *School Code* (105 ILCS 5/27-23.7)

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

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

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

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

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

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

#### Bullying Prevention and Response Plan

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

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

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**Nondiscrimination Coordinator and** Name: M. Curt Richardson  
Address: 1809 W. Hovey Ave.  
Normal, IL 61761

**Complaint Manager:** Email: richardmc@unit5.org  
Telephone: (309) 557-4082

**Complaint Managers:** Name: Heather Rogers  
Address: 1809 W. Hovey Ave.  
Normal, IL 61761  
Email: rogersh@unit5.org  
Telephone: (309) 557-4041

Name: Dr. Kristal Shelvin  
Address: 1809 W. Hovey Ave.  
Normal, IL 61761  
Email: shelvik@unit5.org  
Telephone: (309) 557-4035

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

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board Policy 2.240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification or areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

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

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

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel,

- parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
- a. 2.260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 2.265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sex discrimination in violation of Title IX of the Education Amendments of 1972.
  - c. 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
  - d. 6.60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - e. 6.65, *Student Social and Emotional Development*. Student social and emotional development is incorporated in the District's educational program as required by State law.
  - f. 6.235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - g. 7.20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic (the list of characteristics in 7.20 is the same as the list in this policy).
  - h. 7.185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - i. 7.190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - j. 7.310, *Restrictions on Publications; Elementary and Junior High Schools*. This policy prohibits students from, and provides consequences for: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The Superintendent or designee will report all individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be the result of bullying, to the parents or legal guardians of those involved under the guidelines provided in paragraph (4) of this definition.

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

CROSS REF.: 2.240 (Board Policy Development), 2.260 (Uniform Grievance Procedure), 2.265 (Title IX Grievance Procedure), 2.270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4.170 (Safety), 5.230 (Maintaining Student Discipline), 6.60 (Curriculum Content), 6.65 (Student Social and Emotional Development), 6.235 (Access to Electronic Networks), 7.20 (Harassment of Students Prohibited), 7.185 (Teen Dating Violence Prohibited), 7.190 (Student Behavior), 7.220 (Bus Conduct), 7.230 (Misconduct by Students with Disabilities), 7.240 (Conduct Code for Participants in Co-Curricular Activities), 7.285 (Anaphylaxis Prevention, Response, and Management Program), 7.310 (Restrictions on Publications; Elementary and Junior High Schools), 7.315 (Restrictions on Publications; High Schools)



Sent via Email: Frank.Hill@CommerceBank.com

December 12, 2024

Martin S. Hickman, Chief Financial Officer  
Community Unit District No. 5, McLean and Woodford Counties, Illinois  
1809 W. Hovey Avenue  
Normal, Illinois, 61761-4339

**Re: Financing for Two (2) T380AMR Scrubbers w/ Li Ion battery & Six (6) I-Mop Lite w/ Li Ion battery.**

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Dear Martin:

Please find the enclosed documentation for your review and completion. An instruction sheet has been included as a guide to assist you with the process. Once you have completed and returned the required documentation to Clayton Holdings, LLC the transaction can be funded. The documentation has been filled out according to the terms and amount shown on the formal proposal. If you have questions or comments, please call.

Clayton Holdings, LLC is listed as Lessor in this State and Municipal Lease/Purchase Agreement. **For your convenience, we have listed the documentation that we require before closing:**

- The **Lease WITH ALL SCHEDULES EXECUTED CORRECTLY***
  - 8038-G IRS Form and Questionnaire to be forwarded to the IRS per the instruction letter***
  - The Escrow Agreement*
  - Initial Payment of \$41,630.15 payable to Clayton Holdings, LLC*
- 

If you have any questions regarding the above documentation, please feel free to contact me.

Sincerely,

Izella Lampasi  
Municipal Documentation Administrator  
Email: Izella.Lampasi@commercebank.com  
Phone: 314-746-3876

Documentation Instructions

PLEASE EXECUTE THE DOCUMENTS **IN BLUE INK** AND RETURN ALL ORIGINAL DOCUMENTS TO:

Clayton Holdings, LLC c/o Beth Blumenthal  
8000 Forsyth Boulevard, Suite 510, Saint Louis, MO 63105  
Please call Izella Lampasi at 314-746-3876 with any questions during completion

**State and Municipal Lease/ Purchase Agreement**

- An individual authorized by the Lessee should sign and date where indicated.
- Federal Tax ID # should be inserted, or confirmed if already completed.

**Schedule A - Description of Equipment**

- Fill in the description of equipment, unless already completed.
- Type in Physical Address of the location where the Equipment will be housed upon delivery.
- Sign and date where indicated.

**Schedule B - Delivery and Acceptance Certificate**

- Authorized individual should sign and date where indicated, then type her/his name and title below, if not already completed.

**Schedule C - Amortization/Payment Schedule**

- Sign and date where indicated.

**Schedule D - Opinion of Counsel – WAIVED BY LESSOR**

- The attached is a "Draft" form of the Opinion. This should be provided to your counsel along with a copy of the lease. Your Counsel should provide an original of this Opinion on their letterhead, signed and dated. The date of the Opinion should be on or after the date the lease is signed by the Lessee.

**Schedule E - Bank Qualified Designation**

- First paragraph should be completed by the Secretary or Clerk of the Board (as Witness).
- Middle section should list all individuals authorized to sign for the Board and include the signature of all authorized signers of the Lessee (this should include any persons who will be signing forms, including payment request forms for the Escrow account).
- Bottom section should be signed by the Secretary or Clerk of the Board as Witness.

**Schedule F - Essential Use/Source of Funds Letter**

- Please complete where indicated. List intended use of equipment, the useful life of equipment, the source of funds and then authorized individual should sign and date where indicated.
- Witness should also sign where indicated.

**Schedule G - Proof of Insurance**

- Please complete the insurance agent information.
- Please sign and date the form.
- Contact your insurance provider for a certificate of insurance naming Clayton Holdings, LLC, as Loss Payee under the property damage policy, and Additional Insured under the general liability policy.

**Schedule H - Authorization for Preauthorized Payments (if utilizing this free service) N/A**

**Schedule I - Disbursement Authorization**

- Verify that information is correct, then sign and date where indicated.

**8038-G IRS Form & Questionnaire**

- Please verify Lessee's Federal Identification number in Part 1, Box 2.
- Sign, date and type the name of the individual signing this document, unless already completed.
- Review information on Questionnaire, then sign, date and type the name of the individual signing this document, unless already completed.



## CLAYTON HOLDINGS, LLC

### STATE & MUNICIPAL LEASE/PURCHASE AGREEMENT

**Lease Number: 5000125-015**

This State and Municipal Lease/Purchase Agreement (the "Lease") is made and entered into on this, the twelfth day of December, 2024 by and between Clayton Holdings, LLC with offices at 8000 Forsyth Boulevard, Suite 1210, St. Louis, Missouri 63105 (herein called the "Lessor"), and Community Unit District No. 5, McLean and Woodford Counties, Illinois, with its principal address at 1809 W. Hovey Avenue, Normal, Illinois 61761 (herein called the "Lessee"), wherein it is agreed as follows:

