

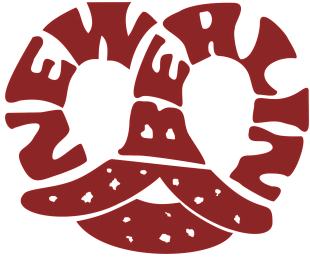
Regular Meeting
Thursday, November 14, 2024 5:30
Construction Site/6:00 p.m. Meeting

Elementary Building
600 Cedar St
New Berlin, IL 62670

Agenda

1. Call to Order
2. Pretzel Shoutouts
3. Board Member Appreciation Recognition
4. Public Comment (*Policy 2:230*)
5. IASB Liaison Talking Points
6. Adjustments to Agenda
7. Reports and Recommendations
 - 7.a. Director Reports
 - 7.a.1. Transportation Director
 - 7.a.2. Technology Director
 - 7.a.3. Facility Director
 - 7.b. Administrator(s)
 - 7.b.1. Mr. Matthew Jokisch, Elementary Principal
 - 7.b.2. Mr. Brandon Radford, JH Principal
 - 7.b.3. Mrs. Hattie Llewellyn, High School Principal
 - 7.b.4. Mr. Blake Lucas, District Athletic and Activities Director
 - 7.c. Superintendent
 - 7.c.1. Mrs. Jill Larson, Superintendent
 - Construction Update-Moving Plan
 - School Designations
 - DLM Special Education Plan
 - Hosting Spring Abe Lincoln Division Meeting
 - ISBE School Maintenance Matching Grant Program (\$50,000)
8. Consent Agenda
 - 8.a. Financial Report(s)
 - 8.a.1. Bills Payable & Imprest Fund
 - 8.a.2. Student Activity Funds
 - 8.a.3. Payroll
 - 8.a.4. Treasurer's Report
 - 8.b. Open Session Minutes of October 16, 2024
 - 8.c. Closed Session Minutes of October 16, 2024
 - 8.d. Destroying of Executive Session Tapes for the Month(s) of April 2023 and prior
 - 8.e. Approve the Resolution to Dispose/Sell Supplies or Equipment
 - 8.f. First Reading of Policy Press #117
9. New Business
 - 9.a. Presentation/Approval of Elementary and Junior High School Improvement Plan
 - 9.b. Approve 2024 Tentative Tax Levy
 - 9.c. Set Truth-in-Taxation Hearing for 2024 Tax Levy
 - 9.d. Permission to Seek Bids for School Bus Purchase

- 9.e. Approve the FFA Conference on November 25-26, 2024 to Illinois State University
- 9.f. Approve Applying for Matching Maintenance Grant with ISBE
- 10. Executive Session - For the purpose of:
 - 10.a. *The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine validity. 5 ILCS 10/2(c).*
 - 10.b. *Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
5 ILCS 120/2(c)(11)*
 - 10.c. *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.
5ILCS 120/2(c)(8)*
- 11. *Personnel Consent Agenda (*Policy 5:280*)
 - 11.a. Victorria Chambers as NBE Paraprofessional (pending proper certification)
 - 11.b. Jessica Wisdom NBE Paraprofessional (pending proper certification)
 - 11.c. Ryan King as 6th Grade Boys Basketball Coach
- 12. Approve Leave of Absence for Tanner Shafer for 16-weeks for military leave for second semester
- 13. FMLA/Leave of Absence Report
- 14. Resignations:
 - Danielle Menser-NBE Paraprofessional
- 15. Adjournment



SETH HILL, TRANSPORTATION DIRECTOR
NEW BERLIN CUSD16
300 E. ELLIS ST.
NEW BERLIN, IL 62670
217-488-2040 EXT. 235

November Board Report

Transportation

- Sent buses for general maintenance
- Sent buses for bi-yearly inspections
- Mechanic is working on installation of parts on buses that need work done.
- Aligning of drop off times based on improved efficiency of the route times.
- Alignment of seating charts to help with discipline
- Continued recertification of drivers
- Halloween Fun Potluck for Staff
- Coverage of routes and sporting events after school
- Continued organization and management of budget
- Set up annual bids for trading and purchasing buses.
- Open positions
 - Bus Driver
 - Bus Monitor
- Pretzel positives
 - Halloween Fun Potluck for Staff
 - High School and Elementary Administration and Staff doing a great job of getting students out to the bus and speeding up the process of loading and getting buses out.

- SSO officers Darren Cummings and Larry Piotrowski for helping to get students to and on buses at the High School and Junior High School.
- Drivers for being flexible and having to cover different routes and sporting events.
- Kris Neuman, Troy Sanson, Kathy Garner for still helping in covering routes during the afternoon and morning due to need for coverage.

New Berlin CUSD #16

Technology Report

SY 2024-2025

Submitted November 2024

I. Goals:

A. Equitable access to technology across PreK through 12.

1. Identify gaps in current technology infrastructure in elementary, junior high and high school facilities.

- Identify current technology components in each PreK-12 classroom.
- Solicit feedback from administrators regarding anticipated needs.
- In collaboration with administrative staff, develop and disseminate a technology needs survey to PreK-12 teachers.
- Gather data.
- Work with administrative staff to prioritize needs for SY2025-2026.

B. 1:1 technology in PreK-12.

1. Technology in PreK-12

- Identify current device inventory and needs for additional devices, i.e. Chromebooks, tablets, iPads, etc.
- Identify yearly budget to maintain and adequate supply of devices from year to year.
- Research what other districts are using for technology contract and associated fees.

C. Current technology inventory

A. At the start of SY 2024-2025 inventory consisted of:

- 1,000 plus Chromebooks/tablets

- August 2024 replaced 50 Chromebook due to wear and tear.
 - Approximately 125 desktops need replaced in FY 25
 - Document cameras –mainly elementary
 - 20 Interactive white boards—elementary
 - Standalone labs: Elementary 0; HS/JH 1
 - LCD projectors in K-12 classrooms
 - Access points K-12, 89 total
 - 3D printers-2 total
 - Identify current technology components in each PreK-12 classroom.
 - Copiers—9 total
 - Color Printers—16
 - Added around 90 laptops for teachers in the last 3 years
 - Replaced Aruba Wireless network with Extreme Wireless network to provide a more robust wireless network
- D. Network Infrastructure
- A. Maintain updated infrastructure resulting in increased security and speed for connectivity:
 - Project on going to be done by sy 2025 - 2026
 - Extreme Layer 3 Switches are being installed throughout the district
 - Partial funding via E-Rate
 - Installed 1 Gig Internet connection, completed August 2020 through State of IL Funding (no cost to the district). Switching over to Consolidated this year, still no cost to district.
- E. Student Safety
- A. Execute and monitor various components of technology hardware and software to promote student safety.
 - GoGuardian expanded in August 2020 to include GoGuardian Suite.
 - Content filtering of Chromebooks
 - Self-harm monitoring system

- Teacher-control features
- Linewize—content filtering
- Implementation of I-Ready
- 89 surveillance cameras installed from 2021-present for elementary and 13 over at transportation. HSJH will be installed with new building project
- Added keyless entry doors from Verkada

II. Technology Budget

A. To be determined by current and future needs to ensure equitable access to technology across the district.

B. E-Rate provides reimbursement for technology-related expenditures for category 2 projects.

III. Future Goals and Needs

A. Based on current known needs the following is anticipated:

- Updating and replacing outdated teacher workstations
- Updating interactive whiteboards in the elementary building
- Updating computer in HS/JH to Windows 11
- Evaluation of future hardware and software needs



NEW BERLIN ELEMENTARY

Let's go Pretzels!

November 2024 Board Report

TO: NBCUSD #16 Board of Education, Mrs. Jill Larson, Superintendent

From: Matthew Jokisch, Elementary Principal

Pretzel Positives

Student Shout Outs

- 5th Graders produced a video of our in house Veterans - professional and touching
- 2nd and 3rd Grade improvement in the lunchroom - been a long road / getting there:)
- Boys Stride Program had a great turn out for their practice 5K and actual 5K (thank you volunteers)
- Starting Quarter 2 & The Theme of Grit - The productive struggle, and the push to the finish.
- 1st Quarter Golden Knot Assembly and the Clipboard Crew/Book of Success

Staff Shout Outs

- Para Pros have been stretched thin...real team players....they cover without question or hesitation. We are so grateful for all of them.
- Grade Level teams hammered out data for Tier 1, 2a, and 2b for the 1st quarter and set up monitoring for the 2nd quarter
- Special Education Caseworkers - I have a new appreciation after my most recent legal update

School Improvement

Climate and Culture

- Mrs. Barrett - 3rd Grade Concert
- Mrs. Pecoraro - Family Reading Night
- Team Building through data

Pretzel Learning for Staff

- Math Extended Response Training / Inter-Grade Level Sharing
- Quarter One and Two Data Hub Training
- Backwards Design for Specials

Administrative PD

- Special Education Legal Update
- Evaluwise Scripting and Domain Matching Training
- Establishing Ed Leader Classroom / State Mandated Training for 2025-2026

Community Engagement

- Trunk or Treat Huge Success - (PTO)
- Veteran's Day - Missing Soldier Table/Brad Cowan - Speaker (PTO)
- Community Para Pro connection



November Board Report

Updated Nov 11, 2024

TO: NBCUSD #16 Board of Education, Jill Larson, Superintendent

From: Brandon Radford , Jr. High Principal

School/Building Improvement:

- Had our 2nd PaCE Framework Day (11/08)
 - 6th Grade students worked on:
 - Soft Skills (Identifying Problems & Labeling and Expressing Feelings)
 - Xello (Things they are interested in / Subjects at Work)
 - 7th Grade students worked on:
 - Soft Skills (Perspective-Taking & Empathy)
 - Xello (Discovering Learning Pathways & Learning Styles)
 - 8th Grade Students worked on:
 - Soft Skills (Evaluating & Reflecting)
 - Xello (Exploring Career Matches & Skills)
- Middle School Life Check In (part 2)
 - Creates/Gives Student Voice
 - Allows us to see if students don't feel connected to staff
 - Anything they feel like they need us to know
 - How they feel their year is going
 - September Data / November Data
 - 0 = 0 0
 - 1 = 1% 2%
 - 2 = 1% 2%
 - 3 = 29% 28%
 - 4 = 41% 44%
 - 5 = 28% 22%
- We will recognise our 1st Rockstar Staff Member of the Month
 - We allow staff to shout-out other staff members for things going on in the building
 - At the end of the month, we put all the names in a drawing for one to be recognised as our October Staff Member of the Month
- Working with Shelly Bandelow and Joe Viola to start assigning locker in the new building

Curriculum and Instruction

- 7th Grade Leadership class has been working on setting up their Group Projects
- Hosted a guest speaker November 12 & 13 for Teen Safety Matters (6th-8th Grade PE classes)
- Hosted Pretzel with a Professional
 - 10/30 - Tiffany Streeval (Manager of the Audit Bureau at Illinois Department of Revenue)
 - 11/13 - Ash Hamilton (Filmmaker)



Assessment

- Next month (December) we will take the winter iReady diagnostic (ELA & Math)

Pretzel Positives

- Got to take 8 - 8th Graders to the Jr. High Leadership Conference in Rochester on (10/17)
 - Always such a fun trip (see students come out of their shell/comfort zones)
 - Always such a great representation of New Berlin!
- Recognized Honor Roll Students Last Month
 - 8th Grade High Honor Roll - 18 students
 - 7th Grade High Honor Roll - 24 students
 - 6th Grade High Honor Roll - 26 students
- Honor Roll
 - 8th Grade Honor Roll - 8 students
 - 7th Grade Honor Roll - 13 students
 - 6th Grade Honor Roll - 13 students
- Honorable Mention
 - 8th Grade - 3 students
 - 7th Grade - 9 students
 - 6th Grade - 5 students
- Class Breakdowns
 - 8th Grade - 29 out of 41 students (71% of class)
 - 7th Grade - 46 out of 58 students (79% of class)
 - 6th Grade - 44 out of 52 students (85% of class)

Recommendations:

- None at this time.

NEW BERLIN HIGH SCHOOL

MRS. HATTIE LLEWELLYN

High School Principal Board Report



November 2024 Board Report

TO: NBCUSD #16 Board of Education, Mrs. Jill Larson, Superintendent

From: Hattie Llewellyn, High School Principal

School Improvement

- Our Building Leadership, Instructional Leadership, and MTSS Teams have been very busy implementing our SIP action plans this month! Here is a list of the initiatives we have been working on:

Building Leadership Team	Instructional Leadership Team	MTSS Team
Movement Monday	Community Outreach Day	Reading and Math Interventions
Extra Awards	Pretzels with a Purpose	Behavior Interventions
Student Leadership Team Activity Planning	AI Implementation	Academic Support Attendance Tracking
Nov. Room Service Planning	Xello integration	Social/Emotional Support

Curriculum and Instruction

- The HS Curriculum Teams have started reviewing/updating the 25.26 NBHS Curriculum Guide for next year's planning for courses.

Assessment

- Juniors will take the ASVAB on December 6th
- We will complete our iReady Winter Benchmark Assessments the beginning of December.
- All students will take their Panorama Winter Benchmark Survey

Pretzel Positives

NBHS Shout Outs

- Shout out to Ms. Gray for an outstanding job coordinating our Career Day! The Keynote Speaker was the best we have ever had! (In my opinion...)
- Shout out to all of the HS Advisory Teams on their service to our community and our school on November 7th, our Community Outreach Day. I have received so much positive feedback from this event. A HUGE shout out to our College and Career Readiness Subcommittee, Ms. Johnson, Ms. Weidhuner, Mr. Rees, Mr. Coulton, and Mrs. Keen for their help with planning and coordinating the activities!
- Henry Wys - CACC/NBHS Student of the Month for Auto Tech I!
- Drue Zenger - CACC/NBHS Student of the Month for Nursing Assistant!

Recommendations:

Overnight Trip - Ms Weidhuner - Junior and Senior FFA Conference @ ISU on November 25th and 26th

NEW BERLIN HIGH SCHOOL

MRS. HATTIE LLEWELLYN

High School Principal Board Report



Professional Development: I attended an admin academy at CACC on November 4th. Legal Compliance, Practical Solutions and Understanding the Rights and Responsibilities of Behavior, Discipline, and Students with Emotional Disabilities.



September Board Report

Updated November 12, 2024

Athletics

-Approve Ryan King as 6th Grade Boys Basketball Coach

- **Open coaching positions:**

- **Color Guard Sponsor**
- **HS Assistant Track & Field**
- **JH Head Boys Track & Field**
- **HS Head Softball**
- **HS Assistant Softball**
- **JH Head Softball**

- **Team Rules:**

- None at this time

Pretzel Positives

- Congratulations to our JH Girls Basketball teams and coaches as they wind down the regular season! Both the 7th and 8th grade teams will start postseason play. The 7th grade teams play this Saturday 11/16 in Litchfield in the regional quarterfinal game and 8th grade regionals start the following week. Best of luck ladies!
- JH Boys Basketball is off to a great start! They hosted the JH Boys Round Robin Tournament this past week.
- HS Volleyball wrapped up the 2024 campaign with a loss in the regional championship match. They finished the season 18-17. Thank you coaches and athletes!
- Varsity Football finished the season with a 7-3 record. Congratulations on making the state playoffs for the first time since 2015! We are so proud of you!
- The 18th Annual Gene Bergschneider Turkey Tournament hosted by New Berlin HS will get underway on Monday, November 25.



Blake Lucas, Athletic & Activities Director

New Berlin CUSD16

300 E. Ellis St.

New Berlin, IL 62670

217-488-6012

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
NUMBER OF INVOICES: 9												\$2,889.09
AFFOS 000	AFFORDABLE SHRED	101924	0000000000	1124	BNK5	SHRED SERVICE DISTRICT	B		10/31/2024	11/14/2024	R	\$90.00
							24-25					\$90.00
	20E103 2542 3230 00 000000					NBE CARE/UPKEEP REPAIR MAINT.						\$45.00
	20E301 2542 3230 00 000000					NBHS CARE/UPKEEP REPAIR/MAINT.						\$45.00
NUMBER OF INVOICES: 1												\$90.00
AFLAC 000	AMERICAN FAMILY LIFE ASSUR	20241101ADAF2	0000000000	P9	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	W	\$19.63
							24-25			202400164		\$19.63
	10L000 4591 0000 00 000000											\$19.63
NUMBER OF INVOICES: 1												\$19.63
AMEC 001	AMEREN CIPS	AME5050-1124	0000000000	1124	BNK5	JH/HS BLDG-PUMP BLDG	B		10/10/2024	11/14/2024	W	\$172.23
							24-25			50501124		\$172.23
	20E301 2542 4660 00 000000					NBHS BLDGS ELECTRICITY						\$172.23
NUMBER OF INVOICES: 1												\$172.23
AREADIST000	AREADISTRIBUTORS, INC	482933	0000000000	1124	BNK5	JH/HS BLDG-LINER	B		10/22/2024	11/14/2024	R	\$680.00
							24-25					\$680.00
	20E301 2542 4100 00 000000					NBHS BLDG SM GEN SUPPLIES						\$680.00
AREADIST000	AREADISTRIBUTORS, INC	483226	0000000000	1124	BNK5	ELEM BLDG-TOWEL TURN	B		10/29/2024	11/14/2024	R	\$1,240.00
							24-25					\$1,240.00
	20E103 2542 4100 00 000000					NBE CARE/UPKEEP GEN SUPPLIES						\$1,240.00
AREADIST000	AREADISTRIBUTORS, INC	483230	0000000000	1124	BNK5	JH/HS BLDG-DISPENSER	B		10/29/2024	11/14/2024	R	\$42.00
							24-25					\$42.00
	20E301 2542 4100 00 000000					NBHS BLDG SM GEN SUPPLIES						\$42.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
AREADIST000	AREADISTRIBUTORS, INC	483595	0000000000	1124	BNK5	ELEM BLDG-SOAP	B		11/05/2024	11/14/2024	R	\$379.50
							24-25					\$379.50
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$379.50
NUMBER OF INVOICES: 4											\$2,341.50	
AT&T MOB000	AT&T MOBILITY	28729396239810192024	0000000000	1124	BNK5	TRANS-HOT SPOTS	B		10/11/2024	11/14/2024	W	\$114.69
							24-25				23981124	\$114.69
40E000 2552 3400 00 000000						TRANSP VS COMMUNICATION						\$114.69
AT&T MOB000	AT&T MOBILITY	28730168401011032024	0000000000	1124	BNK5	STUDENT HOT SPOTS	B		10/25/2024	11/14/2024	W	\$206.42
							24-25				40101124	\$206.42
10E000 2225 3400 00 000000						TECH PS COMMUNICATION						\$206.42
NUMBER OF INVOICES: 2											\$321.11	
BLDD ARC000	BLDD ARCHITECTS	5472	0000000000	1124	BNK5	PROJECT 216EX21.400	B		10/31/2024	11/14/2024	A	\$16,673.25
							24-25					\$16,673.25
60E000 2535 5200 00 000000						CO BLDG CONSTRUCTION PROJECT						\$16,673.25
NUMBER OF INVOICES: 1											\$16,673.25	
BLICK 000	BLICK ART MATERIALS	3986167	3012025011	1124	BNK5	DELAI -ART CLASS & PHOTOGRAPHY GEN SUPPLIES	P	B	10/11/2024	11/14/2024	A	\$843.24
							24-25					\$843.24
100		DELAI-ART CLASS & PHOTOGRAPHY GEN SUPPLIES						1.00				\$843.24
10E301 1117 4100 00 000000						NBHS GENERAL SUPPLIES						\$843.24
NUMBER OF INVOICES: 1											\$843.24	
BMO FINA000	BMO FINANCIAL GROUP	0704-1124-1	3012025037	BMO 1124	BNK5	SAM'S CLUB-LLEWELLYN-PBIS/FRESHMAN ACADEMY GEN SUPPLIES	P	B	09/24/2024	11/14/2024	W	\$126.22