1. **LEASE OF EQUIPMENT:** Lessee hereby requests Lessor to acquire the equipment described in Schedule A attached hereto and made a part hereof. Subject to the terms and conditions hereof, Lessor agrees to lease to Lessee and Lessee agrees to lease from Lessor the equipment described in Schedule A, with all replacement parts, repairs, additions and accessories incorporated therein or affixed thereto (herein collectively called the "Equipment").
2. **DELIVERY AND ACCEPTANCE:** Lessee agrees to order the Equipment from the supplier of such Equipment, but will not be liable for specific performance of this Lease or for damages if for any reason the supplier delays or fails to fill the order. Lessee will cause the Equipment to be delivered at the location specified in Schedule A (the "Equipment Location"). Lessee will pay all transportation and other costs, if any, incurred in connection with the delivery and installation of the Equipment. Any delay in such delivery will not affect the validity of this Lease. Lessee will accept the Equipment as soon as it has been delivered and is operational, or as soon as any manufacturer or vendor pre-acceptance test period has expired. Lessee will have no more than thirty (30) days from the date of delivery of the Equipment to accept such Equipment. In the event the Equipment is not accepted by Lessee within thirty (30) days from the date of its delivery, Lessor, at Lessor's sole option, will have the right to terminate this Lease. Lessee will evidence its acceptance of the Equipment by executing and delivering to Lessor a delivery and acceptance certificate in the form of Schedule B attached hereto and made a part hereof (the "Acceptance Certificate"). Lessee hereby authorizes the Lessor to add to this Lease and to any other description of the Equipment the serial number of each item of Equipment when available.
3. **TERM:** This Lease will become effective upon the execution hereof by Lessee and Lessor. The initial term of this Lease will commence on the earlier of the date Lessee executes the Acceptance Certificate or the date funds sufficient to purchase the Equipment are deposited with a bank or trust company in an escrow fund (the "Start Date") and will extend through the end of Lessee's fiscal year containing the Start Date. Unless earlier terminated as expressly provided for in this Lease, the term of this Lease will be automatically renewed on a year-to-year basis for the number of annual fiscal periods necessary to comprise the lease term as set forth in Schedule C attached hereto and made a part hereof (the "Lease Term").
4. **RENT:** Lessee agrees to pay Lessor or any Assignee (as defined in Section 22 below), the rental payments for the Equipment as set forth in Schedule C (the "Rental Payments"). A portion of each Rental Payment is paid as and represents the payment of interest as set forth in Schedule C. The Rental Payments will be payable without notice or demand, at the office of Lessor (or such other place as Lessor or any Assignee may designate in writing, from time to time) and will commence on the Start Date or as otherwise set forth in Schedule C, and the remaining Rental Payments will be payable on the same day of each consecutive month or quarter or semiannual or annual period thereafter (as designated in Schedule C) for the duration of the Lease Term. Any notice, invoicing, purchase orders, quotations or other forms or procedures requested by Lessee in connection with payment will be fully explained and provided to Lessor or any Assignee sufficiently in advance of the payment due date for the completion thereof by Lessor or any Assignee prior to such payment date, but none of the foregoing will be a condition to Lessee's obligation to make any such payment. If Lessee fails to pay any annual rental payment or any other sums under the Lease within ten (10) days when the same becomes due, Lessee shall pay to Lessor (in addition to and not in lieu of other rights of Lessor) a late charge equal to the greater of five (5%) percent of such delinquent amount or Twenty-Five Dollars (\$25.00), but in any event not more than the maximum permitted by law. Such late charge shall be payable by Lessee upon demand by Lessor and shall be deemed rent hereunder. Lessee acknowledges and agrees that the late charge (i) does not constitute interest, (ii) is an estimate of the costs Lessor will incur as a result of the late payment and (iii) is reasonable in amount. Lessor and Lessee understand and intend that the obligation of Lessee to pay Rental Payments hereunder will constitute a current expense of Lessee and will not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness by Lessee. EXCEPT AS SPECIFICALLY PROVIDED IN SECTION 8 HEREOF, THE RENTAL PAYMENTS SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS AND WILL NOT BE SUBJECT TO ANY SETOFF, DEFENSE, COUNTERCLAIM, ABATEMENT OR RECOUPMENT FOR ANY REASON WHATSOEVER.

Notwithstanding the foregoing, in the event that Lessee, by its use of the Equipment or by its actions or omissions or by any means whatsoever, causes any interest payments as set forth in Schedule C to be included in Lessor's gross income, Lessee agrees that the interest portion of the Rental Payments on Schedule C will be adjusted commencing with the first day of the next succeeding fiscal year of the Lessee, but only if this Lease is renewed for such fiscal year, and thereafter, so that Lessor, its Assignees and any participants with such, will be in the same after-tax position they would have been in had such payment been excluded from the gross income of Lessor, its Assignees and any participants with such under Section 103 of the Code.

5. **AUTHORITY AND AUTHORIZATION:** Lessee represents, warrants and covenants that (a) it will do or cause to be done all things necessary to preserve and keep in full force and effect (i) its existence, and (ii) subject to Section 8 hereof, the Lease; (b) it has complied with all bidding and budgeting requirements where necessary and by due notification has presented this Lease for approval and adoption as a valid obligation on its part and that all requirements have been met and procedures have been followed to ensure the enforceability of the Lease; (c) it has sufficient appropriations or other funds available to pay all amounts due hereunder for the current fiscal year period; (d) no event has occurred and no condition exists which, upon the execution of this Lease or with notice or the passage of time or both, would constitute a default under any debt, revenue or purchase obligation which it has issued or to which it is a party (the "Obligation") nor has it been in default under any Obligation at any time during the past five (5) years, and (e) no lease, rental agreement or contract for purchase, to which Lessee has been a party, at any time during the past five (5) years, has been terminated by Lessee as a result of insufficient funds being appropriated in any fiscal period.

- 6. LESSEE CERTIFICATION:** Lessee warrants and covenants that (i) it is a state, or a political subdivision thereof, within the meaning of Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), and the related regulations and rulings thereunder; (ii) subject to Section 8 hereof, Lessee's obligation under this Lease constitutes an enforceable obligation issued by or on behalf of a state, or political subdivision thereof, such that any interest income derived under this Lease and due Lessor or its Assignee, including, but not limited to, those amounts designated as interest in Schedule C, will not be includable in the gross income of Lessor, its Assignee or any participants with such for the purposes of federal income taxation; (iii) this Lease represents a valid deferred payment obligation of Lessee for the amount herein set forth; (iv) Lessee has the legal capacity to enter into this Lease and is not in contravention of any state, county, district, city or town statute, rule, regulation or other governmental provision; (v) during the Lease Term, the Equipment will not be used in a trade or business of any other person or entity; (vi) Lessee will complete and file on a timely basis, Internal Revenue Service form 8038G or 8038GC, as appropriate, in the manner set forth in Section 149(e) of the Code; (vii) Lessee will not take any action or permit the omission of any action reasonably within its control which action or omission will cause the interest portion of any Rental Payment hereunder to be includable in gross income for federal income taxation purposes; and (viii) Lessee's federal employer identification number below is correct.
- 7. APPROPRIATIONS AND ESSENTIAL USE:** Lessee reasonably believes that sufficient funds can be obtained to make all Rental Payments during the Lease Term. The responsible financial officer of Lessee will do all things lawfully within his or her power to obtain funds from which the Rental Payments, including any Rental Payments required by Section 4 hereof, may be made, including making provisions for such payments, to the extent necessary, in each proposed annual budget submitted for approval in accordance with applicable procedures of Lessee. Notwithstanding the foregoing, the decision whether or not to budget or appropriate funds or to extend this Lease for any subsequent annual fiscal period is solely within the discretion of the then current governing body of Lessee. It is Lessee's current intent to make the Rental Payments for the full Lease Term if funds are legally available therefore, and in that regard Lessee represents that (a) the use of the Equipment is essential to its proper, efficient, and economic functioning or to the services that it provides to its citizens; (b) Lessee has an immediate need for and expects to make immediate use of substantially all the Equipment, which need is not temporary or expected to diminish in the foreseeable future; and (c) the Equipment will be used by the Lessee only for the purpose of performing one or more of its governmental or proprietary functions consistent with the permissible scope of its authority.
- 8. NONAPPROPRIATION OF FUNDS:** In the event no funds or insufficient funds are appropriated and budgeted or otherwise made available for Rental Payments, including any Rental Payments required by Section 4 hereof, for any fiscal period in which the Rental Payments for the Equipment are due under this Lease, then, without penalty, liability or expense to Lessee, this Lease will thereafter terminate and be rendered null and void on the last day of the fiscal period for which appropriations were made, except as to (i) the portions of the Rental Payments herein agreed upon for which funds have been appropriated and budgeted or are otherwise available and (ii) Lessee's other obligations and liabilities under this Lease relating to, accruing or arising prior to such termination. Lessee will, not less than sixty (60) days prior to the end of such applicable fiscal period, in writing, notify Lessor and any Assignee of such occurrence, but failure to give such notice will not prevent such termination. In the event of such termination, Lessee agrees to peaceably surrender possession of the Equipment to Lessor or its Assignee on the day of such termination, packed for shipment in accordance with manufacturer's specifications and eligible for manufacturer's maintenance, and freight prepaid and insured to any location in the continental United States designated by Lessor, all at Lessee's expense, Lessor or its Assignee may exercise all available legal and equitable rights and remedies in retaking possession of the Equipment.
- 9. EXCLUSION OF WARRANTIES; LIMITATIONS OF LIABILITY; DISCLAIMER OF CONSEQUENTIAL DAMAGES: LESSEE HAS SELECTED BOTH THE EQUIPMENT AND THE VENDOR(S) FROM WHOM LESSOR IS TO PURCHASE THE EQUIPMENT IN RELIANCE HEREON. LESSEE ACKNOWLEDGES AND AGREES THAT THE EQUIPMENT IS OF A SIZE, DESIGN AND CAPACITY SELECTED BY LESSEE, THAT LESSOR IS NOT A MANUFACTURER, VENDOR, DISTRIBUTOR OR LICENSOR OF SUCH EQUIPMENT, AND THAT LESSOR LEASES THE EQUIPMENT AS IS AND HAS NOT MADE, AND DOES NOT HEREBY MAKE, ANY REPRESENTATION, WARRANTY OR COVENANT, EXPRESS OR IMPLIED, WITH RESPECT TO THE MERCHANTABILITY, CONDITION, QUALITY, DURABILITY, DESIGN, OPERATION, FITNESS FOR USE, OR SUITABILITY OF THE EQUIPMENT IN ANY RESPECT WHATSOEVER OR IN CONNECTION WITH OR FOR THE PURPOSES AND USES OF LESSEE, OR ANY OTHER REPRESENTATION, WARRANTY OR COVENANT OF ANY KIND OR CHARACTER, EXPRESS OR IMPLIED, WITH RESPECT THERETO INCLUDING ANY WARRANTIES OF TITLE OR AGAINST INFRINGEMENT OR ANY WARRANTIES ARISING FROM A COURSE OF DEALING, USAGE OR PRACTICE, ALL OF WHICH ARE SPECIFICALLY DISCLAIMED BY LESSOR AND IN NO EVENT SHALL LESSOR BE OBLIGATED OR LIABLE FOR ACTUAL, INCIDENTAL, CONSEQUENTIAL OR OTHER DAMAGES OF OR TO LESSEE OR ANY OTHER PERSON OR ENTITY ARISING OUT OF OR IN CONNECTION WITH THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO THE SALE, LEASE, USE, PERFORMANCE OR MAINTENANCE OF THE EQUIPMENT, INCLUDING INTERRUPTION OF SERVICE, LOSS OF DATA, LOSS OF REVENUE OR PROFIT, LOSS OF TIME OR BUSINESS, OR ANY SIMILAR LOSS, EVEN IF ANY SUCH PERSON IS ADVISED IN ADVANCE OF THE POSSIBILITY OR CERTAINTY OF SUCH DAMAGES AND EVEN IF LESSEE ASSERTS OR ESTABLISHES A FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY PROVIDED IN THIS LEASE.**

Lessee acknowledges that neither the original vendor nor licensor of the Equipment (including the salespersons of any of them) is an agent of Lessor, nor are they authorized to waive or alter any terms of this Lease. Lessee hereby waives any claim (including any claim based on strict or absolute liability in tort) it might have against Lessor or any assignee of the Lessor for any loss, damage or expense caused by or with respect to the Equipment. Lessor hereby assigns to Lessee during the Lease Term, to the extent permitted by law, all manufacturer's warranties, if any, that it may have with respect to the Equipment, and Lessor authorizes Lessee to obtain the customary services furnished in connection with such warranties at Lessee's expense. Lessor authorizes Lessee, to the extent permitted by law, to enforce in its own name any warranty, representation or other claim enforceable against the manufacturer. Lessor assumes no responsibility for shipment, delivery, installation or maintenances, and all claims of Lessee with respect thereto, whether for delay, damage or otherwise, will be made against the manufacturer. Lessor, at its option, may provide in its purchase order that the manufacturer agrees that any of such claims may be made by Lessee directly against the manufacturer. The obligation of Lessee to pay the Rental Payments as defined in Section 4 will not be abated, impaired or reduced by reason of any claims of Lessee with respect to the Equipment, including but not limited to its condition, quality, workmanship, delivery, shipment, installation, defects or otherwise.

- 10. TITLE, SECURITY INTEREST:** Title to the Equipment is deemed to be in Lessee so long as no Event of Default pursuant to section 19 below has occurred and/or this Lease has not been terminated pursuant to the provisions of Section 8 above. Upon the earlier of (i) termination of this Lease in accordance with Section 8 above or (ii) the occurrence of an Event of Default by Lessee pursuant to Section 19 below, title will immediately revert to Lessor free of any right, title or interest of Lessee unless Lessor elects otherwise. In order to secure all of Lessee's obligations hereunder, Lessee hereby (a) to the extent permitted by law, grants to Lessor a first and prior security interest in any and all rights, titles and interest of Lessee in the Lease, the Equipment and in all additions, attachments, accessions, accessories, replacements, improvements and substitutions thereto, now or hereafter acquired, together with all rents, issues, income, profits and proceeds thereof, including insurance proceeds; (b) agrees that financing statements evidencing such security interest may be filed; and (c) agrees to execute and deliver all certificates of title and other instruments necessary or appropriate to evidence and perfect such security interest. Lessee further agrees that the Uniform Commercial Code will apply as between the parties hereto and Assignees of Lessor.