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
BMO FINA000	BMO FINANCIAL GROUP	0704-1124-1				*****CONTINUED*****						
	100	LLEWELLYN-PBIS/FRESHMAN ACADEMY GEN SUPPLIES					24-25			202400163		\$126.22
	10E301 1117 4100 00 000000	NBHS GENERAL SUPPLIES						1.00				\$126.22
												\$126.22
BMO FINA000	BMO FINANCIAL GROUP	0704-1124-2	3012025023	BMO 1124	BNK5	WALMART-JOHNSON-LIFE SCIENCE GEN SUPPLIES	P	B	10/03/2024	11/14/2024	W	\$127.22
	100	JOHNSON-LIFE SCIENCE GEN SUPPLIES					24-25			202400163		\$127.22
	10E301 1117 4100 00 000000	NBHS GENERAL SUPPLIES						1.00				\$127.22
												\$127.22
BMO FINA000	BMO FINANCIAL GROUP	0704-1124-3	3012025041	BMO 1124	BNK5	SWEETWATER-SNARE DRUM	P	B	10/05/2024	11/14/2024	W	\$934.41
	100	MAGRATH-MARCHING BAND PERCUSSION EQIP					24-25			202400163		\$934.41
	10E301 1117 5400 00 000000	NBHS EQUIPMENT						1.00				\$934.41
												\$934.41
BMO FINA000	BMO FINANCIAL GROUP	0704-1124-4	3012025041	BMO 1124	BNK5	SWEETWATER-MAGRATH - MARCHING PERCUSSION EQUIPMENT	P	B	10/08/2024	11/14/2024	W	\$-63.16
	100	MAGRATH-MARCHING BAND PERCUSSION EQIP					24-25			202400163		\$-63.16
	10E301 1117 5400 00 000000	NBHS EQUIPMENT						1.00				\$-63.16
												\$-63.16
BMO FINA000	BMO FINANCIAL GROUP	0704-1124-5	3012025057	BMO 1124	BNK5	DOLLAR GENERAL-VANVELDENHUIZEN-JH & HS CBE GEN SUPPLIES	P	B	10/08/2024	11/14/2024	W	\$34.00
	100	VANVELDHUIZEN-JH & HS CBE GEN SUPPLIES					24-25			202400163		\$34.00
	10E301 1200 4100 00 000000	NBHS SP. ED. GEN SUPPLIES						1.00				\$34.00
												\$34.00
BMO FINA000	BMO FINANCIAL GROUP	0704-1124-6	3012025057	BMO 1124	BNK5	PUMPKIN CREEK FARMS-WRIST BANDS	P	B	10/09/2024	11/14/2024	W	\$54.00
							24-25			202400163		\$54.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	3061-1124-2	1032025014	BMO 1124	BNK5	DEEP SPACE SPARKLE RENEWAL-CRAWFORD- ART SUPPLIES	P	B	09/23/2024	11/14/2024	W	\$379.00
							24-25			202400163		\$379.00
100		CRAWFORD-ART SUPPLIES						1.00				\$379.00
10E103 1113 4100 00 000000				NBE SM GENERAL SUPPLIES								\$379.00
BMO FINA000	BMO FINANCIAL GROUP	3061-1124-3	0000000000	BMO 1124	BNK5	CANVA DESIGN		B	09/26/2024	11/14/2024	W	\$3.00
							24-25			202400163		\$3.00
10E000 2520 4700 00 000000				FS SM SOFTWARE								\$3.00
BMO FINA000	BMO FINANCIAL GROUP	3061-1124-4	0000000000	BMO 1124	BNK5	9108-AMAZON-SD CARD		B	09/26/2024	11/14/2024	W	\$34.98
							24-25			202400163		\$34.98
10A000 1200 0000 00 000000												\$34.98
BMO FINA000	BMO FINANCIAL GROUP	3061-1124-5	0012025037	BMO 1124	BNK5	AMAZON-TOURNIQUET	P	B	09/26/2024	11/14/2024	W	\$19.99
							24-25			202400163		\$19.99
100		OPEN P.O. - SSO SUPPLIES						1.00				\$19.99
10E000 2191 4100 00 000000				SSO SM SUPPLIES - GENERAL								\$19.99
BMO FINA000	BMO FINANCIAL GROUP	3061-1124-6	6032025002	BMO 1124	BNK5	WALMART-STANDING DESK	P	B	09/27/2024	11/14/2024	W	\$319.98
							24-25			202400163		\$319.98
100		MAXEDON/HAAAS - PRINCIPAL'S OFFICE-ENVELOPES/SUPPLIES/PRINCIPAL'S CODE BK						1.00				\$319.98
10E103 2410 4100 00 000000				NBE PRINCIPAL GEN SUPPLIES								\$319.98
BMO FINA000	BMO FINANCIAL GROUP	3061-1124-7	0000000000	BMO 1124	BNK5	AMAZON-RUBBER BANDS-CAFE		B	10/07/2024	11/14/2024	W	\$16.17
							24-25			202400163		\$16.17
10E000 2562 4100 00 000000				FOOD PREP GEN SUPPLIES								\$16.17
BMO FINA000	BMO FINANCIAL GROUP	3061-1124-8	1032025054	BMO 1124	BNK5	AMAZON-SUPPLIES	P	B	10/10/2024	11/14/2024	W	\$57.92
							24-25			202400163		\$57.92
100		B. COX - CLASSROOM SUPPLIES						1.00				\$57.92

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	3061-1124-8				*****CONTINUED*****						
10E103 1200 4100 00 000000		NBE SP. ED. GEN SUPPLIES										\$57.92
BMO FINA000	BMO FINANCIAL GROUP	3061-1124-9	0000000000	BMO 1124	BNK5	8113-FIVE BELOW-SALTY DOUGH	B	10/10/2024	11/14/2024	W		\$187.20
10A000 1200 0000 00 000000			24-25						202400163			\$187.20
												\$187.20
BMO FINA000	BMO FINANCIAL GROUP	3285-1124-1	0000000000	BMO 1124	BNK5	KULLY SUPPLY-BATTERY COVER	B	09/23/2024	11/14/2024	W		\$111.45
20E301 2542 3230 00 000000		NBHS CARE/UPKEEP REPAIR/MAINT.	24-25						202400163			\$111.45
												\$111.45
BMO FINA000	BMO FINANCIAL GROUP	3285-1124-10	0000000000	BMO 1124	BNK5	ELEM BLDG-AMAZON-SUPPLIES	B	10/12/2024	11/14/2024	W		\$69.98
20E103 2542 4100 00 000000		NBE CARE/UPKEEP GEN SUPPLIES	24-25						202400163			\$69.98
												\$69.98
BMO FINA000	BMO FINANCIAL GROUP	3285-1124-11	0000000000	BMO 1124	BNK5	ELEM BLDG-AMAZON-SUPPLIES	B	10/14/2024	11/14/2024	W		\$144.75
20E103 2542 4100 00 000000		NBE CARE/UPKEEP GEN SUPPLIES	24-25						202400163			\$144.75
												\$144.75
BMO FINA000	BMO FINANCIAL GROUP	3285-1124-2	0000000000	BMO 1124	BNK5	ELEM BLDG-WATER CLOSET CONTROL MODULE	B	09/24/2024	11/14/2024	W		\$176.90
20E103 2542 4100 00 000000		NBE CARE/UPKEEP GEN SUPPLIES	24-25						202400163			\$176.90
												\$176.90
BMO FINA000	BMO FINANCIAL GROUP	3285-1124-3	0000000000	BMO 1124	BNK5	ELEM BLDG-METERING CARTRIDGE	B	09/24/2024	11/14/2024	W		\$159.00
20E103 2542 4100 00 000000		NBE CARE/UPKEEP GEN SUPPLIES	24-25						202400163			\$159.00
												\$159.00
BMO FINA000	BMO FINANCIAL GROUP	3285-1124-4	0000000000	BMO 1124	BNK5	JH/HS BLDG-LED BULBS	B	09/25/2024	11/14/2024	W		\$95.96
20E301 2542 4100 00 000000		NBHS BLDG SM GEN SUPPLIES	24-25						202400163			\$95.96
												\$95.96
BMO FINA000	BMO FINANCIAL GROUP	3285-1124-5	0000000000	BMO 1124	BNK5	SAMS CLUB-SUPPLIES	B	10/01/2024	11/14/2024	W		\$140.24
			24-25						202400163			\$140.24

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
BMO FINA000	BMO FINANCIAL GROUP	3285-1124-5				*****CONTINUED*****						
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$70.12
20E301 2542 4100 00 000000						NBHS BLDG SM GEN SUPPLIES						\$70.12
BMO FINA000	BMO FINANCIAL GROUP	3285-1124-6	0000000000	BMO 1124	BNK5	ELEM BLDG-AMAZON-SUPPLIES	B	10/02/2024	11/14/2024	W		\$56.68
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES	24-25			202400163		\$56.68
												\$56.68
BMO FINA000	BMO FINANCIAL GROUP	3285-1124-7	0000000000	BMO 1124	BNK5	JH/HS BLDG-AMAZON-SUPPLIES	B	10/08/2024	11/14/2024	W		\$19.06
20E301 2542 4100 00 000000						NBHS BLDG SM GEN SUPPLIES	24-25			202400163		\$19.06
												\$19.06
BMO FINA000	BMO FINANCIAL GROUP	3285-1124-8	0000000000	BMO 1124	BNK5	ELEM BLDG-AMAZON-SUPPLIES	B	10/09/2024	11/14/2024	W		\$95.21
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES	24-25			202400163		\$95.21
												\$95.21
BMO FINA000	BMO FINANCIAL GROUP	3285-1124-9	0000000000	BMO 1124	BNK5	ELEM BLDG-AMAZON-SUPPLIES	B	10/10/2024	11/14/2024	W		\$19.58
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES	24-25			202400163		\$19.58
												\$19.58
BMO FINA000	BMO FINANCIAL GROUP	4069-1124-1	0312025026	BMO 1124	BNK5	Zoom monthly bill of 40.00 for the remainder of the fiscal year	P	B	09/30/2024	11/14/2024	W	\$40.00
100						\$40 monthly for Zoom server space	24-25			202400163		\$40.00
10E000 2225 4700 00 000000						TECH SM SOFTWARE			1.00			\$40.00
												\$40.00
BMO FINA000	BMO FINANCIAL GROUP	4069-1124-2	1032025054	BMO 1124	BNK5	AMAMZON-IPAD	P	B	10/10/2024	11/14/2024	W	\$299.00
100						B. COX - CLASSROOM SUPPLIES	24-25			202400163		\$299.00
10E103 1200 4100 00 000000						NBE SP. ED. GEN SUPPLIES			1.00			\$299.00
												\$299.00
BMO FINA000	BMO FINANCIAL GROUP	4127-1124-1	3012025001	BMO 1124	BNK5	BANDY- GENERAL SUPPLIES	P	B	09/20/2024	11/14/2024	W	\$60.00
							24-25			202400163		\$60.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	4127-1124-1				*****CONTINUED*****						
100		BANDY-GENERAL SUPPLIES					1.00					\$60.00
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES										\$60.00
BMO FINA000	BMO FINANCIAL GROUP	4127-1124-2	6012025002	BMO 1124	BNK5	BOS-LLEWELLYN- HS PRINCIPAL TRAVEL	P	B	09/26/2024	11/14/2024	W	\$4.00
100		LLEWELLYN- HS PRINCIPAL TRAVEL					24-25			202400163		\$4.00
10E305 2410 3320 00 000000		NBHS PRINCIPAL TRAVEL					1.00					\$4.00
BMO FINA000	BMO FINANCIAL GROUP	4127-1124-3	3012025031	BMO 1124	BNK5	AMAZON-LLEWELLYN- CHARACTER ED GEN SUPPLIES	P	B	09/30/2024	11/14/2024	W	\$205.56
100		LLEWELLYN- PBIS/CHARACTER ED GEN SUPPLIES					24-25			202400163		\$205.56
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES					1.00					\$205.56
BMO FINA000	BMO FINANCIAL GROUP	4127-1124-4	0000000000	BMO 1124	BNK5	9232-SAM'S CLUB BREAKFAST		B	10/16/2024	11/14/2024	W	\$56.36
10A000 1200 0000 00 000000							24-25			202400163		\$56.36
												\$56.36
BMO FINA000	BMO FINANCIAL GROUP	4127-1124-5	3012025011	BMO 1124	BNK5	AMAZON-DELAI -ART CLASS & PHOTOGRAPHY GEN SUPPLIES	P	B	10/17/2024	11/14/2024	W	\$119.88
100		DELAI-ART CLASS & PHOTOGRAPHY GEN SUPPLIES					24-25			202400163		\$119.88
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES					1.00					\$119.88
BMO FINA000	BMO FINANCIAL GROUP	4163-1124-1	0000000000	BMO 1124	BNK5	9216-PRIMO DESIGNS-APPAREL		B	09/30/2024	11/14/2024	W	\$626.36
10A000 1200 0000 00 000000							24-25			202400163		\$626.36
												\$626.36
BMO FINA000	BMO FINANCIAL GROUP	4163-1124-2	0000000000	BMO 1124	BNK5	9216-NATIONAL FFA JACKETS		B	10/01/2024	11/14/2024	W	\$660.00
							24-25			202400163		\$660.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	4163-1124-2				*****CONTINUED*****						\$660.00
10A000 1200 0000 00 000000												
BMO FINA000	BMO FINANCIAL GROUP	4163-1124-3	0000000000	BMO 1124	BNK5	9216-WALMART-DINNER	B		10/09/2024	11/14/2024	W	\$80.38
10A000 1200 0000 00 000000							24-25			202400163		\$80.38
												\$80.38
BMO FINA000	BMO FINANCIAL GROUP	4163-1124-4	0000000000	BMO 1124	BNK5	9216-CHICK-FIL-A-SOIL LUNCH	B		10/10/2024	11/14/2024	W	\$143.97
10A000 1200 0000 00 000000							24-25			202400163		\$143.97
												\$143.97
BMO FINA000	BMO FINANCIAL GROUP	4163-1124-5	0000000000	BMO 1124	BNK5	9216-WALMART-LUNCH	B		10/14/2024	11/14/2024	W	\$75.30
10A000 1200 0000 00 000000							24-25			202400163		\$75.30
												\$75.30
BMO FINA000	BMO FINANCIAL GROUP	5568-1124-1	3012025009	BMO 1124	BNK5	ILMEA AUDITION FEES	P	B	10/02/2024	11/14/2024	W	\$250.00
100		CHARNESKI-HS & JH CHOIR					24-25			202400163		\$250.00
10E301 1117 6400 00 000000		CONTEST/DUES/FEES						1.00				\$250.00
						NBHS DUES & FEES						\$250.00
BMO FINA000	BMO FINANCIAL GROUP	5568-1124-2	3012025037	BMO 1124	BNK5	JOANN STORE-SUPPLIES	P	B	10/10/2024	11/14/2024	W	\$78.82
100		LLEWELLYN-PBIS/FRESHMAN ACADEMY GEN					24-25			202400163		\$78.82
10E301 1117 4100 00 000000		SUPPLIES						1.00				\$78.82
						NBHS GENERAL SUPPLIES						\$78.82
BMO FINA000	BMO FINANCIAL GROUP	5568-1124-3	3012025037	BMO 1124	BNK5	JOANN STORES-REFUND TAX	P	B	10/16/2024	11/14/2024	W	-\$14.40
100		LLEWELLYN-PBIS/FRESHMAN ACADEMY GEN					24-25			202400163		-\$14.40
10E301 1117 4100 00 000000		SUPPLIES						1.00				-\$14.40
						NBHS GENERAL SUPPLIES						-\$14.40

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
BMO FINA000	BMO FINANCIAL GROUP	6583-1124-1	3012025047	BMO 1124	BNK5	WALMART-FOOD	P	B	09/28/2024	11/14/2024	W	\$84.13
	100	MCCLAREY- GEN SUPPLIES CTE (FOOD AND FABRIC)					24-25			202400163		\$84.13
	10E301 1117 4100 00 000000	NBHS GENERAL SUPPLIES						1.00				\$84.13
BMO FINA000	BMO FINANCIAL GROUP	6583-1124-2	3012025047	BMO 1124	BNK5	WALMART-FOOD	P	B	10/03/2024	11/14/2024	W	\$101.30
	100	MCCLAREY- GEN SUPPLIES CTE (FOOD AND FABRIC)					24-25			202400163		\$101.30
	10E301 1117 4100 00 000000	NBHS GENERAL SUPPLIES						1.00				\$101.30
BMO FINA000	BMO FINANCIAL GROUP	6583-1124-3	3012025047	BMO 1124	BNK5	WALMART-FOOD	P	B	10/09/2024	11/14/2024	W	\$129.77
	100	MCCLAREY- GEN SUPPLIES CTE (FOOD AND FABRIC)					24-25			202400163		\$129.77
	10E301 1117 4100 00 000000	NBHS GENERAL SUPPLIES						1.00				\$129.77
BMO FINA000	BMO FINANCIAL GROUP	6591-1124-1	0212025001	BMO 1124	BNK5	AMAZON-BOOK-PECORARO - LIBRARY SUPPLIES - LIBRARY GRANT	P	B	09/25/2024	11/14/2024	W	\$31.98
	100	PECORARO - LIBRARY SUPPLIES - LIBRARY GRANT					24-25			202400163		\$31.98
	10E000 2220 4310 00 000000	EDU MEDIA LIBR. GRANT						1.00				\$31.98
BMO FINA000	BMO FINANCIAL GROUP	6591-1124-2	0000000000	BMO 1124	BNK5	9236-TARGET-CROCK POT, AIR FRYER	B		10/08/2024	11/14/2024	W	\$59.98
	10A000 1200 0000 00 000000						24-25			202400163		\$59.98
BMO FINA000	BMO FINANCIAL GROUP	6591-1124-3	0000000000	BMO 1124	BNK5	9236-TARGET-MICROWAVE	B		10/08/2024	11/14/2024	W	\$49.99
	10A000 1200 0000 00 000000						24-25			202400163		\$49.99

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	8707-1124-1	0000000000	BMO 1124	BNK5	9274-CAPONES-FOOD OFFICIALS	B	09/20/2024	11/14/2024	W		\$142.42
							24-25				202400163	\$142.42
10A000 1200 0000 00 000000												\$142.42
BMO FINA000	BMO FINANCIAL GROUP	8707-1124-2	7002025022	BMO 1124	BNK5	USPS-MAILING BAG TO VALMEYER	P	09/23/2024	11/14/2024	W		\$12.05
							24-25				202400163	\$12.05
100		LUCAS-MISC. VB EQUIP NEW GYM						1.00				\$12.05
10E000 1500 5400 00 000000		ATH CO EQUIPMENT										\$12.05
BMO FINA000	BMO FINANCIAL GROUP	8707-1124-3	7002025011	BMO 1124	BNK5	BRICKHOUSE-LUNCH	P	09/24/2024	11/14/2024	W		\$21.35
							24-25				202400163	\$21.35
100		LUCAS- AD MILEAGE						1.00				\$21.35
10E000 1500 3320 00 000000		ATHL TRAVEL										\$21.35
BMO FINA000	BMO FINANCIAL GROUP	8707-1124-4	0000000000	BMO 1124	BNK5	CAPONES-MEAL FOR OFFICIALS	B	09/27/2024	11/14/2024	W		\$155.21
							24-25				202400163	\$155.21
10A000 1200 0000 00 000000												\$155.21
BMO FINA000	BMO FINANCIAL GROUP	8707-1124-5	0000000000	BMO 1124	BNK5	9274-CAPONES-MEALS FOR OFFICIALS	B	10/11/2024	11/14/2024	W		\$163.57
							24-25				202400163	\$163.57
10A000 1200 0000 00 000000												\$163.57
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-1	2022025017	BMO 1124	BNK5	ORIENTAL TRADING-TROPHY, MICROPHONE	P	09/19/2024	11/14/2024	W		\$30.01
							24-25				202400163	\$30.01
100		RADFORD-PBIS/CULTURE/CLIMATE						1.00				\$30.01
10E202 1115 4200 00 000000		NBJH TEXTBOOKS										\$30.01
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-10	2022025006	BMO 1124	BNK5	AMAZON-DILLON- CLASSROOM SUPPLIES/SUBSCRIPTIONS	P	10/10/2024	11/14/2024	W		\$102.09
							24-25				202400163	\$102.09
100		DILLON- CLASSROOM SUPPLIES/SUBSCRIPTIONS						1.00				\$102.09

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT						
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT								
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT	
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-10				*****CONTINUED*****							
10E202 1115 4100 00 000000		NBJH GEN SUPPLIES										\$102.09	
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-11	0000000000	BMO 1124	BNK5	9103-KRISPY KREME	B		10/11/2024	11/14/2024	W	\$157.36	
10A000 1200 0000 00 000000							24-25			202400163		\$157.36	
												\$157.36	
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-12	2022025006	BMO 1124	BNK5	AMAZON-REFUND-FOOD COLORING	P	B	10/16/2024	11/14/2024	W	\$-18.85	
100		DILLON- CLASSROOM					24-25			202400163		\$-18.85	
10E202 1115 4100 00 000000		SUPPLIES/SUBSCRIPTIONS						1.00				\$-18.85	
						NBJH GEN SUPPLIES						\$-18.85	
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-13	2022025006	BMO 1124	BNK5	AMAZON-DISH SOAP, FOOD COLORING	P	B	10/17/2024	11/14/2024	W	\$8.23	
100		DILLON- CLASSROOM					24-25			202400163		\$8.23	
10E202 1115 4100 00 000000		SUPPLIES/SUBSCRIPTIONS						1.00				\$8.23	
						NBJH GEN SUPPLIES						\$8.23	
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-2	2022025017	BMO 1124	BNK5	CHICK-FIL-A-	P	B	09/25/2024	11/14/2024	W	\$181.38	
100		RADFORD-PBIS/CULTURE/CLIMATE					24-25			202400163		\$181.38	
10E202 1115 4200 00 000000								1.00				\$181.38	
						NBJH TEXTBOOKS						\$181.38	
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-3	2022025017	BMO 1124	BNK5	QDOBA-RADFORD	P	B	09/28/2024	11/14/2024	W	\$346.00	
100		RADFORD-PBIS/CULTURE/CLIMATE				-PBIS/CULTURE/CLIMATE	24-25			202400163		\$346.00	
10E202 1115 4200 00 000000								1.00				\$346.00	
						NBJH TEXTBOOKS						\$346.00	
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-4	2022025024	BMO 1124	BNK5	ETSY-LOGO CHAIN-RADFORD	-JH	P	B	09/30/2024	11/14/2024	W	\$291.58
		SCHOOL IMPROVEMENT					24-25			202400163		\$291.58	