11. **PERSONAL PROPERTY:** The Equipment is, and will remain, personal property and will not be deemed to be affixed or attached to real property or any building thereon. If requested by Lessor, Lessee will, at Lessee's expense, furnish to Lessor landlord or mortgagee waiver with respect to the Equipment.
12. **USE; REPAIRS:** Lessee will use the Equipment in a careful manner for the use contemplated by the manufacturer of the Equipment and will comply with all laws, ordinances, insurance policies and regulations relating to, and will pay all costs, claims, damages, fees and charges arising out of, its possession, use or maintenance. Lessee, at its sole costs and expense, will maintain the Equipment according to the manufacturer's recommended guidelines or the equivalent and meet any and all recertification requirements and will furnish proof of such maintenance, if requested by Lessor and will furnish all needed servicing and parts, which parts will become part of the Equipment. If the Equipment is such as is customarily covered by a maintenance agreement, Lessee will furnish Lessor with a maintenance agreement with a party satisfactory to Lessor.
13. **ALTERATIONS:** Lessee will not make any alterations, additions or improvements to the Equipment without Lessor's prior written consent, and any permitted alteration or attachment which cannot be readily removed without damaging the Equipment's originally intended function or value will become part of the Equipment.
14. **LOCATION; INSPECTION:** The Equipment will not be removed from, or if the Equipment consists of rolling stock, its permanent base will not be changed from the Equipment Location without Lessor's prior written consent, which consent will not be unreasonably withheld. Lessor will be entitled to enter upon the Equipment Location or elsewhere during reasonable business hours to inspect the Equipment or observe its use and operations.
15. **LIENS AND TAXES:** Lessee will keep the Equipment free and clear of all levies, liens and encumbrances except those created under this Lease. Lessee will pay, when due, all charges and taxes (federal, state and local) which may now or hereafter be imposed upon the ownership, leasing, rental, sale, purchase, possession or use of the Equipment, excluding however, all taxes on or measured by Lessor's income. If Lessee fails to pay said charges and taxes when due, Lessor will have the right, but will not be obligated, to pay said charges and taxes. If Lessor pays any charges or taxes for which Lessee is responsible or liable under this Lease, Lessee will, upon demand, reimburse Lessor therefor.
16. **RISK OF LOSS; DAMAGE; DESTRUCTION:** Lessee assumes all risk of loss of or damage to the Equipment from any cause whatsoever, and no such loss of or damage to the Equipment will relieve Lessee of the obligation to make the Rental Payments or to perform any other obligation under this Lease. In the event of damage to any item of Equipment, Lessee will immediately place the same in good repair (the proceeds of any insurance recovery will be applied to the cost of such repair). If Lessor determines that any item of Equipment is lost, stolen, destroyed or damaged beyond repair, Lessee, at the option of Lessor, will (a) replace the same with like equipment in good repair; or (b) on the next Rental Payment date pay to Lessor (i) all amounts owed by Lessee under this Lease, including the Rental Payment due on such date, and (ii) an amount not less than the balance of the Rental Payments then remaining unpaid hereunder. In the event that Lessee is obligated to make such payment with respect to less than all of the Equipment, Lessor will provide Lessee with the pro rata amount of the Rental Payment and the balance of the Rental Payments then remaining unpaid hereunder, as applicable, to be made by Lessee with respect to the Equipment which has suffered the event of loss.
17. **INSURANCE:** Lessee will, at its expense, maintain at all times during the Lease Term (a) fire and extended coverage, public liability and property damage insurance with respect to the Equipment in such amounts, covering such risks, and with such insurers as will be satisfactory to Lessor. No event will the insurance limits be less than the greater of (i) an amount equal to the balance of the Rental Payments then remaining for the Lease Term or (ii) any minimum required by any co-insurance provisions of such insurance, (b) liability insurance that protects Lessor from liability in all events in form and amount satisfactory to Lessor, and (c) workers' compensation coverage as required by the laws of the state in which Lessee is located. Each insurance policy required by clause (b) of the preceding sentence will name Lessee as an insured and Lessor or its assigns as an additional insured and loss payee, as appropriate, and each insurance policy required by the preceding sentence will contain a clause requiring the insurer to give Lessor or its Assignee at least thirty (30) days prior written notice of any alteration in the terms of such policy or the cancellation thereof. The proceeds of any such policies will be payable to Lessee and Lessor or its assigns, as their interest may appear. Upon acceptance of the Equipment and upon each insurance renewal date, Lessee will deliver to Lessor a certificate evidencing such insurance. In the event of any loss, damage, injury or accident involving the Equipment, Lessee will promptly provide Lessor with written notice hereof and make available to Lessor all information and documentation relating thereto. Notwithstanding the foregoing, with Lessor's prior written consent, Lessee may self-insure against any and all risks for which insurance is required.
18. **INDEMNIFICATION:** To the extent permitted by law, and solely from legally available funds, Lessee agrees to indemnify Lessor against, and hold Lessor, its Assignees, or any participants with such, harmless from, any and all claims, actions, proceedings, expenses, damages, liabilities or losses (including, but not limited to, attorneys' fees and court costs) arising in connection with the Equipment, including, but not limited to, its selection, purchase, delivery, possession, use, operation or return and the recovery of claims under insurance policies thereon.
19. **EVENTS OF DEFAULT:** The Term "Event of Default" as used in this Lease, means the occurrence of any one or more of the following events: (a) Lessee fails to make any Rental Payment (or any other payment) as it becomes due in accordance with the terms of this Lease, and any such failure continues for ten (10) days after the date thereof; (b) Lessee fails to perform or observe any other covenant, condition or agreement to be performed or observed by it hereunder and such failure is not cured within ten (10) days after written notice thereof by Lessor; (c) the discovery by Lessor that any statement, representation or warranty made by Lessee in this Lease or in any document delivered by Lessee pursuant hereto or in connection herewith is false, misleading or erroneous in any material respect; (d) Lessee becomes insolvent, is unable to pay its debts as they become due, makes an assignment for the benefit of creditors, applies or consents to the appointment of a receiver, trustee, conservator or liquidator of Lessee or of all or substantial part of its assets, a petition for relief is filed by Lessee under federal bankruptcy, insolvency or similar laws, or a petition in a proceeding under any bankruptcy, insolvency or similar laws, is filed against Lessee and is not dismissed within thirty (30) days thereafter; (e) Lessee suffers an adverse material change in its financial condition or operations from the date hereof and, as a result, Lessor deems itself insecure; or (f) Lessee is in default under any other agreement executed at any time with Lessor, its affiliates or Lessor's Assignee or under any other agreement or instrument by which it is bound.
20. **REMEDIES:** Upon the occurrence of an Event of Default, Lessor may, at its option, exercise any one or more of the following remedies: (a) by written notice to Lessee, declare an amount equal to all amounts then due under this Lease and all remaining Rental Payments which will become due during the then current fiscal year of Lessee to be immediately due and payable, whereupon the same will become immediately due and payable; (together with interest on such amount at the lesser of one and one-half (1 ½ %) percent per month or the maximum permitted by law from the date on which Lessor has declared this Lease to be in default; (b) by written notice to Lessee, request Lessee to (and Lessee agrees that it will), at Lessee's expense, promptly return the Equipment to Lessor in the manner set forth in Section 8 hereof, or Lessor, at its option, may enter upon the premises where the Equipment is located and take immediate possession of and remove the same without liability to Lessor or its agents for such entry or for damage to property or otherwise; (c) sell or lease the Equipment or sublease it for the account of Lessee, holding Lessee liable for (i) all Rental Payments and other payments due to the effective date of such selling, leasing or subleasing, and (ii) for the difference between the purchase price, rental and other amounts paid by the purchaser, lessee or sublessee pursuant to such sale, lease or sublease and the remaining amounts payable by the Lessee through the end of the then current fiscal year of Lessee hereunder; and (d) exercise any other right, remedy or privilege

which may be available to it under applicable law, including the right to (i) proceed by appropriate court action to enforce the terms of this Lease, (ii) recover damages for the breach of this Lease, and (iii) rescind this Lease as to any or all of the Equipment.

In addition, Lessee will remain liable for all covenants and indemnities under this Lease and for all legal fees and other costs and expenses, including court costs, incurred by Lessor with respect to the enforcement of any of the remedies listed above or any other remedy available to Lessor.

- 21. EARLY PURCHASE OPTION:** Lessee may, upon sixty (60) days prior written notice to Lessor, and provided Lessee has fully paid and performed all other obligations hereunder and provided no Event of Default has occurred and is continuing, pay to Lessor the applicable amount set forth on Schedule C attached hereto, whereupon title to the Equipment will become unconditionally vested in Lessee, and Lessor will transfer any and all of its right, title and interest in the Equipment to Lessee as is, where is, without warranty, express or implied, except that Lessor will warrant to Lessee that the Equipment is free and clear of any liens created by Lessor.
- 22. ASSIGNMENT:** Except as expressly provided herein, Lessee will not (a) assign, transfer, pledge, hypothecate or grant any security interest in, or otherwise dispose of, this Lease or the Equipment or any interest in this Lease or the Equipment or (b) sublet or lend the Equipment or permit the Equipment to be used by anyone other than Lessee or Lessee's employees unless Lessee obtains the prior written consent of Lessor and an opinion of nationally recognized counsel in the area of tax-exempt municipal obligations satisfactory to Lessor that such action will not adversely affect the exclusion of the interest portions of the Rental Payments from gross income for federal income tax purposes.