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-4				*****CONTINUED*****						
100		JH SCHOOL IMPROVEMENT						1.00				\$291.58
10E202 1115 3900 00 000000		NBJH OTHER PURCHASED SERVICES										\$291.58
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-5	2022025006	BMO 1124	BNK5	FLINN-DILLON- CLASSROOM SUPPLIES/SUBSCRIPTIONS	P	B	10/01/2024	11/14/2024	W	\$149.05
100		DILLON- CLASSROOM SUPPLIES/SUBSCRIPTIONS						24-25		202400163		\$149.05
10E202 1115 4100 00 000000		NBJH GEN SUPPLIES						1.00				\$149.05
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-6	2022025017	BMO 1124	BNK5	AMAZON-RADFORD -PBIS/CULTURE/CLIMATE	P	B	10/04/2024	11/14/2024	W	\$139.99
100		RADFORD-PBIS/CULTURE/CLIMATE						24-25		202400163		\$139.99
10E202 1115 4200 00 000000		NBJH TEXTBOOKS						1.00				\$139.99
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-7	2022025011	BMO 1124	BNK5	AMAZON-OSWALD - JH PE	P	B	10/07/2024	11/14/2024	W	\$191.47
100		BURT- JH PE CLASSROOM SUPPLIES						24-25		202400163		\$191.47
10E202 1115 4100 00 000000		NBJH GEN SUPPLIES						1.00				\$191.47
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-8	2022025006	BMO 1124	BNK5	AMAZON-DILLON- CLASSROOM SUPPLIES/SUBSCRIPTIONS	P	B	10/09/2024	11/14/2024	W	\$16.84
100		DILLON- CLASSROOM SUPPLIES/SUBSCRIPTIONS						24-25		202400163		\$16.84
10E202 1115 4100 00 000000		NBJH GEN SUPPLIES						1.00				\$16.84
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-9	2022025006	BMO 1124	BNK5	AMAZON-DILLON- CLASSROOM SUPPLIES/SUBSCRIPTIONS	P	B	10/09/2024	11/14/2024	W	\$13.56
100		DILLON- CLASSROOM SUPPLIES/SUBSCRIPTIONS						24-25		202400163		\$13.56
								1.00				\$13.56

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	9165-1124-9				*****CONTINUED*****						
10E202 1115 4100 00 000000		NBJH GEN SUPPLIES										\$13.56
BMO FINA000	BMO FINANCIAL GROUP	9173-1124-1	0000000000	BMO 1124	BNK5	9229-WALMART-TEAM MEAL	B	09/26/2024	11/14/2024	W		\$41.50
10A000 1200 0000 00 000000							24-25			202400163		\$41.50
												\$41.50
						NUMBER OF INVOICES: 103						\$14,714.88
BSNS 001	BSN SPORTS LLC	927175198	7002025020	1124	BNK5	LUCAS-HS BOYS BASKETBALL SUPPLIES	P	B	10/04/2024	11/14/2024	R	\$843.32
100		LUCAS-HS BOYS BASKETBALL SUPPLIES					24-25					\$843.32
10E000 1500 4100 00 000000		INTERSC PRGM GEN SUPP.						1.00				\$843.32
						NUMBER OF INVOICES: 1						\$843.32
CDWG 001	CDW GOVERNMENT, INC.	AB1E15Z	0312025040	1124	BNK5	Switch for access points so network wont go down connected to the old cisco switches.	P	B	10/16/2024	11/14/2024	A	\$610.99
100		48 port unmanaged switch for access points					24-25					\$610.99
10E000 2225 5400 00 000000		TECH CO EQUIPMENT						1.00				\$610.99
						NUMBER OF INVOICES: 1						\$610.99
CENTRAL 003	CENTRAL IL PRODUCE (JH/HS)	01305591	0000000000	1124	BNK5	JH/HS BLDG-REFUND	B	10/14/2024	11/14/2024	A		\$-42.95
10E301 2562 4150 00 000000							24-25					\$-42.95
		NBHS FOOD RAW FOOD										\$-42.95
CENTRAL 003	CENTRAL IL PRODUCE (JH/HS)	01310349	0000000000	1124	BNK5	JH/HS BLDG-REFUND	B	10/28/2024	11/14/2024	A		\$-44.05
							24-25					\$-44.05

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID	DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT	ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT		
REF	CATALOG	DESCRIPTION				LQ		QTY		LINE AMOUNT		
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099							ACCT AMOUNT		
CENTRAL 003	CENTRAL IL PRODUCE (JH/HS)	10641720	0000000000	1124	BNK5	JH/HS BLDG-DAIRY	B		10/25/2024	11/14/2024	A	\$260.20
							24-25					\$260.20
10E301 2562 4151 00 000000						NBHS FOOD DAIRY PRODUCT						\$260.20
CENTRAL 003	CENTRAL IL PRODUCE (JH/HS)	10641728	0000000000	1124	BNK5	JH/HS BLDG-FOOD, DAIRY	B		10/28/2024	11/14/2024	A	\$881.90
							24-25					\$881.90
10E301 2562 4150 00 000000						NBHS FOOD RAW FOOD						\$652.20
10E301 2562 4151 00 000000						NBHS FOOD DAIRY PRODUCT						\$229.70
CENTRAL 003	CENTRAL IL PRODUCE (JH/HS)	10641731	0000000000	1124	BNK5	JH/HS BLDG-FOOD, DAIRY	B		10/30/2024	11/14/2024	A	\$500.10
							24-25					\$500.10
10E301 2562 4150 00 000000						NBHS FOOD RAW FOOD						\$239.90
10E301 2562 4151 00 000000						NBHS FOOD DAIRY PRODUCT						\$260.20
CENTRAL 003	CENTRAL IL PRODUCE (JH/HS)	10677858	0000000000	1124	BNK5	JH/HS BLDG-FOOD	B		11/01/2024	11/14/2024	A	\$87.70
							24-25					\$87.70
10E301 2562 4150 00 000000						NBHS FOOD RAW FOOD						\$87.70
CENTRAL 003	CENTRAL IL PRODUCE (JH/HS)	10677866	0000000000	1124	BNK5	JH/HS BLDG-FOOD, DAIRY	B		11/06/2024	11/14/2024	A	\$379.85
							24-25					\$379.85
10E301 2562 4150 00 000000						NBHS FOOD RAW FOOD						\$70.85
10E301 2562 4151 00 000000						NBHS FOOD DAIRY PRODUCT						\$309.00
CENTRAL 003	CENTRAL IL PRODUCE (JH/HS)	10682571	0000000000	1124	BNK5	JH/HS BLDG-FOOD	B		11/04/2024	11/14/2024	A	\$477.15
							24-25					\$477.15
10E301 2562 4150 00 000000						NBHS FOOD RAW FOOD						\$477.15
CENTRAL 003	CENTRAL IL PRODUCE (JH/HS)	10690570	0000000000	1124	BNK5	JH/HS BLDG-DAIRY	B		11/08/2024	11/14/2024	A	\$309.00
							24-25					\$309.00
10E301 2562 4151 00 000000						NBHS FOOD DAIRY PRODUCT						\$309.00
CENTRAL 003	CENTRAL IL PRODUCE (JH/HS)	10706837	0000000000	1124	BNK5	JH/HS BLDG-FOOD	B		11/11/2024	11/14/2024	A	\$257.35
							24-25					\$257.35
10E301 2562 4150 00 000000						NBHS FOOD RAW FOOD						\$257.35

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	10609233	0000000000	1124	BNK5	PRE-K-DAWDY-DAIRY	B	10/16/2024	11/14/2024	A		\$92.70
							24-25					\$92.70
	10E103 1200 4150 00 000000					EC SM CLASSROOM SNACKS						\$46.35
	10E500 2569 4100 00 000000					PRE-K OTH. FOOD SERV. GEN SUPP						\$46.35
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	10609234	0000000000	1124	BNK5	PRE-K RUPPEL	B	10/18/2024	11/14/2024	A		\$92.70
							24-25					\$92.70
	10E500 2569 4100 00 000000					PRE-K OTH. FOOD SERV. GEN SUPP						\$92.70
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	10632742	0000000000	1124	BNK5	ELEM BLDG-FOOD	B	10/21/2024	11/14/2024	A		\$697.80
							24-25					\$697.80
	10E103 2562 4150 00 000000					NBE FOOD PREP RAW FOOD						\$697.80
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	10643637	0000000000	1124	BNK5	ELEM BLDG-DAIRY	B	10/25/2024	11/14/2024	A		\$421.20
							24-25					\$421.20
	10E103 2562 4151 00 000000					NBE FOOD PREP DAIRY PRODUCTS						\$421.20
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	10643645	0000000000	1124	BNK5	ELEM BLDG-FOOD, DAIRY	B	10/28/2024	11/14/2024	A		\$1,324.70
							24-25					\$1,324.70
	10E103 2562 4150 00 000000					NBE FOOD PREP RAW FOOD						\$903.50
	10E103 2562 4151 00 000000					NBE FOOD PREP DAIRY PRODUCTS						\$421.20
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	10643648	0000000000	1124	BNK5	PRE-K-RUPPEL	B	10/25/2024	11/14/2024	A		\$61.80
							24-25					\$61.80
	10E500 2569 4100 00 000000					PRE-K OTH. FOOD SERV. GEN SUPP						\$61.80
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	10643654	0000000000	1124	BNK5	PRK-K-STECK-DAIRY	B	10/28/2024	11/14/2024	A		\$61.80
							24-25					\$61.80
	10E103 1200 4150 00 000000					EC SM CLASSROOM SNACKS						\$30.90
	10E500 2569 4100 00 000000					PRE-K OTH. FOOD SERV. GEN SUPP						\$30.90
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	10643655	0000000000	1124	BNK5	PRE-K-DAWDY-DAIRY	B	10/30/2024	11/14/2024	A		\$61.80
							24-25					\$61.80
	10E103 1200 4150 00 000000					EC SM CLASSROOM SNACKS						\$30.90

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	10643655				*****CONTINUED*****						
10E500 2569 4100 00 000000						PRE-K OTH. FOOD SERV. GEN SUPP						\$30.90
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	10644782	0000000000	1124	BNK5	ELEM BLDG-FOOD	B	10/23/2024	11/14/2024	A		\$97.90
10E103 2562 4150 00 000000						NBE FOOD PREP RAW FOOD	24-25					\$97.90
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	10678842	0000000000	1124	BNK5	ELEM BLDG-FOOD	B	11/01/2024	11/14/2024	A		\$24.95
10E103 2562 4150 00 000000						NBE FOOD PREP RAW FOOD	24-25					\$24.95
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	10690586	0000000000	1124	BNK5	ELEM BLDG-DAIRY	B	11/08/2024	11/14/2024	A		\$309.00
10E103 2562 4151 00 000000						NBE FOOD PREP DAIRY PRODUCTS	24-25					\$309.00
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	10706785	0000000000	1124	BNK5	ELEM BLDG-FOOD, DAIRY	B	11/11/2024	11/14/2024	A		\$271.80
10E103 2562 4150 00 000000						NBE FOOD PREP RAW FOOD	24-25					\$271.80
10E103 2562 4151 00 000000						NBE FOOD PREP DAIRY PRODUCTS						\$146.40
												\$125.40
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	10706989	0000000000	1124	BNK5	PRE-K-RUPPEL-DAIRY	B	11/11/2024	11/14/2024	A		\$125.40
10E500 2569 4100 00 000000						PRE-K OTH. FOOD SERV. GEN SUPP	24-25					\$125.40
NUMBER OF INVOICES: 20												\$5,668.10
CHEMS 001	CHEMSEARCH	8903441	0000000000	1124	BNK5	JH/HS BLDG-CONTRACT WATER TREATMENT PROGRAM	B	10/29/2024	11/14/2024	A		\$623.40
20E301 2542 3230 00 000000						NBHS CARE/UPKEEP REPAIR/MAINT.	24-25					\$623.40
NUMBER OF INVOICES: 1												\$623.40
CLEARGOV000	CLEARGOV INC	2024-15339	0000000000	1124	BNK5	DIGITAL BUDGET BOOK SUITE	B	10/31/2024	11/14/2024	A		\$5,500.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>			<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>		<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>	
<u>REF</u>	<u>CATALOG</u>	<u>DESCRIPTION</u>					<u>LQ</u>	<u>QTY</u>			<u>LINE AMOUNT</u>	
<u>ACCOUNT NUMBER(S)</u>		<u>QUICK KEY</u>	<u>ACCOUNT LEVEL DESCRIPTION</u>		<u>1099</u>					<u>ACCT AMOUNT</u>		
DIRECT E000	DIRECT ENERGY BUSINESS	243160055663980	0000000000	1124	BNK5	TRANS-BUS-ELECTRICITY	B		11/11/2024	11/14/2024	W	\$107.78
							24-25			2927675		\$107.78
40E000	2552 4660 00 000000					TRANS PS ELECTRICITY						\$107.78
DIRECT E000	DIRECT ENERGY BUSINESS	243160055663981	0000000000	1124	BNK5	JH/HS BLDG-ELECTRICITY	B		11/11/2024	11/14/2024	W	\$288.49
							24-25			2927676		\$288.49
20E301	2542 4660 00 000000					NBHS BLDGS ELECTRICITY						\$288.49
DIRECT E000	DIRECT ENERGY BUSINESS	243160055663982	0000000000	1124	BNK5	JH/HS BLDG-BASEBALL FIELD	B		11/11/2024	11/14/2024	W	\$37.99
							24-25			2927677		\$37.99
20E301	2542 4660 00 000000					NBHS BLDGS ELECTRICITY						\$37.99
NUMBER OF INVOICES: 5											\$8,675.76	
ELENCO E000	ELENCO ELECTRONICS	INV645211	0212025005	1124	BNK5	PECORARO - LIBRARY REPAIRS & MAINTENANCE	P	B	07/20/2023	11/14/2024	A	\$89.41
							24-25					\$89.41
100		PECORARO - LIBRARY RPRS & MAINT							1.00			\$89.41
10E000	2220 3230 00 000000					LIB PS RRP+MAINT						\$89.41
NUMBER OF INVOICES: 1											\$89.41	
ERTOI 001	ERTHAL OIL	302796	0000000000	1124	BNK0	TRANS-DIESEL	B		10/16/2024	11/14/2024	R	\$5,028.67
							24-25					\$5,028.67
40E000	2552 4640 00 000000					TRANSP VS GASOLINE						\$5,028.67
ERTOI 001	ERTHAL OIL	302872	0000000000	1124	BNK5	TRANS-DIESEL	B		10/30/2024	11/14/2024	R	\$4,376.26
							24-25					\$4,376.26
40E000	2552 4640 00 000000					TRANSP VS GASOLINE						\$4,376.26
NUMBER OF INVOICES: 2											\$9,404.93	
FIRSEM 000	FIRST ELECTRIC MOTOR	9487	0000000000	1124	BNK5	JH/HS BLDG-BLOWER NEEDS NEW MOTOR	B		10/29/2024	11/14/2024	W	\$257.85

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION				LQ		QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099						ACCT AMOUNT
FRONTIER000	FRONTIER	2174886482	0000000000	1124	BNK5	NB ELEM SCHOOL PHONE - 10-22-24-11-23-24	B		10/22/2024	11/14/2024	W	\$617.59
							24-25			64821124		\$617.59
	20E103 2542 3400 00 000000					NBE BLDG PS COMMUNICATION						\$617.59
NUMBER OF INVOICES: 7												\$2,749.79
GFS-JHHS000	GORDON FOOD SERVICE (JH/HS)	841332509	0000000000	1124	BNK5	JH/HS BLDG-FOOD	B		10/15/2024	11/14/2024	W	\$69.34
							24-25			6016250		\$69.34
	10E301 2562 4150 00 000000					NBHS FOOD RAW FOOD						\$69.34
GFS-JHHS000	GORDON FOOD SERVICE (JH/HS)	841333095	0000000000	1124	BNK5	JH/HS BLDG-FOOD	B		10/26/2024	11/14/2024	W	\$38.96
							24-25			6016250		\$38.96
	10E301 2562 4150 00 000000					NBHS FOOD RAW FOOD						\$38.96
GFS-JHHS000	GORDON FOOD SERVICE (JH/HS)	841333221	0000000000	1124	BNK5	CUSD-FOOD	B		10/29/2024	11/14/2024	W	\$110.93
							24-25			6016202		\$110.93
	10E301 2562 4150 00 000000					NBHS FOOD RAW FOOD						\$110.93
GFS-JHHS000	GORDON FOOD SERVICE (JH/HS)	9015123516	0000000000	1124	BNK5	JH/HS BLDG-FOOD, DAIRY, DISP	B		10/15/2024	11/14/2024	W	\$3,447.24
							24-25			6016250		\$3,447.24
	10E301 2562 4150 00 000000					NBHS FOOD RAW FOOD						\$3,121.19
	10E301 2562 4151 00 000000					NBHS FOOD DAIRY PRODUCT						\$152.22
	10E301 2562 4160 00 000000					NBHS FOOD DISPOSABLE SUPP.						\$173.83
GFS-JHHS000	GORDON FOOD SERVICE (JH/HS)	9015376000	0000000000	1124	BNK5	JH/HS BLDG-FOOD, DAIRY, DISP	B		10/22/2024	11/14/2024	W	\$2,311.27
							24-25			6016250		\$2,311.27
	10E301 2562 4150 00 000000					NBHS FOOD RAW FOOD						\$1,845.06
	10E301 2562 4151 00 000000					NBHS FOOD DAIRY PRODUCT						\$103.25
	10E301 2562 4160 00 000000					NBHS FOOD DISPOSABLE SUPP.						\$362.96
GFS-JHHS000	GORDON FOOD SERVICE (JH/HS)	9015629212	0000000000	1124	BNK5	JH/HS BLDG-FOOD, DAIRY DISP	B		10/29/2024	11/14/2024	W	\$1,825.71
							24-25			6016250		\$1,825.71
	10E301 2562 4150 00 000000					NBHS FOOD RAW FOOD						\$1,327.75

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	9015123732	0000000000	1124	BNK5	PRE-K-RUPPEL-FOOD	B	10/15/2024	11/14/2024	W		\$123.86
							24-25				6016212	\$123.86
10E500 2569 4100 00 000000						PRE-K OTH. FOOD SERV. GEN SUPP						\$123.86
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	9015123735	0000000000	1124	BNK5	PRE-K-DAWDY	B	10/15/2024	11/14/2024	W		\$108.48
							24-25				6016212	\$108.48
10E103 1200 4150 00 000000						EC SM CLASSROOM SNACKS						\$54.24
10E500 2569 4100 00 000000						PRE-K OTH. FOOD SERV. GEN SUPP						\$54.24
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	9015123737	0000000000	1124	BNK5	PRE-K-STECK-FOOD	B	10/15/2024	11/14/2024	W		\$125.15
							24-25				6016212	\$125.15
10E103 1200 4150 00 000000						EC SM CLASSROOM SNACKS						\$62.57
10E500 2569 4100 00 000000						PRE-K OTH. FOOD SERV. GEN SUPP						\$62.58
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	9015375987	0000000000	1124	BNK5	ELEM BLDG-FOOD, DAIRY, DISP, CHEM	B	10/22/2024	11/14/2024	W		\$1,906.14
							24-25				6016227	\$1,906.14
10E103 2562 4150 00 000000						NBE FOOD PREP RAW FOOD						\$1,659.70
10E103 2562 4151 00 000000						NBE FOOD PREP DAIRY PRODUCTS						\$83.05
10E103 2562 4160 00 000000						NBE FOOD PREP DISP. SUPPLIES						\$83.56
10E103 2562 4170 00 000000						NBE FOOD PREP SMALLWARE						\$79.83
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	9015376061	0000000000	1124	BNK5	PRE-K-RUPPEL	B	10/22/2024	11/14/2024	W		\$19.26
							24-25				6016212	\$19.26
10E500 2569 4100 00 000000						PRE-K OTH. FOOD SERV. GEN SUPP						\$19.26
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	9015629192	0000000000	1124	BNK5	ELEM BLDG-FOOD, DAIRY, DISP	B	10/29/2024	11/14/2024	W		\$3,229.70
							24-25				6016227	\$3,229.70
10E103 2562 4150 00 000000						NBE FOOD PREP RAW FOOD						\$2,313.22
10E103 2562 4151 00 000000						NBE FOOD PREP DAIRY PRODUCTS						\$234.01
10E103 2562 4160 00 000000						NBE FOOD PREP DISP. SUPPLIES						\$682.47
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	9015877794	0000000000	1124	BNK5	ELEM BLDG-FOOD, DISP	B	11/05/2024	11/14/2024	W		\$1,421.39
							24-25				6016227	\$1,421.39

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT						
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT								
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT	
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	9015877794				*****CONTINUED*****							
10E103 2562 4150 00 000000						NBE FOOD PREP RAW FOOD						\$1,324.17	
10E103 2562 4160 00 000000						NBE FOOD PREP DISP. SUPPLIES						\$97.22	
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	9015878016	0000000000	1124	BNK5	PRE-K-RUPPEL	B		11/05/2024	11/14/2024	W	\$61.87	
							24-25				6016212	\$61.87	
10E500 2569 4100 00 000000						PRE-K OTH. FOOD SERV. GEN SUPP						\$61.87	
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	9015878019	0000000000	1124	BNK5	PRE-K STECK	B		11/05/2024	11/14/2024	W	\$103.82	
							24-25				6016212	\$103.82	
10E103 1200 4150 00 000000						EC SM CLASSROOM SNACKS						\$51.91	
10E500 2569 4100 00 000000						PRE-K OTH. FOOD SERV. GEN SUPP						\$51.91	
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	9015878023	0000000000	1124	BNK5	PRE-K-DAWDY	B		11/05/2024	11/14/2024	W	\$136.49	
							24-25				6016212	\$136.49	
10E103 1200 4150 00 000000						EC SM CLASSROOM SNACKS						\$68.24	
10E500 2569 4100 00 000000						PRE-K OTH. FOOD SERV. GEN SUPP						\$68.25	
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	9016133776	0000000000	1124	BNK5	ELEM BLDG-DAIRY, DISP	B		11/12/2024	11/14/2024	W	\$1,814.99	
							24-25				6016227	\$1,814.99	
10E103 2562 4150 00 000000						NBE FOOD PREP RAW FOOD						\$1,627.83	
10E103 2562 4151 00 000000						NBE FOOD PREP DAIRY PRODUCTS						\$103.60	
10E103 2562 4160 00 000000						NBE FOOD PREP DISP. SUPPLIES						\$83.56	
NUMBER OF INVOICES: 13											\$11,562.05		
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	19767	0000000000	1124	BNK5	LEGAL FEE-GENERAL LITIGATION	B		10/15/2024	11/14/2024	A	\$1,840.00	
							24-25					\$1,840.00	
80E000 2369 3180 00 000000						TORT FUND LEGAL SERVICES						ATTOR	\$1,840.00
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	19775	0000000000	1124	BNK5	LEGAL FEE-ADMINISTRATION	B		10/15/2024	11/14/2024	A	\$741.00	
							24-25					\$741.00	
80E000 2369 3180 00 000000						TORT FUND LEGAL SERVICES						ATTOR	\$741.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID	DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT	ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT		
REF	CATALOG	DESCRIPTION				LQ		QTY		LINE AMOUNT		
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099							ACCT AMOUNT		
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	19776	0000000000	1124	BNK5	LEGAL FEE-CIVIL APPEAL	B		10/15/2024	11/14/2024	A	\$26,749.61
							24-25					\$26,749.61
80E000	2369 3180 00 000000					TORT FUND LEGAL SERVICES						\$26,749.61
						ATTOR						
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	19859	0000000000	1124	BNK5	LEGAL FEE-BUSINESS GENERAL	B		10/15/2024	11/14/2024	A	\$100.00
							24-25					\$100.00
80E000	2369 3180 00 000000					TORT FUND LEGAL SERVICES						\$100.00
						ATTOR						
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	19903	0000000000	1124	BNK5	LEGAL FEES-CIVIL APPEAL	B		10/21/2024	11/14/2024	A	\$8,550.00
							24-25					\$8,550.00
80E000	2369 3180 00 000000					TORT FUND LEGAL SERVICES						\$8,550.00
						ATTOR						
											NUMBER OF INVOICES: 5	\$37,980.61
HEART TE000	HEART TECHNOLOGIES, INC	10262729	0000000000	1124	BNK5	AREA OF RESCUE ASST SYSTEM	B		11/12/2024	11/14/2024	A	\$4,193.73
							24-25					\$4,193.73
10E000	2225 5400 00 000000					TECH CO EQUIPMENT						\$4,193.73
											NUMBER OF INVOICES: 1	\$4,193.73
HENRC 001	HENSON ROBINSON CO.	DF1328	0000000000	1124	BNK5	ELEM BLDG-HOLES AND TEARS IN ROOF	B		10/09/2024	11/14/2024	R	\$477.00
							24-25					\$477.00
20E103	2542 3230 00 000000					NBE CARE/UPKEEP REPAIR MAINT.						\$477.00
						NONEM						
											NUMBER OF INVOICES: 1	\$477.00
HOPE SCH000	HOPE SCHOOL (THE)	SINV008515	0000000000	1124	BNK5	TUITION AND TRANS-OCTOBER	B		10/31/2024	11/14/2024	R	\$6,694.16
							24-25					\$6,694.16
10E000	4120 6000 00 000000					SPECIAL PROGRAMS TUITION						\$6,094.66
40E000	2552 3310 00 000000					TRANSP PS PUPIL TRANSP						\$599.50
											NUMBER OF INVOICES: 1	\$6,694.16
IASA 001	IASA	84-102524-PERA	0000000000	1124	BNK5	FY25 PERA/SB7/RIF WORKSHOP	B		11/06/2024	11/14/2024	R	\$95.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
IASA 001	IASA	84-102524-PERA				*****CONTINUED*****						
							24-25					\$95.00
10E000 2321 6400 00 000000						SUPINT. OFFICE DUES & FEES						\$95.00
NUMBER OF INVOICES: 1												\$95.00
ILMLR 001	IL MUNICIPAL RETIREMENT	20241101ADIM	0000000000	P9	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	W	\$5,116.58
							24-25			202400166		\$5,116.58
10L000 4540 0000 00 000000												\$3,152.95
20L000 4540 0000 00 000000												\$892.25
40L000 4540 0000 00 000000												\$1,071.38
ILMLR 001	IL MUNICIPAL RETIREMENT	20241101ADIMV2	0000000000	P9	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	W	\$1,156.98
							24-25			202400166		\$1,156.98
10L000 4540 0000 00 000000												\$609.16
20L000 4540 0000 00 000000												\$166.76
40L000 4540 0000 00 000000												\$381.06
ILMLR 001	IL MUNICIPAL RETIREMENT	20241101AFRM	0000000000	P9	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	W	\$7,158.37
							24-25			202400166		\$7,158.37
50L000 4572 0000 00 000000												\$7,158.37
ILMLR 001	IL MUNICIPAL RETIREMENT	20241101BDIM	0000000000	P9	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	W	\$71.07
							24-25			202400177		\$71.07
10L000 4540 0000 00 000000												\$32.66
40L000 4540 0000 00 000000												\$38.41
ILMLR 001	IL MUNICIPAL RETIREMENT	20241101BFRM	0000000000	P9	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	W	\$98.40
							24-25			202400177		\$98.40
50L000 4572 0000 00 000000												\$98.40
NUMBER OF INVOICES: 5												\$13,601.40
KELLMJ 001	M.J. KELLNER CO. INC.	503130	0000000000	1124	BNK5	ELEM BLDG-DAIRY	B		10/21/2024	11/14/2024	A	\$206.88

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
REF	CATALOG	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
ACCOUNT NUMBER(S)		DESCRIPTION	QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099	LQ		QTY			LINE AMOUNT
												ACCT AMOUNT
KELLMJ 001	M.J. KELLNER CO. INC.	503130				*****CONTINUED*****						
	10E103 2562 4151 00 000000					NBE FOOD PREP DAIRY PRODUCTS						\$206.88
							24-25					\$206.88
KELLMJ 001	M.J. KELLNER CO. INC.	503962	0000000000	1124	BNK5	ELEM BLDG-FOOD, DAIRY	B	10/23/2024	11/14/2024	A		\$860.66
	10E103 2562 4150 00 000000					NBE FOOD PREP RAW FOOD						\$580.32
	10E103 2562 4151 00 000000					NBE FOOD PREP DAIRY PRODUCTS						\$280.34
							24-25					\$860.66
KELLMJ 001	M.J. KELLNER CO. INC.	503963	0000000000	1124	BNK5	JH/HS BLDG-FOOD	B	10/23/2024	11/14/2024	A		\$882.70
	10E301 2562 4150 00 000000					NBHS FOOD RAW FOOD						\$636.84
	10E301 2562 4151 00 000000					NBHS FOOD DAIRY PRODUCT						\$245.86
							24-25					\$882.70
KELLMJ 001	M.J. KELLNER CO. INC.	506554	0000000000	1124	BNK5	ELEM BLDG-DAIRY	B	11/01/2024	11/14/2024	A		\$202.84
	10E103 2562 4151 00 000000					NBE FOOD PREP DAIRY PRODUCTS						\$202.84
							24-25					\$202.84
KELLMJ 001	M.J. KELLNER CO. INC.	506555	0000000000	1124	BNK5	JH/HS BLDG-DAIRY	B	11/01/2024	11/14/2024	A		\$162.64
	10E301 2562 4151 00 000000					NBHS FOOD DAIRY PRODUCT						\$162.64
							24-25					\$162.64
KELLMJ 001	M.J. KELLNER CO. INC.	508077	0000000000	1124	BNK5	ELEM BLDG-DAIRY	B	11/07/2024	11/14/2024	A		\$174.76
	10E103 2562 4151 00 000000					NBE FOOD PREP DAIRY PRODUCTS						\$174.76
							24-25					\$174.76
KELLMJ 001	M.J. KELLNER CO. INC.	508078	0000000000	1124	BNK5	JH/HS BLDG-DAIRY	B	11/07/2024	11/14/2024	A		\$71.52
	10E301 2562 4151 00 000000					NBHS FOOD DAIRY PRODUCT						\$71.52
							24-25					\$71.52
NUMBER OF INVOICES: 7												\$2,562.00
KOEHLWES000	KOEHLER, WESLEY A.	175.00	0000000000	1124	BNK5	WEBSITE SERVICES MONTHLY BILLING	B	11/12/2024	11/14/2024	R		\$175.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>	<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>		<u>FY</u>	<u>ADJ AMT</u>		<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>	
<u>REF</u>	<u>CATALOG</u>	<u>DESCRIPTION</u>					<u>LQ</u>	<u>QTY</u>	<u>LINE AMOUNT</u>			
<u>ACCOUNT NUMBER(S)</u>		<u>QUICK KEY</u>	<u>ACCOUNT LEVEL DESCRIPTION</u>		<u>1099</u>							<u>ACCT AMOUNT</u>
KOEHLWES000	KOEHLER, WESLEY A.	175.00	*****CONTINUED*****				24-25					\$175.00
10E000	2225 3150 00 000000		TECH PS PROF SERVICES		NONEM							\$175.00
NUMBER OF INVOICES: 1											\$175.00	
LANCO	001 LANTER DISTRIBUTING	S274997	0000000000	1124	BNK5	ELEM & JH/HS-CAFE DELIVERY	B	10/14/2024	11/14/2024	A		\$126.72
10E103	2562 4150 00 000000		NBE FOOD PREP RAW FOOD				24-25					\$126.72
10E301	2562 4150 00 000000		NBHS FOOD RAW FOOD									\$63.36
NUMBER OF INVOICES: 2											\$330.88	
LANCO	001 LANTER DISTRIBUTING	S276220	0000000000	1124	BNK5	ELEM AND JH/HS-CAFE DELIVERY	B	11/07/2024	11/14/2024	A		\$204.16
10E103	2562 4150 00 000000		NBE FOOD PREP RAW FOOD				24-25					\$204.16
10E301	2562 4150 00 000000		NBHS FOOD RAW FOOD									\$102.08
NUMBER OF INVOICES: 2											\$330.88	
LEVIRS	000 LEVI, RAY & SHOUP, INC	330541	0000000000	1124	BNK5	LICENSE TO BACKUP SERVER	B	11/06/2024	11/14/2024	A		\$409.00
10E000	2225 3150 00 000000		TECH PS PROF SERVICES				24-25					\$409.00
LEVIRS	000 LEVI, RAY & SHOUP, INC	330542	0000000000	1124	BNK5	NETWORK SUPPORT SERVICE	B	11/06/2024	11/14/2024	A		\$101.25
10E000	2225 3900 00 000000		TECH PS OTHER PURCH SERV				24-25					\$101.25
NUMBER OF INVOICES: 2											\$510.25	
LINCPBHC000	LINCOLN PRAIRIE BHC	2021-20370	0000000000	1124	BNK5	HOSPITAL BOUND STUDENT-GRAHAM	B	10/23/2024	11/14/2024	R		\$525.00
10E000	4120 8000 00 000000		SPEC PRGRMS TUITION				24-25					\$525.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
LINCPBHC000	LINCOLN PRAIRIE BHC	2021-20371	0000000000	1124	BNK5	HOSPITAL BOUND STUDENT-SPILMAN	B		10/23/2024	11/14/2024	R	\$525.00
												\$525.00
10E000 4120 8000 00 000000						SPEC PRGRMS TUITION						\$525.00
NUMBER OF INVOICES: 2												\$1,050.00
MASCO 001	MASCO PACKAGING & INDUSTRIAL SUPPL	0165909-IN	0000000000	1124	BNK5	JH/HS BLDG-TOWEL ROLL	B		10/16/2024	11/14/2024	A	\$1,245.00
												\$1,245.00
20E301 2542 4100 00 000000						NBHS BLDG SM GEN SUPPLIES						\$1,245.00
NUMBER OF INVOICES: 1												\$1,245.00
MCMIRD 001	R.D. McMILLEN ENTERPRISES	1091569	0000000000	1124	BNK5	JH/HS BLDG-URINAL SCREEN	B		10/17/2024	11/14/2024	R	\$258.19
												\$258.19
20E301 2542 4100 00 000000						NBHS BLDG SM GEN SUPPLIES						\$258.19
NUMBER OF INVOICES: 1												\$258.19
MEDIACOM000	MEDIACOM	60090109-OCT 24	0000000000	1124	BNK5	EXTRA BAN WIDTH	B		10/21/2024	11/14/2024	W	\$550.00
												\$550.00
20E000 2542 3400 00 000000						DW BLDG PS COMMUNICATION						\$550.00
NUMBER OF INVOICES: 1												\$550.00
MENAR 001	MENARDS	85714	0000000000	1124	BNK5	JH/HS BLDG-	B		10/21/2024	11/14/2024	A	\$64.58
												\$64.58
20E301 2542 4100 00 000000						NBHS BLDG SM GEN SUPPLIES						\$64.58
MENAR 001	MENARDS	85894	0000000000	1124	BNK5	JH/HS BLDG-SUPPLIES	B		10/23/2024	11/14/2024	A	\$110.90
												\$110.90
20E301 2542 4100 00 000000						NBHS BLDG SM GEN SUPPLIES						\$110.90

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
NUMBER OF INVOICES: 2												\$175.48
MEYER R0000	MEYER ROOFING, INC	2387	0000000000	1124	BNK5	REPAIR OF THE DOME ROOF	B		10/23/2024	11/14/2024	R	\$3,175.00
20E301 2542 3230 00 000000						NBHS CARE/UPKEEP REPAIR/MAINT.	24-25					\$3,175.00
NUMBER OF INVOICES: 1												\$3,175.00
MIDWEST 002	MIDWEST ENGINEERING AND TESTING, I	C47002-410	0000000000	1124	BNK5	BUILDING CODE INSP	B		10/24/2024	11/14/2024	A	\$935.00
60E000 2535 5200 00 000000						CO BLDG CONSTRUCTION PROJECT	24-25					\$935.00
NUMBER OF INVOICES: 1												\$935.00
MUSIC SH000	MUSIC SHOPPE, INC (THE)	3703838	3012025044	1124	BNK5	CLEAN INSTRUMENT	P	B	05/14/2024	11/14/2024	A	\$63.29
100		MAGRATH -JH/HS BAND GEN SUPPLIES					24-25					\$63.29
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$63.29
MUSIC SH000	MUSIC SHOPPE, INC (THE)	3789851	3012025044	1124	BNK5	BARI SAX REEDS	P	B	09/23/2024	11/14/2024	A	\$48.00
100		MAGRATH -JH/HS BAND GEN SUPPLIES					24-25					\$48.00
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$48.00
MUSIC SH000	MUSIC SHOPPE, INC (THE)	3791933	3012025044	1124	BNK5	MAGRATH-JH/HS BAND GEN SUPPLIES	P	B	09/26/2024	11/14/2024	A	\$122.55
100		MAGRATH -JH/HS BAND GEN SUPPLIES					24-25					\$122.55
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$122.55
MUSIC SH000	MUSIC SHOPPE, INC (THE)	3801692	3012025044	1124	BNK5	CONCERT SNARE STAND DOUBLE	P	B	10/08/2024	11/14/2024	A	\$179.98
100		MAGRATH -JH/HS BAND GEN SUPPLIES					24-25					\$179.98
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$179.98

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
MUSIC SH000	MUSIC SHOPPE, INC (THE)	3802199	3012025044	1124	BNK5	SOUND INOVATIONS	P	B	10/09/2024	11/14/2024	A	\$16.13
							24-25					\$16.13
100		MAGRATH -JH/HS BAND GEN SUPPLIES						1.00				\$16.13
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES										\$16.13
MUSIC SH000	MUSIC SHOPPE, INC (THE)	3806307	3012025044	1124	BNK5	EO EMERALD OBOE REED	P	B	10/21/2024	11/14/2024	A	\$81.00
							24-25					\$81.00
100		MAGRATH -JH/HS BAND GEN SUPPLIES						1.00				\$81.00
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES										\$81.00
NUMBER OF INVOICES: 6											\$510.95	
NCPERS 001	NCPERS GROUP LIFE INS	20241101ADVL	0000000000	P9	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	R	\$8.00
							24-25					\$8.00
10L000 4568 0000 00 000000												\$8.00
NUMBER OF INVOICES: 1											\$8.00	
NEVCO SP000	NEVCO SPORTS, LLC	0000261756	0000000000	1124	BNK5	2ND PAYMENT SCOREBOARD NEW GYM	B		09/20/2024	11/14/2024	R	\$14,320.62
							24-25					\$14,320.62
60E000 2535 5400 00 000000												\$14,320.62
NEVCO SP000	NEVCO SPORTS, LLC	000261756	7002025022	1124	BNK5	2ND HALF OF SCOREBOARD NEW GYM	P	B	09/20/2024	11/14/2024	R	\$5,000.00
							24-25					\$5,000.00
110		SCOREBOARDS FOR NEW GYM						1.00				\$5,000.00
10E000 1500 5400 00 000000		ATH CO EQUIPMENT										\$5,000.00
NUMBER OF INVOICES: 2											\$19,320.62	
NEWBW 001	NEW BERLIN WATER & SEWER DPT	0010004900	0000000000	1124	BNK5	JH/HS BLDG- WATER AND SEWER CHARGE 10/01/24-11/27/24	B		11/01/2024	11/14/2024	W	\$66.65
							24-25				49001124	\$66.65