Lessor, without the consent of Lessee, may assign all or any portion or portions of its right, title and interest in and to this Lease, the Equipment and any other documents executed with respect to this Lease, and/or grant or assign all or any portion or portions of its security interest in this Lease and the Equipment, in whole or in part to various assignees, their agents or trustees (each and any one hereinafter referred to as an "Assignee"). Any such assignment to an Assignee may provide that the Lessor or the Assignee will act as a collection and paying agent for owners of certificates of participation in this Lease, or may provide that a third-party trustee or agent will act as collection and paying agent for any Assignee, provided that any such trustee or agent will maintain registration books as a register of all persons who are owners of certificates of participation or other interest in Rental Payments and Lessee receives written notification of the name and address of the trustee or agent and a copy of the pooling and fractionalization agency or trustee agreement, if any. Any such Assignee will have all of the assigned rights of Lessor under this Lease. Subject to the foregoing, this Lease will inure to the benefit of and will be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto. Any assignment or reassignment of any of Lessor's right, title or interest in this Lease or the Equipment will be effective upon receipt by Lessee of a duplicate original of the counterpart document by which the assignment or reassignment is made, disclosing the name and address of each such Assignee and, where applicable, to whom further payments hereunder should be made. During the Lease Term, Lessee covenants that it will keep a complete and accurate record of all assignments in form necessary to comply with Section 149(a) of the Code and the regulations, proposed or existing, from time to time promulgated thereunder. Lessee agrees to acknowledge in writing any assignments if so required.

Lessee agrees that, upon notice of assignment, if so instructed it will pay directly to the Assignee, or its Trustee or Agent without abatement, deduction or setoff all amounts which become due hereunder. Lessee further agrees that it will not assert against any Assignee, Trustee or Agent any defense, claim, counterclaim or setoff on account of any reason whatsoever with respect to any Rental Payments or other amounts due hereunder or with respect to any action brought to obtain possession of the Equipment pursuant to this Lease.

- 23. FINANCIAL STATEMENTS:** Each year during the term of this Lease, Lessee hereby agrees to deliver to Lessor a copy of: (i) annual audited financial statements within one hundred twenty (120) days of Lessee's fiscal year-end; and (ii) within a reasonable period of time, any other financial information Lessor requests from time to time.
- 24. NATURE OF AGREEMENT:** Lessor and Lessee agree that upon the due and punctual payment and performance of the installments of Rental Payments and other amounts and obligations under this Lease, title to the Equipment will vest permanently in Lessee as provided in this Lease, free and clear of any interest, lien or security of Lessor therein.
- 25. AMENDMENTS:** This Lease may be amended or any of its terms modified for the purpose of adding Equipment, with the written consent of the parties hereto. In such event, additions to or additional Schedules attached hereto will be executed by Lessee. All other amendments or modifications of the terms of this Lease (except for the addition or serial numbers for the Equipment as set forth in the Acceptance Certificate) must be accomplished by written consent of Lessee and Lessor, or its Assignee, if any; provided, however, that no amendment of this Lease will operate to reduce or delay any Rental Payments to be made hereunder without the consent of Lessor, or its Assignee, at the time of such amendment.
- 26. NOTICES:** All notices to be given under this Lease must be made in writing and mailed by certified mail to the other party at its address set forth herein or at such address as the party may provide in writing from time to time. Any such notice is effective upon receipt.
- 27. SECTION HEADINGS:** All section headings contained herein are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Lease.
- 28. GOVERNING LAW:** This Lease will be governed by the provisions hereof and by the laws of the State of Illinois.
- 29. FURTHER ASSURANCES:** Lessee will deliver to Lessor (i) an opinion of counsel in substantially the form of Schedule D attached hereto or as Lessor may otherwise request; and (ii) if applicable, a certificate of a duly authorized official as to designation as a qualified tax-exempt obligation. Moreover, Lessee will execute or provide, as requested by Lessor, any documents and information that are reasonably necessary with respect to the transaction contemplated by this Lease.
- 30. ENTIRE AGREEMENT:** This Lease, together with the Schedules attached hereto and made a part hereof and other attachments hereto and other documents or instruments executed by Lessee and Lessor in connection herewith, constitute the entire agreement between the parties with respect to the lease of the Equipment, and this Lease will not be modified, amended, altered or changed except with the written consent of Lessee or Lessor.
- 31. SEVERABILITY:** Any provision of this Lease found to be prohibited by law will be ineffective to the extent of such prohibition without invalidating the remainder of this Lease.
- 32. WAIVER:** The waiver by Lessor of any breach by Lessee of any term, covenant or condition, hereof will not operate as a waiver of any subsequent breach hereof.
- 33. CERTIFICATION AS TO ARBITRAGE:** Lessee hereby represents as follows:

- (a) The estimated total costs of the Equipment will not be less than the total principal amount of the Rental Payments.
- (b) The Equipment has been ordered or is expected to be ordered within six months of the effective date of this Lease, and the Equipment is expected to be delivered and installed, and the Vendor fully paid, within one (1) year of the effective date of this Lease.
- (c) Lessee has not created or established, and does not expect to create or establish, any sinking fund or other similar fund (i) that is reasonably expected to be used to pay the Rental Payments, or (ii) that may be used solely to prevent a default in the payment of Rental Payments.
- (d) The Equipment has not been, and is not expected to be, sold or otherwise disposed of by Lessee, either in whole or in major part, prior to the final Rental Payment.
- (e) To the best of Lessee's knowledge, information and belief, the above expectations are reasonable.

**34. ELECTRONIC TRANSACTIONS; ELECTRONIC SIGNATURE.** The parties agree that the transaction described herein may be conducted and related documents may be stored by electronic means. Copies, telecopies, facsimiles, electronic files and other reproductions of original executed documents shall be deemed to be authentic and valid counterparts of such original documents for all purposes, including the filing of any claim, action or suit in the appropriate court of law. Each party acknowledges, represents and agrees that, pursuant to existing law and its respective policies and procedures, such party is authorized and empowered to execute this Lease electronically through the utilization of an electronic signature platform or service.

ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT, ARE NOT ENFORCEABLE. TO PROTECT YOU (LESSEE(S) AND US (LESSOR) FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS WE REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING, WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US EXCEPT AS WE MAY LATER AGREE IN WRITING TO MODIFY IT.

**BY SIGNING BELOW, YOU AND WE AGREE THAT THERE ARE NO UNWRITTEN ORAL AGREEMENTS BETWEEN US.**

|  |  |
|--|--|
| <p><i>Lessor: <u>Clayton Holdings, LLC</u></i></p> <p><i>Authorized Signature:</i></p> <p>_____</p> <p><i>Printed Name:</i> _____</p> <p><i>Title: <u>Officer</u></i></p> <p><i>Date:</i></p> <p>_____</p> | <p><i>Lessee: <u>Community Unit District No. 5, McLean and Woodford Counties, Illinois</u></i></p> <p><i>Authorized Signature:</i></p> <p>_____</p> <p><i>Printed Name: <u>Martin S. Hickman</u></i></p> <p><i>Title: <u>Chief Financial Officer</u></i></p> <p><i>Date:</i></p> <p>_____</p> <p><i>EIN: <u>37-6004011</u></i></p> |
|--|--|

**SCHEDULE A TO  
STATE & MUNICIPAL LEASE/PURCHASE AGREEMENT  
Lease No. 5000125-015**

|  |                            |
|--|----------------------------|
| <b>Location of Equipment</b>   |                            |
| Street: 1809 W. Hovey Avenue<br>City: Normal<br>State: Illinois<br>Zip Code: 61761 |                            |
| <b>Description of Equipment</b>  | <b>Equipment Cost</b>      |
| Two (2) T380AMR Scrubbers w/ Li Ion battery  |                            |
| SN: _____  | \$ 83,585.00               |
| SN: _____  | \$ 83,585.00               |
| Six (6) I-Mop Lite w/ Li Ion battery   |                            |
| SN: _____  | \$ 3,748.50                |
| SN: _____  | \$ 3,748.50                |
| SN: _____  | \$ 3,748.50                |
| SN: _____  | \$ 3,748.50                |
| SN: _____  | \$ 3,748.50                |
| SN: _____  | \$ 3,848.50                |
| <b><u>Total Equipment Cost</u></b>   | <b><u>\$189,661.00</u></b> |

Lessee hereby certifies that the description of the property set forth above constitutes a complete and accurate description of all Equipment as subject to in the Lease.

|   |
|---|
| <p><i>Lessee: <u>Community Unit District No. 5, McLean and Woodford Counties, Illinois</u></i></p> <p><i>Authorized Signature: _____</i></p> <p><i>Printed Name: <u>Martin S. Hickman</u></i></p> <p><i>Title: <u>Chief Financial Officer</u></i></p> <p><i>Date: _____</i></p> |
|---|

**SCHEDULE B TO  
STATE & MUNICIPAL LEASE/PURCHASE AGREEMENT  
Lease No. 5000125-015  
DELIVERY AND ACCEPTANCE CERTIFICATE**

See Exhibit B and C  
to the Escrow Agreement.