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
NEWBW 001	NEW BERLIN WATER & SEWER DPT	0010004900				*****CONTINUED*****						
20E301 2542 3700 00 000000						NBHS WATER SEWER SERVICES						\$66.65
NEWBW 001	NEW BERLIN WATER & SEWER DPT	0020049300	0000000000	1124	BNK5	NEW BERLIN ELEMENTARY WATER & SEWER 10-27-24-10-27-24	B		11/01/2024	11/14/2024	W	\$66.65
20E103 2542 3700 00 000000						NBE CARE/UPKEEP WATER SEWER	24-25				93001124	\$66.65
												\$66.65
						NUMBER OF INVOICES: 2						\$133.30
NIEMELOR000	NIEMEIER, LORI	112.56	0000000000	1124	BNK5	MILEAGE-IASBO REG CONFERENCE	B		07/29/2024	11/14/2024	A	\$112.56
10E000 2520 3320 00 000000						FS TRAVEL	24-25					\$112.56
NIEMELOR000	NIEMEIER, LORI	112.56-	0000000000	1124	BNK5	MILEAGE-IASBO SUPPORT CON	B		09/03/2024	11/14/2024	A	\$112.56
10E000 2520 3320 00 000000						FS TRAVEL	24-25					\$112.56
						NUMBER OF INVOICES: 2						\$225.12
NRG BUSI000	NRG BUSINESS MARKETING	HS44535470	0000000000	1124	BNK5	JH/HS BLDG-NATURAL GAS	B		11/05/2024	11/14/2024	W	\$53.74
20E301 2542 4650 00 000000						JH/HS SM NATURAL GAS	24-25				2927663	\$53.74
												\$53.74
						NUMBER OF INVOICES: 1						\$53.74
PAWNEE L000	PAWNEE LUMBER COMPANY	130792	3012025063	1124	BNK5	PINE LUMBER	P B		10/28/2024	11/14/2024	R	\$560.65
100						WEIDHUNER-AG GEN SUPPLIES	24-25				1.00	\$560.65
10E301 1117 4100 00 000000						NBHS GENERAL SUPPLIES						\$560.65
						NUMBER OF INVOICES: 1						\$560.65
PEDICLC 000	PEDIGO,DENNIS COMPLETE LAWN CARE S	392	0000000000	1124	BNK5	ADD DIRT TO INSIDE EDGE OF	B		11/07/2024	11/14/2024	R	\$7,860.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT	REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099				ACCT AMOUNT					
PEDICLC 000	PEDIGO,DENNIS COMPLETE LAWN CARE S	392	*****CONTINUED*****										
						THE TRACK							
							24-25						\$7,860.00
90E301 2530 5315 00 000000						FPS CO IMPROVE ATH FACILITIES							\$7,860.00
												NUMBER OF INVOICES: 1	\$7,860.00
PEPPJW 001	J.W. PEPPER & SON, INC.	366873371	3012025005	1124	BNK5	IN MY MEMORY, MARY DID YOU KNOW, JAZZ WALTZ, RIU RIU	P	B	10/22/2024	11/14/2024	A		\$136.49
							24-25						\$136.49
100		CHARNESKI- JH/HS CHOIR-GEN SUPPLIES							1.00				\$136.49
10E301 1117 4100 00 000000						NBHS GENERAL SUPPLIES							\$136.49
PEPPJW 001	J.W. PEPPER & SON, INC.	366875179	3012025005	1124	BNK5	MELE KALIKIMAKA	P	B	10/23/2024	11/14/2024	A		\$10.50
							24-25						\$10.50
100		CHARNESKI- JH/HS CHOIR-GEN SUPPLIES							1.00				\$10.50
10E301 1117 4100 00 000000						NBHS GENERAL SUPPLIES							\$10.50
												NUMBER OF INVOICES: 2	\$146.99
PITBO 001	PITNEY BOWES	3106917022	0000000000	1124	BNK5	POSTAGE MACHINE LEASE		B	11/11/2024	11/14/2024	W		\$163.53
							24-25				94881124		\$163.53
10E305 2410 3250 00 000000						NBHS PRINCIPAL RENTALS							\$163.53
												NUMBER OF INVOICES: 1	\$163.53
PORTA PH001	PORTA PHONE	24PP6806	7002025007	1124	BNK5	DAMBACHER - HS FOOTBALL SUPPLIES	P	B	09/09/2024	11/14/2024	R		\$603.29
							24-25						\$603.29
100		DAMBACHER- HS FOOTBALL SUPPLIES							1.00				\$603.29
10E000 1500 4100 00 000000						INTERSC PRGM GEN SUPP.							\$603.29
												NUMBER OF INVOICES: 1	\$603.29
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	36585	0000000000	1124	BNK5	JH/HS BLDG-BOILER RADIATOR	B		10/17/2024	11/14/2024	R		\$1,228.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	36585				*****CONTINUED*****						
						LEAK						
							24-25					\$1,228.00
20E301 2542 3230 00 000000						NBHS CARE/UPKEEP REPAIR/MAINT.						\$1,228.00
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	36652	0000000000	1124	BNK5	JH/HS BLDG-WATER HEATER ROOM	B		10/30/2024	11/14/2024	R	\$510.00
							24-25					\$510.00
20E301 2542 3230 00 000000						NBHS CARE/UPKEEP REPAIR/MAINT.						\$510.00
						NUMBER OF INVOICES: 2						\$1,738.00
PURT 001	PURITAN SPRING WATER	804394959	0000000000	1124	BNK5	HS BLDG-WATER	B		10/09/2024	11/14/2024	R	\$66.53
							24-25					\$66.53
10E305 2410 4100 00 000000						NBHS PRINCIPAL GEN SUPPLIES						\$66.53
PURT 001	PURITAN SPRING WATER	804395095	0000000000	1124	BNK5	JH/BLDG-WATER	B		10/09/2024	11/14/2024	R	\$58.24
							24-25					\$58.24
10E202 2410 4100 00 000000						NBJH PRINCIPAL GEN SUPPLIES						\$58.24
PURT 001	PURITAN SPRING WATER	804395422	0000000000	1124	BNK5	DIST OFFICE-WATER	B		10/09/2024	11/14/2024	R	\$14.80
							24-25					\$14.80
10E000 2321 4100 00 000000						SUPINT. OFFICE GEN SUPP						\$14.80
						NUMBER OF INVOICES: 3						\$139.57
REGOE51 000	REGIONAL OFFICE OF ED # 51	399.00	0000000000	1124	BNK5	TRANS-ONLIN DRIVER TRAINING COURSE AND MAP 21	B		11/12/2024	11/14/2024	R	\$399.00
							24-25					\$399.00
40E000 2554 3900 00 000000						TRANSP VS OTH PURCH SERVICES						\$399.00
						NUMBER OF INVOICES: 1						\$399.00
REPUBLIC000	REPUBLIC SERVICES	0352-003106855	0000000000	1124	BNK5	GARBAGE-DISPOSAL SERVICE	B		10/31/2024	11/14/2024	R	\$1,628.08
							24-25					\$1,628.08

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
REPUBLIC000	REPUBLIC SERVICES	0352-003106855				*****CONTINUED*****						
20E103 2542 3210 00 000000						NBE CARE/UPKEEP SANITATION						\$651.23
20E301 2542 3210 00 000000						NBHS CARE/UPKEEP SANITATION						\$651.23
40E000 2552 3210 00 000000						TRANS PS SANITATION SERV						\$325.62
NUMBER OF INVOICES: 1											\$1,628.08	
REXX BAT000	REXX BATTERY	324101511	0000000000	1124	BNK5	ELEM BLDG-BATTERY FOR SCRUBBER	B		10/15/2024	11/14/2024	A	\$179.90
							24-25					\$179.90
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$179.90
NUMBER OF INVOICES: 1											\$179.90	
ROCTE 000	REGIONAL OFFICE OF CAREER & TECHNICAL EDUCATION	FY25 LOCAL MATCH	3012025039	1124	BNK5	LLEWELLYN-SAFE/SANG CO. LEARNING ACADEMY TUITION	P	B	11/05/2024	11/14/2024	R	\$500.00
							24-25					\$500.00
100		LLEWELLYN-SAFESANG CO. LEARNING ACADEMY TUITION						1.00				\$500.00
10E301 1117 6400 00 000000						NBHS DUES & FEES						\$500.00
NUMBER OF INVOICES: 1											\$500.00	
ROE 51 S000	ROE 51 SAFE SCHOOLS	QTR 1	0000000000	1124	BNK5	SAFE SCHOOL ENROLLMENT	B		10/18/2024	11/14/2024	R	\$2,460.00
							24-25					\$2,460.00
10E000 4120 6000 00 000000						SPECIAL PROGRAMS TUITION						\$2,460.00
NUMBER OF INVOICES: 1											\$2,460.00	
RUYLEAMA000	RUYLE, AMANDA	92.91	0000000000	1124	BNK5	REFUND-LUNCH FEES	B		10/10/2024	11/14/2024	R	\$92.91
							24-25					\$92.91
10R000 1600 0000 00 000000						FS PRE-PAID MEALS						\$92.91

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
NUMBER OF INVOICES: 1												\$92.91
SAF-GARD000	SAF-GARD SHOE COMPANY	IN-3752963	0000000000	1124	BNK5	SLIP RESISTANT SHOES	B		11/10/2024	11/14/2024	R	\$594.91
							24-25					\$594.91
10E000	2562 4112 00 000000					FOOD PREP SAFETY SUPP						\$594.91
NUMBER OF INVOICES: 1												\$594.91
SANDS	001 SANGAMON DIESEL SERVICE	103130	0000000000	1124	BNK5	TRANS-BUS 18	B		10/14/2024	11/14/2024	R	\$75.00
							24-25					\$75.00
40E000	2552 3190 00 000000					TRANS PS OTHER PROF SERV						\$75.00
NUMBER OF INVOICES: 1												\$75.00
SCLA	000 SANGAMON COUNTY LEARNING ACADEMY(S	400.00	3012025039	1124	BNK5	SCLA YEARLY ADMITTANCE FEE	P	B	10/09/2024	11/14/2024	R	\$400.00
							24-25					\$400.00
100		LLEWELLYN-SAFESANG CO. LEARNING ACADEMY							1.00			\$400.00
		TUITION										\$400.00
10E301	1117 6400 00 000000					NBHS DUES & FEES						\$400.00
NUMBER OF INVOICES: 1												\$400.00
SENIC	001 SENTINEL INSECT CONTROL	337592	0000000000	1124	BNK5	JH/HS BLDG-PEST CONTROL	B		11/01/2024	11/14/2024	R	\$76.00
							24-25					\$76.00
20E301	2542 3210 00 000000					NBHS CARE/UPKEEP SANITATION						\$76.00
SENIC	001 SENTINEL INSECT CONTROL	337593	0000000000	1124	BNK5	ELEM BLDG-PEST CONTROL	B		11/01/2024	11/14/2024	R	\$46.00
							24-25					\$46.00
20E103	2542 3210 00 000000					NBE CARE/UPKEEP SANITATION						\$46.00
NUMBER OF INVOICES: 2												\$122.00
SMITHSAR000	SMITH, SARAH	165.00	6032025028	1124	BNK5	MASTERY OF BASIC MATH	P	B	10/29/2024	11/14/2024	A	\$165.00
							24-25					\$165.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
SMITHSAR000	SMITH, SARAH	165.00		*****CONTINUED*****								
100		TUITION REIMBURSEMENT ALLOCATION -						1.00				\$165.00
		24-25 - SMITH, SARAH										
10E103 1113 2300 00 000000				NBE BEN TUITION REIMB								\$165.00
SMITHSAR000	SMITH, SARAH	165.00-	6032025028	1124	BNK5	EDUCATIONAL ASSESSMENT	P	B	10/29/2024	11/14/2024	A	\$165.00
100		TUITION REIMBURSEMENT ALLOCATION -					24-25					\$165.00
		24-25 - SMITH, SARAH						1.00				\$165.00
10E103 1113 2300 00 000000				NBE BEN TUITION REIMB								\$165.00
SMITHSAR000	SMITH, SARAH	165.00--	6032025028	1124	BNK5	ELEM MATH TOPICS	P	B	10/29/2024	11/14/2024	A	\$165.00
100		TUITION REIMBURSEMENT ALLOCATION -					24-25					\$165.00
		24-25 - SMITH, SARAH						1.00				\$165.00
10E103 1113 2300 00 000000				NBE BEN TUITION REIMB								\$165.00
NUMBER OF INVOICES: 3												\$495.00
SPRES 001	SPRINGFIELD ELECTRIC SUPPLY	SO11013999.001	0000000000	1124	BNK5	JH/HS BLDG-SUPPLIES	B		10/15/2024	11/14/2024	R	\$69.10
							24-25					\$69.10
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$69.10
NUMBER OF INVOICES: 1												\$69.10
T-MOBILE000	T-MOBILE	990259433-OCT 24	0000000000	1124	BNK5	TRANS-TABLETS-9/21/24-10/20/24	B		11/08/2024	11/14/2024	W	\$278.80
							24-25					\$278.80
40E000 2552 3400 00 000000						TRANSP VS COMMUNICATION					913282682	\$278.80
NUMBER OF INVOICES: 1												\$278.80
TEXAS LI000	TEXAS LIFE INSURANCE CO.	20241101ADAF3	0000000000	P9	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	W	\$325.07
							24-25				202400175	\$325.07

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
TEXAS LI000	TEXAS LIFE INSURANCE CO.	20241101ADAF3				*****CONTINUED*****						
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H						\$295.86
40L000 4581 0000 00 000000												\$29.21
NUMBER OF INVOICES: 1												\$325.07
THIS 001 THIS		20241101ADT88EE	0000000000	T1	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	W	\$1,819.52
							24-25			202400168		\$1,819.52
10L000 4511 0000 00 000000												\$1,819.12
40L000 4511 0000 00 000000												\$0.40
THIS 001 THIS		20241101ADT88SB	0000000000	T1	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	W	\$30.62
							24-25			202400168		\$30.62
10L000 4511 0000 00 000000												\$30.62
THIS 001 THIS		20241101ADT88SS	0000000000	T1	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	W	\$16.43
							24-25			202400168		\$16.43
10L000 4511 0000 00 000000												\$16.43
THIS 001 THIS		20241101ADT88TA	0000000000	T1	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	W	\$109.96
							24-25			202400168		\$109.96
10L000 4511 0000 00 000000												\$109.96
THIS 001 THIS		20241101ADT92SU	0000000000	T1	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	W	\$154.93
							24-25			202400168		\$154.93
10L000 4511 0000 00 000000												\$154.93
THIS 001 THIS		20241101AFT66EE	0000000000	T1	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	W	\$1,354.64
							24-25			202400168		\$1,354.64
10L000 4510 0000 00 000000												\$1,354.35
40L000 4510 0000 00 000000												\$0.29
THIS 001 THIS		20241101AFT66SB	0000000000	T1	BNK5	Payroll accrual	B		11/01/2024	11/01/2024	W	\$22.79
							24-25			202400168		\$22.79

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT	REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT	
NUMBER OF INVOICES: 1												\$1,369.32	
UMB BANK000	UMB BANK NA	305869.52	0000000000	1124	BNK5	CUSD#16 SANG & MORGAN CNTY	B		10/04/2024	11/14/2024	R	\$305,869.52	
30E000 5220 6200 00 000000						GO BOND INTEREST	24-25					\$305,869.52	
NUMBER OF INVOICES: 1												\$305,869.52	
UMBBNKNA000	UMB BANK, N.A.	991001	0000000000	1124	BNK5	AFMIN FEE NB2A	B		10/11/2024	11/14/2024	R	\$318.00	
30E000 5200 6400 00 000000						GO BOND ADMIN FEES	24-25					\$318.00	
UMBBNKNA000	UMB BANK, N.A.	991002	0000000000	1124	BNK5	ADMIN FEE NB2B	B		10/11/2024	11/14/2024	R	\$318.00	
30E000 5200 6400 00 000000						GO BOND ADMIN FEES	24-25					\$318.00	
NUMBER OF INVOICES: 2												\$636.00	
US BANK 005	US BANK EQUIPMENT FINANCE	541150942	0000000000	1124	BNK5	TRANS-COPIER LEASE	B		11/20/2024	11/14/2024	R	\$75.73	
40E000 2552 3250 00 000000						TRANS PS RENTALS	24-25					\$75.73	
NUMBER OF INVOICES: 1												\$75.73	
VIOLAJOS000	VIOLA, JOSEPH	14.07	3212025002	1124	BNK5	TRAVEL TO LLCC	P	B	11/06/2024	11/14/2024	A	\$14.07	
100						DOSS- GUIDANCE TRAVEL	24-25					\$14.07	
10E000 2120 3320 00 000000						GUID PS TRAVEL			1.00			\$14.07	
NUMBER OF INVOICES: 1												\$14.07	
WATTS CO000	WATTS COPY SYSTEMS INC.	1358738	0000000000	1124	BNK5	COPIER USAGE	B		11/07/2024	11/14/2024	A	\$1,300.90	
10E000 2321 3250 00 000000						SUPINT. OFFICE RENTALS	24-25					\$1,300.90	
NUMBER OF INVOICES: 1												\$16.88	

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT

WATTS CO000	WATTS COPY SYSTEMS INC.	1358738				*****CONTINUED*****						
10E000	2520 3250 00 000000					FS RENTALS						\$16.89
10E103	1113 3250 00 000000					NBE RENTALS						\$561.80
10E103	2410 3250 00 000000					NBE PRINCIPAL RENTALS						\$141.67
10E202	1115 3250 00 000000					NBJH RENTALS						\$120.75
10E202	2410 3250 00 000000					NBJH PRINCIPAL RENTALS						\$70.91
10E301	1117 3250 00 000000					NBHS RENTALS						\$122.43
10E305	2410 3250 00 000000					NBHS PRINCIPAL RENTALS						\$249.57

NUMBER OF INVOICES: 1 \$1,300.90

TOTAL NUMBER OF BATCH INVOICES: 314 \$2,262,384.21

86 ACH CHECK INVOICES \$1,797,381.73

43 COMPUTER CHECK INVOICES \$369,125.80

185 WIRE TRAN CHECK INVOICES \$95,876.68

TOTAL INVOICES: 314 \$2,262,384.21

BANK TOTALS:	BANK	BANK ACCOUNT #	INVOICE AMOUNT	NET AMOUNT
	BNK0	**A000 1013 0000 00 000000	\$5,028.67	\$5,028.67
	BNK5	**A000 1010 0000 00 000000	\$2,257,355.54	\$2,257,355.54

LIQUIDATION STATUS (LQ) CODE LEGEND:

L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING

P = PARTIAL LIQUIDATION F = FULL LIQUIDATION

BLANK = NO LIQUIDATION

***** End of report *****

Description: SBAA Entity 103 Acct. Receipt/Disbursement Summary Rpt - BOARD REPORT - MONTHLY

Account	Description	Jul. 1, 2024 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	Oct. 31, 2024 Ending Balance
95L103 8101 0000 00 000000	NBE GENERAL FND/NONCATE/NBE GENERAL FUND	-8,820.11	-4,036.70	3,134.02	-9,722.79
95L103 8102 0000 00 000000	NBE CONSUMBABLE/NONCATE/NBE CONSUMABLES	-120.62	0.00	0.00	-120.62
95L103 8103 0000 00 000000	NBE SHOE DONAT/NONCATE/NBE SHOE DONATION	46.80	-35.00	0.00	11.80
95L103 8104 0000 00 000000	NBE MKT DAY K-5/NONCATE/NBE MARKET DAY K-5	0.00	0.00	0.00	0.00
95L103 8105 0000 00 000000	NBE OFFICE/NONCATE/NBE OFFICE	-747.51	0.00	0.00	-747.51
95L103 8106 0000 00 000000	NBE MKT DAY LIB/NONCATE/NBE MARKET DAY LIBRARY	0.00	0.00	0.00	0.00
95L103 8107 0000 00 000000	NBE YEARKBOOK/NONCATE/NBE YEARKBOOK	-1,250.22	-993.84	848.84	-1,395.22
95L103 8108 0000 00 000000	NBE SANG AUDITO/NONCATE/NBE SANGAMON AUDITORIUM	-6.00	0.00	0.00	-6.00
95L103 8109 0000 00 000000	NBE PEPSI/NONCATE/NBE PEPSI	-583.36	-83.16	0.00	-666.52
95L103 8110 0000 00 000000	NBE FUND & GRNT/NONCATE/NBE FALL FUNDRAISER	-10,356.38	0.00	0.00	-10,356.38
95L103 8111 0000 00 000000	NBE LOST LIB BK/NONCATE/NBE GENERAL LIBRARY	183.93	0.00	0.00	183.93
95L103 8112 0000 00 000000	NBE AUTHOR VIST/NONCATE/NBE AUTHOR VISIT FUND	-738.07	0.00	0.00	-738.07
95L103 8113 0000 00 000000	NBE PBIS REW/BT/NONCATE/NBE PBIS REWARDS / BOX TO	-3,547.36	-856.25	1,003.27	-3,400.34
95L103 8114 0000 00 000000	NBE TEACH GRANT/NONCATE/NBE TEACHERS GRANT	-150.00	0.00	0.00	-150.00
95L103 8115 0000 00 000000	NBE BEHAV SUPPS/NONCATE/NBE STAFF BEHAVOIR SUPPLI	538.00	0.00	0.00	538.00
95L103 8116 0000 00 000000	NBE NURSE'S DON/NONCATE/NBE NURSE'S DONATION	-34.33	0.00	0.00	-34.33
95L103 8117 0000 00 000000	NBE SCHOOL INT/NONCATE/NBE WHOLD SCHOOL INT	-1,437.04	0.00	0.00	-1,437.04
95L103 8119 0000 00 000000	NBE MENTORING/NONCATE/NBE MENTORING	-336.41	0.00	0.00	-336.41
95L103 8120 0000 00 000000	NBE ART FUND/NONCATE/NBE ART FUND	-175.00	0.00	0.00	-175.00
95L103 8121 0000 00 000000	NBE ART DON/NONCATE/NBE ART DONATION	-4,046.66	0.00	0.00	-4,046.66
95L103 8122 0000 00 000000	DO SOCIAL FUND/NONCATE/NBE D.O. SOCIAL FUND	-40.00	0.00	0.00	-40.00
95L103 8123 0000 00 000000	NBE K-GRAD/NONCATE/K-GRADUATION	-1,205.29	0.00	741.30	-463.99
95L103 8124 0000 00 000000	NBE SOC WORK/NONCATE/SOCIAL WORK/STUDENT SUPPORT	-91.11	0.00	17.49	-73.62
95L103 8125 0000 00 000000	NBE LIB BDAY/NONCATE/NBE LIBRARY BIRTHDAY BOOK CL	-225.00	-120.00	0.00	-345.00
95L103 8126 0000 00 000000	NBE LIB FINES/NONCATE/NBE LIBRARY FINES	-107.40	0.00	0.00	-107.40
95L103 8127 0000 00 000000	NBE STUD CNCL/NONCATE/NBE STUDENT COUNCIL	0.00	-238.25	0.00	-238.25
	Total Liability Accounts:	-33,249.14	-6,363.20	5,744.92	-33,867.42
	Total Liability Accounts:	-33,249.14	-6,363.20	5,744.92	-33,867.42
	Grand Total:	-33,249.14	-6,363.20	5,744.92	-33,867.42