## SCHEDULE C PAYMENT SCHEDULE

Lessee: Community Unit District No. 5, McLean and Woodford Counties, Illinois  
 Lessor: Clayton Holdings, LLC  
 Lease Number: 5000125-015  
 Lease term in Months: Forty-eight (48)  
 Rental Periods: Five (5) Annual Payments, in Advance.  
 First Payment Date: December 20, 2024  
 Capital Cost of Equipment: \$189,661.00

| Rental Payment Date | Payment Amount      | Amounted Credited to Interest | Amount Credited to Capital Cost | Principal Balance |
|---------------------|---------------------|-------------------------------|---------------------------------|-------------------|
| 12/20/2024          | \$ 41,630.15        | \$ -                          | \$ 41,630.15                    | \$ 148,030.85     |
| 12/20/2025          | \$ 41,630.15        | \$ 7,223.91                   | \$ 34,406.24                    | \$ 113,624.61     |
| 12/20/2026          | \$ 41,630.15        | \$ 5,544.88                   | \$ 36,085.27                    | \$ 77,539.34      |
| 12/20/2027          | \$ 41,630.15        | \$ 3,783.92                   | \$ 37,846.23                    | \$ 39,693.11      |
| 12/20/2028          | \$ 41,630.15        | \$ 1,937.04                   | \$ 39,693.11                    | \$ -              |
| <b>TOTALS:</b>      | <b>\$208,150.75</b> | <b>\$ 18,489.75</b>           | <b>\$189,661.00</b>             |                   |

Interest, if any, accruing from the Start Date to the actual date of funding shall be retained by Lessor as additional consideration for entering into this Lease Purchase Agreement.

In the event Lessee desires to prepay this Lease, it may do so in whole, but not in part, at a purchase price equal to (a) the then current outstanding principal balance shown above; plus (b) a prepayment premium calculated as a percentage of the then current outstanding principal balance, in the following amount: 3%, with respect to any prepayment during the first full year of the Lease Term; 2%, with respect to any prepayment during the second full year of the Lease Term; and 1%, with respect to any prepayment during the third full year of the Lease Term and thereafter; plus (c) unpaid interest accrued on the outstanding principal balance to the prepayment date; and plus (d) all other amounts then payable under this Lease. There is no prepayment penalty if Lessee is using funds other than proceeds of a grant or an actual or anticipated refinancing.

Lessee: Community Unit District No. 5, McLean and Woodford Counties, Illinois

Authorized Signature: \_\_\_\_\_

Printed Name: Martin S. Hickman

Title: Chief Financial Officer

Date: \_\_\_\_\_

**SCHEDULE D TO  
STATE & MUNICIPAL LEASE/PURCHASE AGREEMENT  
Lease No. 5000125-015**

Clayton Holdings, LLC  
8000 Forsyth Boulevard, Suite 1210  
St. Louis, Missouri 63105

Re: State and Municipal Lease/Purchase Agreement No. 5000125-015 dated the Twelfth day of December, 2024 (the "Lease"), between Clayton Holdings, LLC ("Lessor") and Community Unit District No. 5, McLean and Woodford Counties, Illinois ("Lessee").

Ladies and Gentlemen:

As legal counsel to Lessee, I have examined (a) the Lease, which, among other things, provides for the sale to and purchase by the Lessee of the Equipment, (b) an executed counterpart of the ordinance or resolution of Lessee which, among other things, authorizes Lessee to execute the Lease and (c) such other opinions, documents and matters of law as I have deemed necessary in connection with the following opinions.

Based on the foregoing, I am of the following opinions:

1. Lessee is a public body corporate and politic, duly organized and existing under the laws of the State, and has a substantial amount of one or more of the following sovereign powers: (a) the power to tax, (b) the power of eminent domain, and (c) police power.

2. Lessee has the requisite power and authority to purchase the Equipment and to execute and deliver the Lease and to perform its obligations under the Lease.

3. The Lease and the other documents either attached thereto or required therein have been duly authorized, approved and executed by and on behalf of Lessee, and the Lease is a valid and binding obligation of Lessee enforceable in accordance with its terms.

4. The authorization, approval and execution of the Lease and all other proceedings of Lessee relating to the transactions contemplated thereby have been performed in accordance with all open meeting laws, public bidding laws and all other applicable state and federal laws.

5. There is no proceeding pending or threatened in any court or before any governmental authority or arbitration board or tribunal that, if adversely determined, would adversely affect the transactions contemplated by the Lease or the security interest of Lessor or its assigns, as the case may be, in the Equipment.

Furthermore, I confirm that the name of the Lessee as stated in the Lease, as **Community Unit District No. 5, McLean and Woodford Counties, Illinois**, is the exact legal name of the Lessee for all purposes contemplated herein.

All capitalized terms herein shall have the same meanings as in the Lease. Lessor, its successors and assigns and any counsel rendering an opinion on the tax-exempt status of the interest components of Rental Payments are entitled to rely on this opinion.

Very truly yours,

**SCHEDULE E TO  
STATE & MUNICIPAL LEASE/PURCHASE AGREEMENT  
Lease No. 5000125-015**

**RESOLUTION OF LESSEE'S GOVERNING BODY**

The undersigned, being the officer identified below of Community Unit District No. 5, McLean and Woodford Counties, Illinois (the "Lessee"), hereby certifies that the following is a true and correct copy of a resolution adopted by the governing body of the Lessee at a meeting duly held on \_\_\_\_\_.

\* \* \* \*

**WHEREAS**, in order to facilitate the acquisition of certain equipment for use by the Lessee and to pay the cost thereof, it is necessary and desirable for the Lessee to enter into a State & Municipal Lease/Purchase Agreement (together with all Exhibits and Schedules, the "Lease") with Clayton Holdings, LLC (together with its successors and assigns, the "Lessor"), pursuant to which the Lessee will lease the Equipment from the Lessor with an option to purchase; and

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE, AS FOLLOWS:**

**Section 1. Approval of the Lease.** The Lease is hereby approved in substantially the forms submitted to and reviewed by the governing body of the Lessee on the date hereof, with such changes therein as shall be approved by the following officer of the Lessee, said officer's execution thereof to be conclusive evidence of the approval thereof:

| <b>Printed Name</b>      | <b>Title</b>                   | <b>Email Address</b>       | <b>Signature</b> |
|--------------------------|--------------------------------|----------------------------|------------------|
| <u>Martin S. Hickman</u> | <u>Chief Financial Officer</u> | <u>hickmanms@unit5.org</u> | _____            |

Said officer is hereby authorized and directed to execute and deliver the Lease on behalf of and as the act and deed of the Lessee, and to affix the seal of the Lessee, if applicable.

**Section 2. Further Authority.** The Lessee shall, and the officials and agents of the Lessee are hereby authorized and directed to, take such action, expend such funds and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this resolution and to carry out, comply with and perform the duties of the Lessee with respect to the Lease and the Equipment.

**Section 3. Bank Qualified Designation.** Lessee hereby designates the Lease as a "qualified tax-exempt obligation" as defined in Section 265(b)(3)(B) of the Internal Revenue Code. The aggregate face amount of all tax-exempt obligations (including the Lease, but excluding private activity bonds other than qualified 501(c)(3) bonds) issued or to be issued by Lessee and all subordinate entities thereof during the current calendar year is not reasonably expected to exceed \$10,000,000. Lessee and all subordinate entities thereof will not issue in excess of \$10,000,000 of tax-exempt obligations (including the Lease, but excluding private activity bonds other than qualified 501(c)(3) bonds) during the current calendar year without first providing Lessor with an opinion of nationally recognized counsel in the area of tax-exempt municipal obligations acceptable to Lessor, that the designation of the Lease as a "qualified tax-exempt obligation" will not be adversely affected.