***** End of report *****

Description: SBAA Entity 103 Account Activity Report - MONTHLY BOARD REPORT

Account: 95L103 8101 0000 00 000000 NBE GENERAL FND//NONCATE /NBE GENERAL FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		10,140.32CR	
10/08/2024	Receipt	689	VARIOUS PAYORS	LUCA FIELD TRIP	112.00CR	10,252.32CR	L 8101 0000 00 000000
10/08/2024	Receipt	689	VARIOUS PAYORS	LUCA FIELD TRIP-RUBERT	8.00CR	10,260.32CR	L 8101 0000 00 000000
10/08/2024	Receipt	690	VARIOUS PAYORS	4TH GRADE RECORDER	179.90CR	10,440.22CR	L 8101 0000 00 000000
10/08/2024	Receipt	690	VARIOUS PAYORS	4TH GRADE RECORDER	94.05CR	10,534.27CR	L 8101 0000 00 000000
10/16/2024	Check	200536	MACIE PUBLISHING COMPANY	RECORDERS	299.48	10,234.79CR	L 8101 0000 00 000000
10/17/2024	Check	200537	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-1ST GRADE FIELD TRIP	512.00	9,722.79CR	L 8101 0000 00 000000
				Ending balance		9,722.79CR	

Account: 95L103 8102 0000 00 000000 NBE CONSUMBABLE//NONCATE /NBE CONSUMABLES

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		120.62CR	
				Ending balance		120.62CR	

Account: 95L103 8103 0000 00 000000 NBE SHOE DONAT//NONCATE /NBE SHOE DONATION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		46.80	
10/16/2024	Receipt	692	VARIOUS PAYORS	CASH	35.00CR	11.80	L 8103 0000 00 000000
				Ending balance		11.80	

Account: 95L103 8104 0000 00 000000 NBE MKT DAY K-5//NONCATE /NBE MARKET DAY K-5

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L103 8105 0000 00 000000 NBE OFFICE//NONCATE /NBE OFFICE

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		747.51CR	
				Ending balance		747.51CR	

Account: 95L103 8106 0000 00 000000 NBE MKT DAY LIB//NONCATE /NBE MARKET DAY LIBRARY

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L103 8107 0000 00 000000 NBE YEARBOOK//NONCATE /NBE YEARBOOK							
Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,376.22CR	
10/08/2024	Receipt	688	VARIOUS PAYORS	YEARBOOK SALES	19.00CR	1,395.22CR	L 8107 0000 00 000000
				Ending balance		1,395.22CR	
Account: 95L103 8108 0000 00 000000 NBE SANG AUDITO//NONCATE /NBE SANGAMON AUDITORIUM							
Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		6.00CR	
				Ending balance		6.00CR	
Account: 95L103 8109 0000 00 000000 NBE PEPSI//NONCATE /NBE PEPSI							
Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		626.79CR	
10/17/2024	Receipt	693	SPRINGFIELD PEPSI COLA	PEPSI	39.73CR	666.52CR	L 8109 0000 00 000000
				Ending balance		666.52CR	
Account: 95L103 8110 0000 00 000000 NBE FUND & GRNT//NONCATE /NBE FALL FUNDRAISER							
Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		10,356.38CR	
				Ending balance		10,356.38CR	
Account: 95L103 8111 0000 00 000000 NBE LOST LIB BK//NONCATE /NBE GENERAL LIBRARY							
Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		183.93	
				Ending balance		183.93	
Account: 95L103 8112 0000 00 000000 NBE AUTHOR VIST//NONCATE /NBE AUTHOR VISIT FUND							
Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		738.07CR	
				Ending balance		738.07CR	
Account: 95L103 8113 0000 00 000000 NBE PBIS REW/BT//NONCATE /NBE PBIS REWARDS / BOX TOPS							
Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,595.16CR	
10/03/2024	Receipt	687	VARIOUS PAYORS	DONATION PBIS-JOKISCH GRAPPLE 113	150.00CR	3,745.16CR	L 8113 0000 00 000000
10/16/2024	Receipt	691	VARIOUS PAYORS	TAX REFUND FOR FARM AND HOME	5.00CR	3,750.16CR	L 8113 0000 00 000000
10/16/2024	Receipt	691	VARIOUS PAYORS	MAGIC TOWEL-REFUND	1.25CR	3,751.41CR	L 8113 0000 00 000000
10/17/2024	Check	200537	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-5 BELOW	137.95	3,613.46CR	L 8113 0000 00 000000
10/17/2024	Check	200537	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-AMAZON	185.98	3,427.48CR	L 8113 0000 00 000000
10/17/2024	Check	200537	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-AMAZON	27.14	3,400.34CR	L 8113 0000 00 000000

Account: 95L103 8113 0000 00 000000 NBE PBIS REW/BT//NONCATE /NBE PBIS REWARDS / BOX TOPS

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Ending balance		3,400.34CR	

Account: 95L103 8114 0000 00 000000 NBE TEACH GRANT//NONCATE /NBE TEACHERS GRANT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		150.00CR	
				Ending balance		150.00CR	

Account: 95L103 8115 0000 00 000000 NBE BEHAV SUPPS//NONCATE /NBE STAFF BEHAVOIR SUPPLIES

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		538.00	
				Ending balance		538.00	

Account: 95L103 8116 0000 00 000000 NBE NURSE'S DON//NONCATE /NBE NURSE'S DONATION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		34.33CR	
				Ending balance		34.33CR	

Account: 95L103 8117 0000 00 000000 NBE SCHOOL INT//NONCATE /NBE WHOLD SCHOOL INT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,437.04CR	
				Ending balance		1,437.04CR	

Account: 95L103 8118 0000 00 000000 NBE TECH FUNDRA//NONCATE /NBE TECH FUNDRAISER

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L103 8119 0000 00 000000 NBE MENTORING//NONCATE /NBE MENTORING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		336.41CR	
				Ending balance		336.41CR	

Account: 95L103 8120 0000 00 000000 NBE ART FUND//NONCATE /NBE ART FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		175.00CR	
				Ending balance		175.00CR	

Account: 95L103 8121 0000 00 000000 NBE ART DON//NONCATE /NBE ART DONATION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		4,046.66CR	
				Ending balance		4,046.66CR	

Account: 95L103 8122 0000 00 000000 DO SOCIAL FUND//NONCATE /NBE D.O. SOCIAL FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		40.00CR	
				Ending balance		40.00CR	

Account: 95L103 8123 0000 00 000000 NBE K-GRAD//NONCATE /K-GRADUATION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		463.99CR	
				Ending balance		463.99CR	

Account: 95L103 8124 0000 00 000000 NBE SOC WORK//NONCATE /SOCIAL WORK/STUDENT SUPPORT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		73.62CR	
				Ending balance		73.62CR	

Account: 95L103 8125 0000 00 000000 NBE LIB BDAY//NONCATE /NBE LIBRARY BIRTHDAY BOOK CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		225.00CR	
10/16/2024	Receipt	692	VARIOUS PAYORS	SPILMAN	15.00CR	240.00CR	L 8125 0000 00 000000
10/16/2024	Receipt	692	VARIOUS PAYORS	SPILMAN	15.00CR	255.00CR	L 8125 0000 00 000000
10/16/2024	Receipt	692	VARIOUS PAYORS	VOGT	15.00CR	270.00CR	L 8125 0000 00 000000
10/16/2024	Receipt	692	VARIOUS PAYORS	MONTENEGRO	15.00CR	285.00CR	L 8125 0000 00 000000
10/16/2024	Receipt	692	VARIOUS PAYORS	MONTENEGRO	15.00CR	300.00CR	L 8125 0000 00 000000
10/16/2024	Receipt	692	VARIOUS PAYORS	GRGEC	15.00CR	315.00CR	L 8125 0000 00 000000
10/16/2024	Receipt	692	VARIOUS PAYORS	BINKLEY	15.00CR	330.00CR	L 8125 0000 00 000000
10/16/2024	Receipt	692	VARIOUS PAYORS	LAWLESS	15.00CR	345.00CR	L 8125 0000 00 000000
				Ending balance		345.00CR	

Account: 95L103 8126 0000 00 000000 NBE LIB FINES//NONCATE /NBE LIBRARY FINES

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		107.40CR	
				Ending balance		107.40CR	

Account: 95L103 8127 0000 00 000000 NBE STUD CNCL//NONCATE /NBE STUDENT COUNCIL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	

Account: 95L103 8127 0000 00 000000 NBE STUD CNCL//NONCATE /NBE STUDENT COUNCIL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Re#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
10/21/2024	Receipt	694	VARIOUS PAYORS	SUCKER SALES	238.25CR	238.25CR	L 8127 0000 00 000000
				Ending balance		238.25CR	

***** End of report *****

Description: SBAA Entity 400 Acct. Receipt/Disbursement Summary Rpt - MONTHLY BOARD REPORT

Account	Description	Jul. 1, 2024	Posted SBAA	Posted SBAA	Oct. 31, 2024
		Beginning Balance	Receipts	Disbursements	Ending Balance
95L400 9101 0000 00 000000	JH GENERAL FUND/NONCATE/JH FUND	-614.05	-2,258.65	797.82	-2,074.88
95L400 9102 0000 00 000000	JH CHEER/NONCATE/JH CHEERLEADING	-4,653.74	-3,325.00	4,073.90	-3,904.84
95L400 9103 0000 00 000000	JH STUD COUNCIL/NONCATE/JH STUDENT COUNCIL	-9,527.15	-340.20	304.28	-9,563.07
95L400 9104 0000 00 000000	JH BOYS BASK/NONCATE/JH BOYS BASKETBALL	-2,595.67	-400.00	92.00	-2,903.67
95L400 9105 0000 00 000000	JH GIRLS BASKET/NONCATE/JH GIRLS BASKETBALL	-3,488.56	-3,455.00	2,916.16	-4,027.40
95L400 9106 0000 00 000000	JH VOLLEYBALL/NONCATE/JH VOLLEYBALL	-8,542.65	-40.00	1,872.62	-6,710.03
95L400 9108 0000 00 000000	JH YEARBOOK/NONCATE/JH YEARBOOK	-4,441.59	-331.92	311.92	-4,461.59
95L400 9110 0000 00 000000	JH SOFTBALL/NONCATE/JH SOFTBALL	-3,886.69	-10,199.00	12,141.90	-1,943.79
95L400 9114 0000 00 000000	JH TRACK/NONCATE/JH TRACK	-5,286.37	0.00	718.70	-4,567.67
95L400 9115 0000 00 000000	JH BOX TOPS/NONCATE/JH BOX TOPS	0.00	0.00	0.00	0.00
95L400 9116 0000 00 000000	JH BOYS BASE/NONCATE/JH BOYS BASEBALL	-3,102.41	-8,107.26	6,040.07	-5,169.60
95L400 9119 0000 00 000000	6TH GRADE FUNDR/NONCATE/6TH GRADE FUNDRAISING	0.00	0.00	0.00	0.00
95L400 9120 0000 00 000000	6TH BOYS BASKET/NONCATE/6TH BOYS BASKETBALL	-1,146.07	0.00	0.00	-1,146.07
95L400 9121 0000 00 000000	JH SCHOL BOWL/NONCATE/JH SCHOLASTIC BOWL	-146.19	0.00	0.00	-146.19
95L400 9122 0000 00 000000	JH SCIENCE CLUB/NONCATE/JH SCIENCE CLUB	0.00	0.00	0.00	0.00
95L400 9123 0000 00 000000	JH PE/NONCATE/JH PE	-567.20	-40.00	0.00	-607.20
95L400 9124 0000 00 000000	JH FLOWER FUND/NONCATE/JH FLOWER FUND	33.33	0.00	0.00	33.33
95L400 9125 0000 00 000000	JH PBIS FUND/NONCATE/JH PBIS FUND	-1,873.81	0.00	0.00	-1,873.81
95L400 9201 0000 00 000000	HS YEARBOOK/NONCATE/HS YEARBOOK	-814.66	-3,728.41	4,981.35	438.28
95L400 9202 0000 00 000000	HS ART FUND/NONCATE/HS ART FUND	-981.99	-230.00	0.00	-1,211.99
95L400 9203 0000 00 000000	HS BAND/NONCATE/HS BAND	-578.07	-1,800.50	943.03	-1,435.54
95L400 9204 0000 00 000000	HS BRICK FUND/NONCATE/HS BRICK FUND	0.00	0.00	0.00	0.00
95L400 9205 0000 00 000000	HS FLOWER/NONCATE/HS FLOWER	0.00	0.00	0.00	0.00
95L400 9206 0000 00 000000	HS CLASS 2001/NONCATE/HS CLASS OF 2001	0.00	0.00	0.00	0.00
95L400 9207 0000 00 000000	HS PEP CLUB/NONCATE/HS PEP CLUB	0.00	0.00	0.00	0.00
95L400 9208 0000 00 000000	HS SPANISH/NONCATE/HS SPANISH CLUB	-903.35	0.00	0.00	-903.35
95L400 9210 0000 00 000000	HS CLASS 1999/NONCATE/HS CLASS OF 1999	0.00	0.00	0.00	0.00
95L400 9211 0000 00 000000	HS CLASS 2000/NONCATE/HS CLASS OF 2000	0.00	0.00	0.00	0.00
95L400 9212 0000 00 000000	HS CLASS 2002/NONCATE/HS CLASS OF 2002	0.00	0.00	0.00	0.00
95L400 9213 0000 00 000000	HS CLASS 2003/NONCATE/HS CLASS OF 2003	0.00	0.00	0.00	0.00
95L400 9214 0000 00 000000	HS JOINT CONC/NONCATE/HS JOINT CONCESSION	0.00	0.00	0.00	0.00
95L400 9215 0000 00 000000	HS DRAMA CLUB/NONCATE/HS DRAMA CLUB	0.00	0.00	0.00	0.00
95L400 9216 0000 00 000000	HS FFA/NONCATE/HS FFA	-554.17	-9,532.43	4,943.00	-5,143.60
95L400 9217 0000 00 000000	HS HOMECOMING/NONCATE/HS HOMECOMING	-5,306.56	-1,913.05	1,807.72	-5,411.89
95L400 9218 0000 00 000000	HS FCCLA/NONCATE/HS FCCLA	-2,491.64	-510.00	1,350.00	-1,651.64
95L400 9219 0000 00 000000	HS CHARACT SCH/NONCATE/HS CHARACTER SCHOLARSHIP	0.00	0.00	0.00	0.00
95L400 9220 0000 00 000000	HS PE/NONCATE/HS PE	0.00	0.00	0.00	0.00
95L400 9223 0000 00 000000	HS BASEBALL/NONCATE/HS BASEBALL	-2,776.61	0.00	1,115.00	-1,661.61

Account	Description	Jul. 1, 2024 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	Oct. 31, 2024 Ending Balance
95L400 9224 0000 00 000000	HS STUDENT COUN/NONCATE/HS STUDENT COUNCIL	-1,436.06	0.00	0.00	-1,436.06
95L400 9226 0000 00 000000	HS BOYS BASKETB/NONCATE/HS BOYS BASKETBALL	-42,149.39	0.00	10,514.62	-31,634.77
95L400 9227 0000 00 000000	HS FB CHEERLEAD/NONCATE/HS FOOTBALL CHEERLEADING	0.00	0.00	0.00	0.00
95L400 9228 0000 00 000000	HS BB CHEERLEAD/NONCATE/HS BASKETBALL CHEERLEADIN	-195.37	-13,280.00	6,556.51	-6,918.86
95L400 9229 0000 00 000000	HS FOOTBALL/NONCATE/HS FOOTBALL	-20,636.49	-10,252.00	10,481.96	-20,406.53
95L400 9230 0000 00 000000	HS BOYS TRACK/NONCATE/HS BOYS TRACK	0.00	0.00	0.00	0.00
95L400 9231 0000 00 000000	HS VOLLEYBALL/NONCATE/HS VOLLEYBALL	-17,623.79	-10,148.88	5,586.40	-22,186.27
95L400 9232 0000 00 000000	HS GENERAL FUND/NONCATE/HS GENERAL FUND	-26,322.68	-1,466.95	923.58	-26,866.05
95L400 9233 0000 00 000000	HS GIRLS SOFTBA/NONCATE/HS SOFTBALL	-7,114.44	0.00	500.00	-6,614.44
95L400 9236 0000 00 000000	HS SADD/NONCATE/HS SADD	-2,060.21	-2,818.92	1,055.00	-3,824.13
95L400 9239 0000 00 000000	HS ROESCH TRUST/NONCATE/HS ROESCH TRUST	0.00	0.00	0.00	0.00
95L400 9241 0000 00 000000	HS TRACK/NONCATE/HS CO-ED TRACK	-3,677.52	0.00	500.00	-3,177.52
95L400 9242 0000 00 000000	HS CHOIR/NONCATE/HS CHOIR	-124.48	0.00	0.00	-124.48
95L400 9246 0000 00 000000	HS KEY CLUB/NONCATE/HS KEY CLUB	-898.74	0.00	0.00	-898.74
95L400 9249 0000 00 000000	HS SCHOL BOWL/NONCATE/HS SCHOLARSHIP BOWL	-855.86	0.00	0.00	-855.86
95L400 9250 0000 00 000000	HS CLASS 2005/NONCATE/HS CLASS OF 2005	0.00	0.00	0.00	0.00
95L400 9251 0000 00 000000	HS TECH PREP/NONCATE/HS TECHNICAL PREP	0.00	0.00	0.00	0.00
95L400 9252 0000 00 000000	HS CLASS 2006/NONCATE/HS CLASS OF 2006	0.00	0.00	0.00	0.00
95L400 9255 0000 00 000000	HS DISCRETION/NONCATE/HS DISCRETIONARY	0.00	0.00	0.00	0.00
95L400 9258 0000 00 000000	HS SPORTS COMP/NONCATE/HS SPORTS COMPLEX	0.00	0.00	0.00	0.00
95L400 9260 0000 00 000000	HS CLASS 2009/NONCATE/HS CLASS OF 2009	0.00	0.00	0.00	0.00
95L400 9262 0000 00 000000	HS CLASS 2010/NONCATE/HS CLASS OF 2010	0.00	0.00	0.00	0.00
95L400 9263 0000 00 000000	HS LIBRARY FUND/NONCATE/HS LIBRARY FUND	-1,646.53	-1,415.00	1,673.03	-1,388.50
95L400 9264 0000 00 000000	HS PRETZL PRIDE/NONCATE/HS PRETZEL PRIDE	0.00	0.00	0.00	0.00
95L400 9265 0000 00 000000	HS CLASS 2011/NONCATE/HS CLASS OF 2011	0.00	0.00	0.00	0.00
95L400 9266 0000 00 000000	HS CLASS 2012/NONCATE/HS CLASS OF 2012	0.00	0.00	0.00	0.00
95L400 9267 0000 00 000000	HS CLASS 2013/NONCATE/HS CLASS OF 2013	0.00	0.00	0.00	0.00
95L400 9268 0000 00 000000	HS FLAGS/NONCATE/HS FLAGS	-748.80	0.00	0.00	-748.80
95L400 9269 0000 00 000000	HS CLASS 2014/NONCATE/HS CLASS OF 2014	0.00	0.00	0.00	0.00
95L400 9270 0000 00 000000	HS SAMSUNG GRNT/NONCATE/HS SAMSUNG GRANT	0.00	0.00	0.00	0.00
95L400 9271 0000 00 000000	POST SEASON ATH/NONCATE/POST SEASON ATHLETIC FUND	0.00	0.00	0.00	0.00
95L400 9272 0000 00 000000	PRETZEL FESTIVA/NONCATE/PRETZEL FESTIVAL	-2,722.22	0.00	0.00	-2,722.22
95L400 9273 0000 00 000000	HS CLASS 2015/NONCATE/HS CLASS OF 2015	0.00	0.00	0.00	0.00
95L400 9274 0000 00 000000	ATH GENERAL FND/NONCATE/ATHLETICS GENERAL FUND	-22,819.96	-10,470.56	14,955.39	-18,335.13
95L400 9278 0000 00 000000	ACT PREP ACCT/NONCATE/ACT PREP ACCOUNT	0.00	0.00	0.00	0.00
95L400 9279 0000 00 000000	HS CLASS 2016/NONCATE/HS CLASS OF 2016	0.00	0.00	0.00	0.00
95L400 9280 0000 00 000000	HS CLASS 2017/NONCATE/HS CLASS OF 2017	0.00	0.00	0.00	0.00
95L400 9281 0000 00 000000	SANGAMON CONF./NONCATE/SANGAMON CONFERENCE ACCOUN	0.00	0.00	0.00	0.00
95L400 9282 0000 00 000000	GREENHOUSE ACCT/NONCATE/GREENHOUSE ACCOUNT	-5,493.84	-470.00	0.00	-5,963.84

Account	Description	Jul. 1, 2024 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	Oct. 31, 2024 Ending Balance
95L400 9283 0000 00 000000	HS CLASS 2018/NONCATE/HS CLASS OF 2018	0.00	0.00	0.00	0.00
95L400 9284 0000 00 000000	CREWS SCHOLARSH/NONCATE/DAMIEN CREWS SCHOLARSHIP	-2,176.72	0.00	0.00	-2,176.72
95L400 9285 0000 00 000000	ROYALTIES/NONCATE/ROYALTIES	0.00	0.00	0.00	0.00
95L400 9286 0000 00 000000	HS CLASS 2019/NONCATE/HS CLASS OF 2019	0.00	0.00	0.00	0.00
95L400 9287 0000 00 000000	HS WRESTLING/NONCATE/HS WRESTLING	-2,417.04	0.00	0.00	-2,417.04
95L400 9288 0000 00 000000	HS CLASS 2020/NONCATE/CLASS OF 2020	0.00	0.00	0.00	0.00
95L400 9289 0000 00 000000	HS CLASS 2021/NONCATE/HS CLASS OF 2021	0.00	0.00	0.00	0.00
95L400 9290 0000 00 000000	THORNTON AG SCH/NONCATE/THORNTON AG SCHOLARSHIP A	0.00	0.00	0.00	0.00
95L400 9291 0000 00 000000	HS CLASS 2022/NONCATE/HS CLASS OF 2022	0.00	0.00	0.00	0.00
95L400 9292 0000 00 000000	HS CLASS 2023/NONCATE/HS CLASS OF 2023	0.00	0.00	0.00	0.00
95L400 9293 0000 00 000000	HS CLASS 2024/NONCATE/HS CLASS OF 2024	0.00	0.00	0.00	0.00
95L400 9294 0000 00 000000	CLASS OF 2025/NONCATE/HS CLASS OF 2025	-7,425.01	0.00	44.08	-7,380.93
95L400 9295 0000 00 000000	MASCOT FUND/NONCATE/HS-MASCOT FUNDRAISER	0.00	0.00	0.00	0.00
95L400 9296 0000 00 000000	HS CLASS 2026/NONCATE/HS CLASS OF 2026	-5,134.75	-191.00	349.00	-4,976.75
95L400 9297 0000 00 000000	HS CLASS 2027/NONCATE/HS CLASS OF 2027	-2,991.01	-120.00	1,130.70	-1,980.31
95L400 9298 0000 00 000000	NONCATE/HS CLASS OF 2028	0.00	-720.00	0.00	-720.00
Total Liability Accounts:		-240,916.78	-97,564.73	98,679.74	-239,801.77
Total Liability Accounts:		-240,916.78	-97,564.73	98,679.74	-239,801.77
Grand Total:		-240,916.78	-97,564.73	98,679.74	-239,801.77

***** End of report *****

Description: SBAA Entity 400 Account Activity Report - MONTHLY BOARD REPORT

Account: 95L400 9101 0000 00 000000

JH GENERAL FUND///NONCATE /JH FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,074.88CR	
				Ending balance		2,074.88CR	

Account: 95L400 9102 0000 00 000000

JH CHEER///NONCATE /JH CHEERLEADING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,224.84CR	
10/28/2024	Receipt	2010	VARIOUS PAYORS	SWEATSHIRTS SPONSORSHIP	780.00CR	2,004.84CR	L 9102 0000 00 000000
10/28/2024	Receipt	2010	VARIOUS PAYORS	SWEATSHIRTS SPONSORSHIP	1,900.00CR	3,904.84CR	L 9102 0000 00 000000
				Ending balance		3,904.84CR	

Account: 95L400 9103 0000 00 000000

JH STUD COUNCIL///NONCATE /JH STUDENT COUNCIL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		9,222.87CR	
10/22/2024	Receipt	2006	VARIOUS PAYORS	RUTHIE AND DANA FUNDRAISING	225.00CR	9,447.87CR	L 9103 0000 00 000000
10/22/2024	Receipt	2006	VARIOUS PAYORS	KONA ICE	115.20CR	9,563.07CR	L 9103 0000 00 000000
				Ending balance		9,563.07CR	

Account: 95L400 9104 0000 00 000000

JH BOYS BASK///NONCATE /JH BOYS BASKETBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,503.67CR	
10/31/2024	Receipt	2014	VARIOUS PAYORS	RIVERTON-ENTRY FEE	200.00CR	2,703.67CR	L 9104 0000 00 000000
10/31/2024	Receipt	2014	VARIOUS PAYORS	NORTH MAC-ENTRY FEE	200.00CR	2,903.67CR	L 9104 0000 00 000000
				Ending balance		2,903.67CR	

Account: 95L400 9105 0000 00 000000

JH GIRLS BASKET///NONCATE /JH GIRLS BASKETBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,412.56CR	
10/01/2024	Receipt	1983	VARIOUS PAYORS	ENTRY FEE TOURNEY-10/5-10/9-MORRISONVILLE	200.00CR	3,612.56CR	L 9105 0000 00 000000
10/01/2024	Receipt	1983	VARIOUS PAYORS	ENTRY FEE TOURNEY-10/5-10/9-VIRGINIA	200.00CR	3,812.56CR	L 9105 0000 00 000000
10/02/2024	Check	305485	HILL LINCOLN	OFFICIAL FOR JHBKG TOURNEY-10/5/24	100.00	3,712.56CR	L 9105 0000 00 000000
10/02/2024	Check	305486	HARMS HENRY	OFFICIAL FOR JHBKG TOURNEY-10/5/24	100.00	3,612.56CR	L 9105 0000 00 000000
10/02/2024	Check	305487	COWMAN CLINT	OFFICIAL FOR JHBKG TOURNEY-10/5/24	100.00	3,512.56CR	L 9105 0000 00 000000
10/02/2024	Check	305488	HANKINS CHRIS	OFFICIAL FOR JHBKG TOURNEY-10/5/24	100.00	3,412.56CR	L 9105 0000 00 000000
10/02/2024	Check	305489	HILL LINCOLN	OFFICIAL FOR JHBKG TOURNEY-10/7/24	100.00	3,312.56CR	L 9105 0000 00 000000
10/02/2024	Check	305490	WEST BOB	OFFICIAL FOR JHBKG TOURNEY-10/7/24	100.00	3,212.56CR	L 9105 0000 00 000000
10/02/2024	Check	305491	COWMAN CLINT	OFFICIAL FOR JHBKG TOURNEY-10/7/24	100.00	3,112.56CR	L 9105 0000 00 000000
10/02/2024	Check	305492	HANKINS CHRIS	OFFICIAL FOR JHBKG TOURNEY-10/7/24	100.00	3,012.56CR	L 9105 0000 00 000000
10/02/2024	Check	305493	HILL LINCOLN	OFFICIAL FOR JHBKG TOURNEY-10/9/24	100.00	2,912.56CR	L 9105 0000 00 000000

Account: 95L400 9105 0000 00 000000

JH GIRLS BASKET///NONCATE /JH GIRLS BASKETBALL

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
10/02/2024	Check	305494	HARMS HENRY	OFFICIAL FOR JHBKG TOURNEY-10/9/24	100.00	2,812.56CR	L 9105 0000 00 000000
10/02/2024	Check	305495	COWMAN CLINT	OFFICIAL FOR JHBKG TOURNEY-10/9/24	100.00	2,712.56CR	L 9105 0000 00 000000
10/02/2024	Check	305496	HANKINS CHRIS	OFFICIAL FOR JHBKG TOURNEY-10/9/24	100.00	2,612.56CR	L 9105 0000 00 000000
10/03/2024	Check	305497	HANKINS CHRIS	OFFICIAL FOR JH GIRLS BB-10/8/24	100.00	2,512.56CR	L 9105 0000 00 000000
10/03/2024	Void Chk	305485	HILL LINCOLN	OFFICIAL FOR JHBKG TOURNEY-10/5/24	100.00CR	2,612.56CR	L 9105 0000 00 000000
10/09/2024	Receipt	1987	VARIOUS PAYORS	ENTRY FEE TOURNEY-10/5-9/-A-C CENTRAL	200.00CR	2,812.56CR	L 9105 0000 00 000000
10/09/2024	Receipt	1991	VARIOUS PAYORS	GATE	284.00CR	3,096.56CR	L 9105 0000 00 000000
10/09/2024	Receipt	1991	VARIOUS PAYORS	CONCESSION	421.50CR	3,518.06CR	L 9105 0000 00 000000
10/09/2024	Receipt	1992	VARIOUS PAYORS	GATE	275.00CR	3,793.06CR	L 9105 0000 00 000000
10/09/2024	Receipt	1992	VARIOUS PAYORS	CONCESSION	206.50CR	3,999.56CR	L 9105 0000 00 000000
10/10/2024	Receipt	1993	VARIOUS PAYORS	GATE	921.00CR	4,920.56CR	L 9105 0000 00 000000
10/10/2024	Receipt	1993	VARIOUS PAYORS	CONCESSION	747.00CR	5,667.56CR	L 9105 0000 00 000000
10/15/2024	Check	305503	NEW BERLIN SPORTS BOOSTERS	CONCESSIONS FOR TOURNEY	875.33	4,792.23CR	L 9105 0000 00 000000
10/18/2024	Check	305508	BSN SPORTS LLC	LADIES TEE	764.83	4,027.40CR	L 9105 0000 00 000000
				Ending balance		4,027.40CR	

Account: 95L400 9106 0000 00 000000

JH VOLLEYBALL///NONCATE /JH VOLLEYBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		8,560.67CR	
10/28/2024	Check	305512	BSN SPORTS LLC	JH JERSEYS	1,850.64	6,710.03CR	L 9106 0000 00 000000
				Ending balance		6,710.03CR	

Account: 95L400 9108 0000 00 000000

JH YEARBOOK///NONCATE /JH YEARBOOK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		4,461.59CR	
				Ending balance		4,461.59CR	

Account: 95L400 9110 0000 00 000000

JH SOFTBALL///NONCATE /JH SOFTBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		6,826.55CR	
10/17/2024	Check	305505	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-TURBO FIRE	4,882.76	1,943.79CR	L 9110 0000 00 000000
				Ending balance		1,943.79CR	

Account: 95L400 9114 0000 00 000000

JH TRACK///NONCATE /JH TRACK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		4,567.67CR	
				Ending balance		4,567.67CR	

Account: 95L400 9115 0000 00 000000 JH BOX TOPS//NONCATE /JH BOX TOPS

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9116 0000 00 000000 JH BOYS BASE//NONCATE /JH BOYS BASEBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		5,169.60CR	
				Ending balance		5,169.60CR	

Account: 95L400 9119 0000 00 000000 6TH GRADE FUNDR//NONCATE /6TH GRADE FUNDRAISING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9120 0000 00 000000 6TH BOYS BASKET//NONCATE /6TH BOYS BASKETBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,146.07CR	
				Ending balance		1,146.07CR	

Account: 95L400 9121 0000 00 000000 JH SCHOL BOWL//NONCATE /JH SCHOLASTIC BOWL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		146.19CR	
				Ending balance		146.19CR	

Account: 95L400 9122 0000 00 000000 JH SCIENCE CLUB//NONCATE /JH SCIENCE CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9123 0000 00 000000 JH PE//NONCATE /JH PE

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		607.20CR	
				Ending balance		607.20CR	

Account: 95L400 9124 0000 00 000000 JH FLOWER FUND//NONCATE /JH FLOWER FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		33.33	
				Ending balance		33.33	

Account: 95L400 9125 0000 00 000000 JH PBIS FUND//NONCATE /JH PBIS FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,873.81CR	
				Ending balance		1,873.81CR	

Account: 95L400 9201 0000 00 000000 HS YEARBOOK//NONCATE /HS YEARBOOK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		618.28	
10/09/2024	Receipt	1988	VARIOUS PAYORS	YEARBOOK-BUSINESS STORAGE	60.00CR	558.28	L 9201 0000 00 000000
10/09/2024	Receipt	1988	VARIOUS PAYORS	YEARBOOK-BRODERICK	60.00CR	498.28	L 9201 0000 00 000000
10/09/2024	Receipt	1988	VARIOUS PAYORS	YEARBOOK-MCGRATH	60.00CR	438.28	L 9201 0000 00 000000
				Ending balance		438.28	

Account: 95L400 9202 0000 00 000000 HS ART FUND//NONCATE /HS ART FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		981.99CR	
10/31/2024	Receipt	2012	VARIOUS PAYORS	SPRINGFIELD AREA ARTS COUNCIL-GRANT	230.00CR	1,211.99CR	L 9202 0000 00 000000
				Ending balance		1,211.99CR	

Account: 95L400 9203 0000 00 000000 HS BAND//NONCATE /HS BAND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		817.54CR	
10/22/2024	Receipt	2003	VARIOUS PAYORS	SHIRTS, REEDS ILMEA	364.00CR	1,181.54CR	L 9203 0000 00 000000
10/22/2024	Receipt	2003	VARIOUS PAYORS	SHIRTS, REEDS, ILMEA	254.00CR	1,435.54CR	L 9203 0000 00 000000
				Ending balance		1,435.54CR	

Account: 95L400 9204 0000 00 000000 HS BRICK FUND//NONCATE /HS BRICK FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9205 0000 00 000000 HS FLOWER//NONCATE /HS FLOWER

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9206 0000 00 000000 HS CLASS 2001//NONCATE /HS CLASS OF 2001

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9207 0000 00 000000 HS PEP CLUB//NONCATE /HS PEP CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9208 0000 00 000000 HS SPANISH//NONCATE /HS SPANISH CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		903.35CR	
				Ending balance		903.35CR	

Account: 95L400 9210 0000 00 000000 HS CLASS 1999//NONCATE /HS CLASS OF 1999

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9211 0000 00 000000 HS CLASS 2000//NONCATE /HS CLASS OF 2000

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9212 0000 00 000000 HS CLASS 2002//NONCATE /HS CLASS OF 2002

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9213 0000 00 000000 HS CLASS 2003//NONCATE /HS CLASS OF 2003

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9214 0000 00 000000 HS JOINT CONC//NONCATE /HS JOINT CONCESSION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9215 0000 00 000000 HS DRAMA CLUB//NONCATE /HS DRAMA CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9216 0000 00 000000

HS FFA//NONCATE /HS FFA

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,072.82CR	
10/08/2024	Check	305501	SECTION 14 IAVAT	SECTION ASSESSMENT	150.00	2,922.82CR	L 9216 0000 00 000000
10/15/2024	Check	305502	NEW BERLIN CUSD #16	CASH FOR FFA DINNER	400.00	2,522.82CR	L 9216 0000 00 000000
10/17/2024	Check	305507	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-AIRBNE	299.22	2,223.60CR	L 9216 0000 00 000000
10/17/2024	Check	305507	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-DENISON PARKING	175.00	2,048.60CR	L 9216 0000 00 000000
10/17/2024	Check	305507	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-TICKETMASTER	630.00	1,418.60CR	L 9216 0000 00 000000
10/17/2024	Check	305507	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-ALLIANZ EVENT	126.00	1,292.60CR	L 9216 0000 00 000000
10/31/2024	Receipt	2015	VARIOUS PAYORS	VARIOUS CHECKS	2,331.00CR	3,623.60CR	L 9216 0000 00 000000
10/31/2024	Receipt	2015	VARIOUS PAYORS	VARIOUS CASH	1,520.00CR	5,143.60CR	L 9216 0000 00 000000
				Ending balance		5,143.60CR	

Account: 95L400 9217 0000 00 000000

HS HOMECOMING//NONCATE /HS HOMECOMING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		5,942.81CR	
10/17/2024	Check	305505	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-AMAZON HOCO	430.80	5,512.01CR	L 9217 0000 00 000000
10/17/2024	Check	305505	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-AMAZON HOCO	32.97	5,479.04CR	L 9217 0000 00 000000
10/17/2024	Check	305505	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-DG-HOCO DRINKS	67.15	5,411.89CR	L 9217 0000 00 000000
				Ending balance		5,411.89CR	

Account: 95L400 9218 0000 00 000000

HS FCCLA//NONCATE /HS FCCLA

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,021.64CR	
10/17/2024	Check	305504	ILLINOIS ASSOCIATION OF FCCL	REGISTRATION FOR CONFERENCE 10/21/24	880.00	1,141.64CR	L 9218 0000 00 000000
10/31/2024	Receipt	2011	VARIOUS PAYORS	CHOCOLATE PRETZELS	510.00CR	1,651.64CR	L 9218 0000 00 000000
				Ending balance		1,651.64CR	

Account: 95L400 9219 0000 00 000000

HS CHARACT SCH//NONCATE /HS CHARACTER SCHOLARSHIP

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9220 0000 00 000000

HS PE//NONCATE /HS PE

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9223 0000 00 000000

HS BASEBALL//NONCATE /HS BASEBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,661.61CR	

Account: 95L400 9223 0000 00 000000 HS BASEBALL//NONCATE /HS BASEBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Ending balance		1,661.61CR	

Account: 95L400 9224 0000 00 000000 HS STUDENT COUN//NONCATE /HS STUDENT COUNCIL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,436.06CR	
				Ending balance		1,436.06CR	

Account: 95L400 9226 0000 00 000000 HS BOYS BASKETB//NONCATE /HS BOYS BASKETBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		31,672.75CR	
10/17/2024	Check	305506	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-MEL-O-CREME	37.98	31,634.77CR	L 9226 0000 00 000000
				Ending balance		31,634.77CR	

Account: 95L400 9227 0000 00 000000 HS FB CHEERLEAD//NONCATE /HS FOOTBALL CHEERLEADING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9228 0000 00 000000 HS BB CHEERLEAD//NONCATE /HS BASKETBALL CHEERLEADING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		7,102.16CR	
10/02/2024	Receipt	1984	VARIOUS PAYORS	CONKEY-CASH TO REPLACE CHECK 1100-MADDIE SELLARS	40.00CR	7,142.16CR	L 9228 0000 00 000000
10/17/2024	Check	305505	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-HAIRBOW ORG RIBBON	23.30	7,118.86CR	L 9228 0000 00 000000
10/17/2024	Receipt	2000	VARIOUS PAYORS	SHEPPARD TRUCKING-SPONSORSHIP	250.00CR	7,368.86CR	L 9228 0000 00 000000
10/17/2024	Receipt	2000	VARIOUS PAYORS	S&S ENTERPRISE-SPONSORSHIP	100.00CR	7,468.86CR	L 9228 0000 00 000000
10/17/2024	Receipt	2000	VARIOUS PAYORS	FARMERS GRAIN CO OF NB-SPONSORSHIP	100.00CR	7,568.86CR	L 9228 0000 00 000000
10/22/2024	Receipt	2004	KOUNTRY KIDS LEARNING CENTER	SPONSORSHIP	1,000.00CR	8,568.86CR	L 9228 0000 00 000000
10/31/2024	Check	305513	WALTERS ROBBIE	STUNT CLINIC	1,900.00	6,668.86CR	L 9228 0000 00 000000
10/31/2024	Receipt	2013	WARREN-BOYNTON STATE BANK	SPONSORSHIP	250.00CR	6,918.86CR	L 9228 0000 00 000000
				Ending balance		6,918.86CR	

Account: 95L400 9229 0000 00 000000 HS FOOTBALL//NONCATE /HS FOOTBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		21,939.99CR	
10/03/2024	Check	305498	ID SIGNS	FOOTBALL HELMENTS FOR FENCE	576.00	21,363.99CR	L 9229 0000 00 000000
10/17/2024	Check	305505	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-BREAKFAST	107.76	21,256.23CR	L 9229 0000 00 000000
10/17/2024	Check	305505	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-SAMS GAME DAY	139.22	21,117.01CR	L 9229 0000 00 000000

Account: 95L400 9229 0000 00 000000

HS FOOTBALL//NONCATE /HS FOOTBALL

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
				FOOD			
10/21/2024	Check	305509	BSN SPORTS LLC	AWARD STICKERS	166.98	20,950.03CR	L 9229 0000 00 000000
10/21/2024	Receipt	2002	VARIOUS PAYORS	LANYARDS/CARD	595.00CR	21,545.03CR	L 9229 0000 00 000000
10/21/2024	Receipt	2002	VARIOUS PAYORS	LANYARDS/CARD	485.00CR	22,030.03CR	L 9229 0000 00 000000
10/23/2024	Check	305510	GG'S SMOKEHOUSE	TEAM MEAL	1,200.00	20,830.03CR	L 9229 0000 00 000000
10/24/2024	Check	305511	CRAWFORD PIZZA	PIZZA FOR TEAM AFTER GAME	423.50	20,406.53CR	L 9229 0000 00 000000
				Ending balance		20,406.53CR	

Account: 95L400 9230 0000 00 000000

HS BOYS TRACK//NONCATE /HS BOYS TRACK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9231 0000 00 000000