\* \* \*

I further certify that the foregoing resolution has not been modified, amended or repealed and is in full force and effect as of the date hereof.

**WITNESS** my hand this \_\_\_\_\_.

Community Unit District No. 5, McLean and Woodford Counties, Illinois

By: \_\_\_\_\_  
Jeremy DeHaai, Board President  
Email: dehaaij@unit5.org

**SCHEDULE F  
STATE & MUNICIPAL LEASE/PURCHASE AGREEMENT  
Lease No. 5000125-015**

**ESSENTIAL USE/SOURCE OF FUNDS LETTER**

**December 12, 2024**

Clayton Holdings, LLC  
8000 Forsyth Boulevard, Suite 1210  
St. Louis, Missouri 63105

Re: State and Municipal Lease/Purchase Agreement No. 5000125-015, dated the Twelfth day of December, 2024 (the "Lease"), between CLAYTON HOLDINGS, LLC ("Lessor") and Community Unit District No. 5, McLean and Woodford Counties, Illinois ("Lessee")

Ladies and Gentlemen:

This confirms and affirms that the Equipment described in the Lease is essential to the function of the undersigned or to the service we provide to our citizens.

Further, we have an immediate need for, and expect to make immediate use of, substantially all such Equipment, which need is not temporary or expected to diminish in the foreseeable future. Such Equipment will be used by us only for the purpose of performing one or more of our governmental or proprietary functions consistent with the permissible scope of our authority. Specifically, such Equipment was selected by us to be used as follows:

\_\_\_\_\_

The estimated useful life of such Equipment based upon manufacturer's representations and our projected needs is \_\_\_\_\_ years.

Our source of funds for payments of the Rental Payments due under the Lease for the current fiscal year is \_\_\_\_\_.

We currently expect and anticipate adequate funds to be available for all future payments of rent due after the current fiscal year for the following reasons:

\_\_\_\_\_

Very truly yours,

Lessee: Community Unit District No. 5, McLean and Woodford Counties, Illinois

Authorized Signature: \_\_\_\_\_

Printed Name: Martin S. Hickman

Title: Chief Financial Officer

Date: \_\_\_\_\_

**SCHEDULE G  
PROOF OF INSURANCE**

Insurance Agent Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Ladies and Gentlemen:

Please add CLAYTON HOLDINGS, LLC, as both sole loss payee under the property insurance covering the Equipment listed on attached Schedule A, and as additional insured under the general liability insurance policy. The minimum liability coverage is \$1,000,000.00. Please mail or fax an insurance certificate to:

Clayton Holdings, LLC  
P.O. Box 11309  
St. Louis, MO 63105  
**Fax # 314.746.3744**

Upon acceptance of the Equipment and upon each insurance renewal date, Lessee will deliver to Lessor a certificate evidencing such insurance.

Please note that the Bank requires 30 day written notice of cancellation of the policy covering leased equipment.

*Lessee: Community Unit District No. 5, McLean and Woodford Counties, Illinois*

*Authorized Signature: \_\_\_\_\_*

*Printed Name: Martin S. Hickman*

*Title: Chief Financial Officer*

*Date: \_\_\_\_\_*

## SCHEDULE I DISBURSEMENT AUTHORIZATION

December 12, 2024

To: Clayton Holdings, LLC  
8000 Forsyth Boulevard, Suite 1210  
St. Louis, Missouri 63105

RE: Lease Number 5000125-015

Ladies and Gentlemen,

Please disburse the proceeds of the above lease as follows:

Wire or send to:

| PAYEE  | AMOUNT       |
|--|--------------|
| UMB Bank, N.A.<br>928 Grand Blvd Floor 12<br>Kansas City, MO 64106<br>Attn: Nicole Tarantino<br><br><b>Wire:</b><br>ABA 101 00 0695<br>AC# 980 000 6823<br>Acct Name: UMB Trust Department<br>Attn: Tarantino<br>REFERENCE: Community Unit District No. 5, SCH 015 | \$189,661.00 |

Sincerely,

Lessee: Community Unit District No. 5, McLean and Woodford Counties, Illinois

Authorized Signature: \_\_\_\_\_

Printed Name: Martin S. Hickman

Title: Chief Financial Officer

Date: \_\_\_\_\_



P.O. Box 11309, Saint Louis, MO 63105

Invoice Date: 12/12/2024  
Invoice Number: CHOL1236  
Due Date: 12/20/2024

INVOICE TO: Community Unit District No. 5, McLean  
and Woodford Counties, Illinois  
1809 W. Hovey Avenue  
Normal, IL 61761

REMIT TO: Clayton Holdings, LLC  
PO Box 11309  
Saint Louis, MO 63105

ATTENTION: Martin S. Hickman, Business Manager

Reference: First payment for Lease Agreement No. 5000125-015 **\$41,630.15**

Invoice Subtotal **\$41,630.15**

Total **\$41,630.15**

For Questions Concerning This Invoice Please Call 314-746-3686



8000 Forsyth Boulevard, Suite 1210  
Saint Louis, Missouri 63105-1797

December 12, 2024

Mr. Martin S. Hickman  
Chief Financial Officer  
Community Unit District No. 5, McLean and Woodford Counties, Illinois  
1809 W. Hovey Avenue  
Normal, Illinois 61761

Dear Mr. Hickman:

Enclosed is a draft IRS form 8038G related to the lease financing described above. **The enclosed form is required to be filed by you, as the lessee, with the IRS in connection with the lease financing.** As a courtesy, we have prepared and forwarded the enclosed draft to you for your review, execution and filing. The information included in the form is based on information you provided in connection with the application for the lease financing and the execution and delivery of the lease documents (including the 8038 Questionnaire).

Once executed, an original of the executed form is required to be filed with the Internal Revenue Service at the following address no later than February 15, 2025.

If sent by US postal service to:

Department of the Treasury  
Internal Revenue Service Center  
Ogden, Utah 84201

If sent by overnight delivery service to:

Department of the Treasury  
Ogden Internal Revenue Submission  
Center  
1973 Rulon White Boulevard  
Ogden, Utah 84201

We recommend that you obtain proof of mailing as you would with any tax return filed with the IRS, in the event that the form is lost in transmission or misfiled by the IRS and that such proof be filed with other documents related to the lease financing.

If you have any questions regarding this form or the requirement to file it, please feel free to contact me.

Sincerely,

Izella Lampasi  
Municipal Contract Administrator  
Phone: 314-746-3876  
Email: Izella.Lampasi@commercebank.com

**8038-G QUESTIONNAIRE**

Name of Lessee: Community Unit District No. 5, McLean and Woodford Counties, Illinois  
 Address of Lessee: 1809 W. Hovey Avenue, Normal, Illinois 61761  
 Contact Person: Martin S. Hickman, Chief Financial Officer  
 Telephone Number: 309-557-4010  
 Email Address: hickmanms@unit5.org  
 Lessee's FEIN: 37-6004011

**GENERAL**

*In October 2021, the Internal Revenue Service (“IRS”) updated Form 8038-G (the form used by Lessees to report the issuance of a tax-exempt obligation). The revised Form 8038-G asks specific questions about written procedures to: (1) monitor private use of assets financed with proceeds of a tax-exempt obligation and, as necessary, to take remedial actions to correct any violations of federal tax restrictions on the use of financed assets; and (2) monitor the yield on the investment of gross proceeds of tax-exempt obligations and, as necessary, make payments of arbitrage rebate earned to the United States. In addition, the revised Form 8038-G asks Lessees to report whether any proceeds will be used to reimburse the Lessee for an expenditure paid prior to issuance. This questionnaire is designed to obtain the information necessary to complete Form 8038-G for the Lease. Lessee will be required to review and approve the information entered prior to signing the 8038-G form.*

*At this time, the consequences of not having adopted written procedures to monitor private use of financed assets and yield on the investment of gross proceeds of tax-exempt obligations are unknown. If you have further questions, please consult your regular bond or legal counsel.*

**Part 1 – Written Tax Compliance Procedures**

**Note: If either of these questions is not answered, we will assume the Lessee has not adopted the described procedures.**

1. Has the Lessee established written procedures to monitor compliance with federal tax restrictions for the term of the lease? The written procedures should identify a particular individual within Lessee’s organization to monitor compliance with the federal tax requirements related to use of the financed assets and describe actions to be taken in the event failure to comply with federal tax restrictions is contemplated or discovered. **Yes \_\_\_ No \_\_\_**
2. Has the Lessee established written procedures to monitor the yield on the investment of proceeds of the Lease on deposit in an escrow account or similar fund prior to being spent and to ensure that any positive arbitrage rebate earned is paid to the United States? **Yes \_\_\_ No \_\_\_**

**Part 2 – Reimbursement of Prior Expenditures**

1. As of the funding date, were any of the proceeds of the Lease used to reimburse Lessee for expenditures paid to acquire the financed assets prior to the funding date of the Lease? **Yes \_\_\_ No \_\_\_**

*If yes, please attach a spreadsheet listing the expenditure(s) together with the date paid, vendor paid and purpose of the expenditure or other proof of the expenditure(s) containing this information (i.e. invoices, receipts, cancelled checks).*

**Items 2 and 3 need to be completed ONLY if the answer to item 1 above is YES.**

2. Please attach a copy of Lessee’s resolution of intent to finance the financed assets, which includes date of adoption.
3. What is the amount of proceeds of the Lease reimbursed to Lessee? \$ \_\_\_\_\_

**BY:** \_\_\_\_\_

**NAME:** Martin S. Hickman

**TITLE:** Chief Financial Officer

**DATE:** \_\_\_\_\_



**UMB Bank, N.A. as Escrow Agent  
Fees and Expenses**

**Community Unit District No. 5, SCH 015**

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|                   |                 |
|-------------------|-----------------|
| <b>Escrow Fee</b> | <b>\$250.00</b> |
|-------------------|-----------------|

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|              |                 |
|--------------|-----------------|
| <b>TOTAL</b> | <b>\$250.00</b> |
|--------------|-----------------|

**UMB Contact:**  
Nicole Tarantino  
928 Grand Blvd Floor 12  
Kansas City, MO 64106  
816-860-7631

**Remit To:**  
UMB Bank, N.A.  
928 Grand Blvd Floor 12  
Kansas City, MO 64106  
Attn: Nicole Tarantino

**Wire:**  
ABA 101 00 0695  
AC# 980 000 6823  
Acct Name: UMB Trust Department  
Attn: Nicole Tarantino  
REFERENCE: Community Unit District  
No. 5, SCH 015

## Certificate Of Completion

Envelope Id: 22372DE2-FC52-4DAD-B003-DA796535B17E

Status: Sent

Subject: Community USD No. 5, McLean and Woodford 5000125-015 Lease Document Package

AccountName: Commercial Leasing eVault - 74222432

ContractAdmin: Izella Lampasi

ContractNumber: 5000125-015

CustomerName: Community USD No. 5, McLean and Woodford Counties, IL

CustomerNumber: 5000125

FinanceCompany: Clayton Holdings

LeasingSalesRep: Frank Hill

RCIf:

ScheduleNumber: 015

eOriginal Transaction Type: Commercial Loan Servicing

Source Envelope:

Document Pages: 19

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 0

Izella Lampasi

AutoNav: Enabled

1000 Walnut

Envelopeld Stamping: Enabled

Kansas City, MO 64141

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

izella.lampasi@commercebank.com

IP Address: 208.87.237.180

## Record Tracking

Status: Original

Holder: Izella Lampasi

Location: DocuSign

12/13/2024 12:11:46 PM

izella.lampasi@commercebank.com

## Signer Events

### Signature

### Timestamp

Martin Hickman

Sent: 12/13/2024 1:20:50 PM

Hickmanms@unit5.org

Viewed: 12/16/2024 7:17:24 AM

CFO

McLean County School District Unit No. 5

Security Level: Email, Account Authentication  
(None), Access Code

#### Electronic Record and Signature Disclosure:

Accepted: 12/15/2023 7:33:24 AM

ID: f2638944-d3fe-4f26-9338-60922877f54e

Company Name: Commerce Bancshares, Inc.-Gen Account 5

Jeremy DeHaai

Dehaaij@unit5.org

Security Level: Email, Account Authentication  
(None), Access Code

#### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Beth Blumenthal

Beth.Blumenthal@Commercebank.com

Security Level: Email, Account Authentication  
(None)

#### Electronic Record and Signature Disclosure:

Accepted: 3/23/2023 8:13:43 AM

ID: 20f6d334-033b-4398-9b1d-df9e76a16baa

Company Name: Commerce Bancshares, Inc.-Gen Account 5

## In Person Signer Events

### Signature

### Timestamp

## Editor Delivery Events

### Status

### Timestamp

## Agent Delivery Events

### Status

### Timestamp

| Intermediary Delivery Events  | Status           | Timestamp  |
|---|------------------|--|
| <b>Certified Delivery Events</b>  | <b>Status</b>    | <b>Timestamp</b>   |
| <b>Carbon Copy Events</b>   | <b>Status</b>    | <b>Timestamp</b>   |
| Ashley Stout<br>Ashley.Stout@CommerceBank.com<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign | <b>COPIED</b>    | Sent: 12/13/2024 1:20:49 PM<br>Viewed: 12/16/2024 6:54:50 AM |
| Frank Hill<br>Frank.Hill@CommerceBank.com<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign     | <b>COPIED</b>    | Sent: 12/13/2024 1:20:50 PM                                  |
| <b>Witness Events</b>   | <b>Signature</b> | <b>Timestamp</b>   |
| <b>Notary Events</b>  | <b>Signature</b> | <b>Timestamp</b>   |
| <b>Envelope Summary Events</b>  | <b>Status</b>    | <b>Timestamps</b>  |
| Envelope Sent   | Hashed/Encrypted | 12/13/2024 1:20:50 PM  |
| <b>Payment Events</b>   | <b>Status</b>    | <b>Timestamps</b>  |
| <b>Electronic Record and Signature Disclosure</b>   |                  |  |

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You may at any time withdraw your consent to receive Documents from us electronically. To receive required Documents only in paper format, you may: 1) Decline to sign a Document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent; or 2) Send an e-mail to us at DocuSign-CommerceBank@CommerceBank.com and in the body of such request you must state your full name, e-mail address, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and deliver services to you because we will need first to send the required Documents to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of, or signature on such paper Documents. If you withdraw your consent to receive required notices and disclosures electronically from us, you will no longer be able to use the DocuSign system to receive required Documents electronically from us or to sign electronically Documents from us. There is no fee for original paper documents.

### **How to contact Commerce Bank:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive Documents electronically as follows: Send email messages to: DocuSign-CommerceBank@CommerceBank.com

### **To advise Commerce Bank of your new e-mail address**

To let us know of a change in your e-mail address where we should send Documents electronically to you, you must send an email message to us at DocuSign-CommerceBank@CommerceBank.com and in the body of such request you must state: your previous e-mail address and your new e-mail address.

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**Required hardware and software**

|                            |  |
|----------------------------|--|
| Operating Systems:         | Operating Systems: Windows® 10 or later; macOS® X or later   |
| Browsers:                  | Final release versions of Internet Explorer® 11.0 or above, or the current version of Google Chrome™, Mozilla Firefox® or Safari®.)              |
| PDF Reader:                | Adobe® Acrobat® or similar software may be required to view and print Documents, which will be presented as Portable Document Format (PDF) files |
| Screen Resolution:         | 800 x 600 minimum  |
| Enabled Security Settings: | Allow per session cookies  |

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

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