HS VOLLEYBALL//NONCATE /HS VOLLEYBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		20,189.79CR	
10/01/2024	Check	305484	PRIMO DESIGNS	TEAM PINK SHIRTS	520.10	19,669.69CR	L 9231 0000 00 000000
10/07/2024	Check	305499	PRIMO DESIGNS	WHITE JERSEY FOR LIBERO	168.00	19,501.69CR	L 9231 0000 00 000000
10/07/2024	Check	305500	PRIMO DESIGNS	SENIOR SHIRTS	230.20	19,271.49CR	L 9231 0000 00 000000
10/09/2024	Receipt	1986	VARIOUS PAYORS	ENTRY FEE 9/20-9/21-CUMBERLAND CUSD 77	200.00CR	19,471.49CR	L 9231 0000 00 000000
10/09/2024	Receipt	1989	VARIOUS PAYORS	GATES	441.00CR	19,912.49CR	L 9231 0000 00 000000
10/09/2024	Receipt	1989	VARIOUS PAYORS	CONCESSIONS	287.00CR	20,199.49CR	L 9231 0000 00 000000
10/09/2024	Receipt	1990	VARIOUS PAYORS	PINK T-SHIRTS	60.00CR	20,259.49CR	L 9231 0000 00 000000
10/10/2024	Receipt	1994	VARIOUS PAYORS	BOOSTER BOUGHT CONCESSION	250.00CR	20,509.49CR	L 9231 0000 00 000000
10/10/2024	Receipt	1994	VARIOUS PAYORS	PINK T-SHIRT COLD 10/8/24	40.00CR	20,549.49CR	L 9231 0000 00 000000
10/15/2024	Receipt	1995	VARIOUS PAYORS	ENTRY FEE 9/20/24-ATHENS	200.00CR	20,749.49CR	L 9231 0000 00 000000
10/15/2024	Receipt	1995	VARIOUS PAYORS	ENTRY FEE 9/20/24-CARROLLTON	200.00CR	20,949.49CR	L 9231 0000 00 000000
10/15/2024	Receipt	1997	VARIOUS PAYORS	ENTRY FEE-VALMEYER	200.00CR	21,149.49CR	L 9231 0000 00 000000
10/15/2024	Receipt	1997	VARIOUS PAYORS	ENTRY FEE-GREENFIELD	200.00CR	21,349.49CR	L 9231 0000 00 000000
10/17/2024	Check	305506	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-MEL-O-CREME	193.70CR	21,543.19CR	L 9231 0000 00 000000
10/17/2024	Check	305506	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-MEL-O-CREME	193.70	21,349.49CR	L 9231 0000 00 000000
10/17/2024	Check	305506	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-MEL-O-CREME	163.10	21,186.39CR	L 9231 0000 00 000000
10/17/2024	Receipt	1998	CUBBY HOLE	COMMISSION ON SHIRTS-TOURNEY 9/20	346.88CR	21,533.27CR	L 9231 0000 00 000000
10/18/2024	Receipt	2001	VARIOUS PAYORS	50/50 GAME 10/11/24	453.00CR	21,986.27CR	L 9231 0000 00 000000
10/24/2024	Receipt	2007	VARIOUS PAYORS	ENTRY FEE TOURNEY 9/20-WINCHESTER	200.00CR	22,186.27CR	L 9231 0000 00 000000
				Ending balance		22,186.27CR	

Account: 95L400 9232 0000 00 000000

HS GENERAL FUND///NONCATE /HS GENERAL FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		27,010.08CR	
10/01/2024	Check	305483	GFS MARKETPLACE	FOOTBALL GAME TAILGATING FOOD 9-27-24	129.87	26,880.21CR	L 9232 0000 00 000000
10/01/2024	Void Chk	305483	GFS MARKETPLACE	FOOTBALL GAME TAILGATING FOOD 9-27-24	129.87CR	27,010.08CR	L 9232 0000 00 000000
10/17/2024	Check	305506	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-KRISPY KREME	42.01	26,968.07CR	L 9232 0000 00 000000
10/17/2024	Check	305506	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-GFS TAILGATING	129.87	26,838.20CR	L 9232 0000 00 000000
10/17/2024	Check	305506	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-MEL-O-CREME	62.52	26,775.68CR	L 9232 0000 00 000000
10/22/2024	Receipt		2005 SHUTTERFLY LLC	WELLS FARGO	48.76CR	26,824.44CR	L 9232 0000 00 000000
10/31/2024	JE	000005182		OCT 2024 INTEREST	41.61CR	26,866.05CR	L 9232 0000 00 000000
				Ending balance		26,866.05CR	

Account: 95L400 9233 0000 00 000000

HS GIRLS SOFTBA///NONCATE /HS SOFTBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		6,614.44CR	
				Ending balance		6,614.44CR	

Account: 95L400 9236 0000 00 000000

HS SADD///NONCATE /HS SADD

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,474.12CR	
10/01/2024	Check	305482	NEW BERLIN CUSD #16	GETTING CASH FOR 50/50 FUNDRAISER	80.00	3,394.12CR	L 9236 0000 00 000000
10/03/2024	Receipt	1985	VARIOUS PAYORS	50/50 SALES	200.01CR	3,594.13CR	L 9236 0000 00 000000
10/25/2024	Receipt	2008	VARIOUS PAYORS	SK DONATION	80.00CR	3,674.13CR	L 9236 0000 00 000000
10/28/2024	Receipt	2009	VARIOUS PAYORS	POST PROM DONATION-BISHOFF	150.00CR	3,824.13CR	L 9236 0000 00 000000
				Ending balance		3,824.13CR	

Account: 95L400 9239 0000 00 000000

HS ROESCH TRUST///NONCATE /HS ROESCH TRUST

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9241 0000 00 000000

HS TRACK///NONCATE /HS CO-ED TRACK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,177.52CR	
				Ending balance		3,177.52CR	

Account: 95L400 9242 0000 00 000000

HS CHOIR///NONCATE /HS CHOIR

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		124.48CR	
				Ending balance		124.48CR	

Account: 95L400 9246 0000 00 000000 HS KEY CLUB//NONCATE /HS KEY CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		898.74CR	
				Ending balance		898.74CR	

Account: 95L400 9249 0000 00 000000 HS SCHOL BOWL//NONCATE /HS SCHOLARSHIP BOWL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		855.86CR	
				Ending balance		855.86CR	

Account: 95L400 9250 0000 00 000000 HS CLASS 2005//NONCATE /HS CLASS OF 2005

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9251 0000 00 000000 HS TECH PREP//NONCATE /HS TECHNICAL PREP

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9252 0000 00 000000 HS CLASS 2006//NONCATE /HS CLASS OF 2006

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9255 0000 00 000000 HS DISCRETION//NONCATE /HS DISCRETIONARY

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9258 0000 00 000000 HS SPORTS COMP//NONCATE /HS SPORTS COMPLEX

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9260 0000 00 000000 HS CLASS 2009//NONCATE /HS CLASS OF 2009

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9262 0000 00 000000 HS CLASS 2010//NONCATE /HS CLASS OF 2010

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9263 0000 00 000000 HS LIBRARY FUND//NONCATE /HS LIBRARY FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,388.50CR	
				Ending balance		1,388.50CR	

Account: 95L400 9264 0000 00 000000 HS PRETZL PRIDE//NONCATE /HS PRETZEL PRIDE

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9265 0000 00 000000 HS CLASS 2011//NONCATE /HS CLASS OF 2011

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9266 0000 00 000000 HS CLASS 2012//NONCATE /HS CLASS OF 2012

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9267 0000 00 000000 HS CLASS 2013//NONCATE /HS CLASS OF 2013

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9268 0000 00 000000 HS FLAGS//NONCATE /HS FLAGS

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		748.80CR	
				Ending balance		748.80CR	

Account: 95L400 9269 0000 00 000000 HS CLASS 2014//NONCATE /HS CLASS OF 2014

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9270 0000 00 000000 HS SAMSUNG GRNT//NONCATE /HS SAMSUNG GRANT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9271 0000 00 000000 POST SEASON ATH//NONCATE /POST SEASON ATHLETIC FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9272 0000 00 000000 PRETZEL FESTIVA//NONCATE /PRETZEL FESTIVAL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,722.22CR	
				Ending balance		2,722.22CR	

Account: 95L400 9273 0000 00 000000 HS CLASS 2015//NONCATE /HS CLASS OF 2015

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9274 0000 00 000000 ATH GENERAL FND//NONCATE /ATHLETICS GENERAL FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		18,476.89CR	
10/15/2024	Receipt	1996	PLAYON SPORTS	PLAYON SPORTS	77.33CR	18,554.22CR	L 9274 0000 00 000000
10/17/2024	Check	305506	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-MEL-O-CREME	116.61	18,437.61CR	L 9274 0000 00 000000
10/17/2024	Check	305506	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-CAPONES	162.48	18,275.13CR	L 9274 0000 00 000000
10/17/2024	Receipt	1999	LARSON JILINDA	SOCKS	60.00CR	18,335.13CR	L 9274 0000 00 000000
				Ending balance		18,335.13CR	

Account: 95L400 9278 0000 00 000000 ACT PREP ACCT//NONCATE /ACT PREP ACCOUNT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9279 0000 00 000000 HS CLASS 2016//NONCATE /HS CLASS OF 2016

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9280 0000 00 000000 HS CLASS 2017//NONCATE /HS CLASS OF 2017

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9281 0000 00 000000 SANGAMON CONF.//NONCATE /SANGAMON CONFERENCE ACCOUNT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9282 0000 00 000000 GREENHOUSE ACCT//NONCATE /GREENHOUSE ACCOUNT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		5,573.84CR	
10/31/2024	Receipt	2016	VARIOUS PAYORS	CHECK-	324.00CR	5,897.84CR	L 9282 0000 00 000000
10/31/2024	Receipt	2016	VARIOUS PAYORS	BANK	66.00CR	5,963.84CR	L 9282 0000 00 000000
				Ending balance		5,963.84CR	

Account: 95L400 9283 0000 00 000000 HS CLASS 2018//NONCATE /HS CLASS OF 2018

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9284 0000 00 000000 CREWS SCHOLARSH//NONCATE /DAMIEN CREWS SCHOLARSHIP FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,176.72CR	
				Ending balance		2,176.72CR	

Account: 95L400 9285 0000 00 000000 ROYALTIES//NONCATE /ROYALTIES

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9286 0000 00 000000 HS CLASS 2019//NONCATE /HS CLASS OF 2019

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9287 0000 00 000000 HS WRESTLING//NONCATE /HS WRESTLING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,417.04CR	
				Ending balance		2,417.04CR	

Account: 95L400 9288 0000 00 000000 HS CLASS 2020//NONCATE /CLASS OF 2020

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9289 0000 00 000000 HS CLASS 2021//NONCATE /HS CLASS OF 2021

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9290 0000 00 000000 THORNTON AG SCH//NONCATE /THORNTON AG SCHOLARSHIP AWARD

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9291 0000 00 000000 HS CLASS 2022//NONCATE /HS CLASS OF 2022

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9292 0000 00 000000 HS CLASS 2023//NONCATE /HS CLASS OF 2023

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9293 0000 00 000000 HS CLASS 2024//NONCATE /HS CLASS OF 2024

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9294 0000 00 000000 CLASS OF 2025//NONCATE /HS CLASS OF 2025

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		7,425.01CR	
10/17/2024	Check	305506	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-WALMART CANDY	44.08	7,380.93CR	L 9294 0000 00 000000
				Ending balance		7,380.93CR	

Account: 95L400 9295 0000 00 000000 MASCOT FUND//NONCATE /HS-MASCOT FUNDRAISER

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9296 0000 00 000000 HS CLASS 2026//NONCATE /HS CLASS OF 2026

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		4,976.75CR	
				Ending balance		4,976.75CR	

Account: 95L400 9297 0000 00 000000 HS CLASS 2027//NONCATE /HS CLASS OF 2027

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		2,171.01CR	
10/17/2024	Check	305505	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-OCT-SAMS HOCO SNACKS	190.70	1,980.31CR	L 9297 0000 00 000000
				Ending balance		1,980.31CR	

Account: 95L400 9298 0000 00 000000 NONCATE /HS CLASS OF 2028

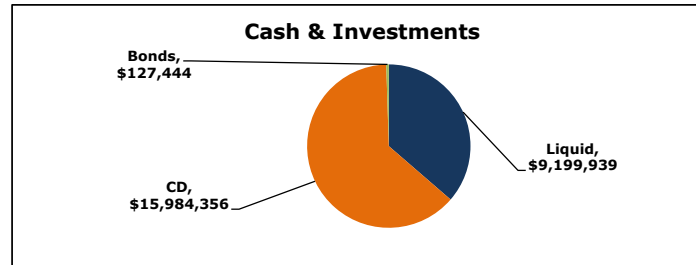
<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		720.00CR	
				Ending balance		720.00CR	

***** End of report *****

NEW BERLIN C.U.S.D. #16
TREASURER'S REPORT
October 31, 2024

FUND	Beginning Cash Balance	Receipts	Disbursements		Misc. Transactions	Bank Balance
			Payroll	Accounts Payable		
10 Education	1,986,163.27	366,646.25	452,405.75	273,333.86	(1,347.57)	1,625,722.34
20 Building	2,849,209.06	30,892.49	30,100.00	46,426.97	-	2,803,574.58
30 Bond & Interest	1,097,577.14	26,040.62	-	-	-	1,123,617.76
40 Transportation	296,460.74	126,978.68	45,471.96	35,583.69	(801.24)	341,582.53
50 IMRF	310,660.06	6,161.64	-	28,118.73	2,148.81	290,851.78
60 Capital Projects Fund	14,212,569.42	1,849.32	-	1,637,882.37	48,468.02	12,625,004.39
61 Sales Tax Fund	3,098,623.85	81,117.14	-	-	-	3,179,740.99
70 Working Cash Fund	2,778,686.51	2,978.00	-	-	0.86	2,781,665.37
80 Tort	(253,728.16)	2,979.58	-	16,000.00	-	(266,748.58)
90 Fire Prevention & Safety	802,249.34	3,891.11	-	-	587.88	806,728.33
TOTAL	\$ 27,178,471.23	\$ 649,534.83	\$ 527,977.71	\$ 2,037,345.62	\$ 49,056.76	\$ 25,311,739.49

FUND	CASH			INVESTMENTS					BONDS			TOTAL
	UCB - General Fund	UCB MM	WBSB MM	WBSB #1	WBSB #3	CSB #1	CSB #2	CSB #3			Griggsville-Perry Bonds	
	4.1300%	2.5300%	1.4600%	4.5000%	4.5000%	2.2300%	2.2300%	5.0000%			2.5000%	
10 Education	1,499,278.11	-	(1,000.00)	-	-	-	-	-	-	-	127,444.23	1,625,722.34
20 Operations & Maintenance	2,803,574.58	-	-	-	-	-	-	-	-	-	-	2,803,574.58
30 Bond & Interest	1,123,617.76	-	-	-	-	-	-	-	-	-	-	1,123,617.76
40 Transportation	341,582.53	-	-	-	-	-	-	-	-	-	-	341,582.53
50 IMRF / Social Security	290,851.78	-	-	-	-	-	-	-	-	-	-	290,851.78
60 Capital Projects Fund	(6,906,460.15)	104,216.95	5,584,555.81	500,000.00	5,000,000.00	-	2,937,257.26	5,405,434.51	-	-	-	12,625,004.38
61 Capital Projects Fund - Sales Tax	3,179,740.99	408.09	-	-	-	-	-	-	-	-	-	3,180,149.08
70 Working Cash	639,593.21	-	-	-	-	859,654.56	1,282,009.52	-	-	-	-	2,781,257.29
80 Tort	(266,748.58)	-	-	-	-	-	-	-	-	-	-	(266,748.58)
90 Fire Prevention & Safety	352,190.61	32,006.12	422,531.60	-	-	-	-	-	-	-	-	806,728.33
TOTAL	\$ 3,057,220.84	\$ 136,631.16	\$ 6,006,087.41	\$ 500,000.00	\$ 5,000,000.00	\$ 859,654.56	\$ 4,219,266.78	\$ 5,405,434.51	\$ -	\$ -	\$127,444.23	\$ 25,311,739.49
		\$9,199,939.41				\$15,984,355.85					\$127,444.23	\$ 25,311,739.49



**COMMUNITY UNIT SCHOOL DISTRICT #16
NEW BERLIN, ILLINOIS
October 16, 2024**

MINUTES OF REGULAR BOARD MEETING

President Neuman called the Board Meeting to order at 6:01 p.m. Members Kotner, Marr, Beard, Mann and Bishoff, were present. Member Gordon was absent.

The Board recognized the five students who were named Illinois State Scholars.

Pretzel Shoutouts were shared with the Board.

President Neuman opened the floor for Public Comment of which there was none.

With Member Gordon absent, President Neuman reviewed the IASB talking points. Member Mann volunteered to be the delegate at the IASB Conference.

President Neuman asked for any adjustments to the agenda. Under resignations, typo on the agenda that the resignation of the Assistant Softball Coach should be Assistant High School, not Junior High.

There were no questions or comments regarding Director Reports.

The Administrative team discussed their reports.

The Superintendent updated the Board on findings from attendance tracking, discussed the changes in SIP during early dismissals and hosting the March division meeting. She also updated the Board on the construction progress and upcoming projects.

A motion was made by Member Beard and seconded by Member Mann to approve the Consent Agenda. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Beard Mann and Bishoff voted yea.

A motion was made by Member Kotner and seconded by Member Mann to approve the Health, Dental, Vision and Life Renewal Rates. The Superintendent gave an overview of the insurance renewal information. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Beard Mann and Bishoff voted yea.

A motion was made by Member Beard and seconded by Member Bishoff to approve the FFA National Convention trip (overnight) from October 22 through October 25. The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Marr, Beard Mann and Bishoff voted yea.

A motion was made by Member Mann and seconded by Member Bishoff at 6:44 p.m, to adjourn to executive session for the purpose of employee and litigation matters. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Beard Mann and Bishoff voted yea.

A motion was made at 7:08 p.m. to return to open session by Member Beard and seconded by Member Bishoff. The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Marr, Beard Mann and Bishoff voted yea.

A motion was made by Member Beard and seconded by Member Kotner to approve the Personnel Consent Agenda (Indra Perry-Asst. HS Scholastic Bowl Coach, Maddie Shawgo-Head HS Girls Track Coach, Zach Brewer-Volunteer HS Basketball Coach). The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Beard Mann and Bishoff voted yea.

President Neuman asked the Board Members to note the list of resignations.

A motion was made at 7:08 p.m. by Member Beard and seconded by Member Mann to adjourn the board meeting. The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Marr, Beard Mann and Bishoff voted yea.

The meeting ended at 7:08 p.m.

Secretary

President

School Board

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

[For use by only those Districts that have websites.]

The District’s Freedom of Information Officer designates 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 immediately 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 not asterisked (*) will be provided within five business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

Web-posted records and information (use of an * is explained in the paragraph above this table)	Web-posting statutory reference and special instructions
<p>*Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year</p> <p>*Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded</p> <p>*Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded</p> <p>Note: For school districts that do not post board meeting notices and/or agendas on a website (because they do not have a website maintained by a full-time staff member), the notice and agenda must be continuously available for public review during the entire 48-hour period preceding the meeting</p>	<p>5 ILCS 120/2.02.</p>
<p>*Official open meeting minutes that are posted within 10 days of the Board’s approval and remain posted for at least 60 days (required if the District has a website maintained by a full-time staff member)</p>	<p>5 ILCS 120/2.06(b).</p>
<p>*Description of the District and its records including:</p> <ol style="list-style-type: none"> 1. Summary of the District’s purpose 2. Functional subdivisions 3. Total amount of operating budget 4. Number and location of all of its separate offices 5. Approximate number of full- and part-time employees (see also, salary and benefits) 	<p>5 ILCS 140/4.</p> <p>The District must prominently post the list at each administrative office and make it available for inspection and copying.</p>

<p>information report for the Superintendent, administrators, and teachers, District's Statement of Affairs)</p> <ol style="list-style-type: none"> 6. Identification and membership of the Board 7. Brief description of the methods whereby the public may request information and public records 8. Directory information for the Freedom of Information Officer 9. Address where requests for public records should be directed 10. Fees 	
*A hyperlink to an email address(es) for members of the public to communicate with members of the Board	50 ILCS 205/20. The hyperlink must be easily accessible from the District's home page.
Annual budget for current fiscal year, itemized by receipts and expenditures	105 ILCS 5/17-1.2. This may be accomplished using the Ill. State Board of Education (ISBE) <i>School District Budget Form (50-36)</i> or the summary pages from it. The District must notify its students' parents/guardians when the budget is web-posted along with its website address.
*Notice of a public hearing under the Truth in Taxation Law, when applicable (required if the District has a website maintained by a full-time staff member)	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. <i>Id.</i> at 18-80.
*Notice of public hearing on waiver or modification of a School Code mandate, when applicable	105 ILCS 5/2-3.25g(c-5). The time, date, place, and general subject matter of the public hearing must be posted at 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-E, <i>Waiver and Modification Request Resource Guide</i> .
*District Report Card and a Report Card for each School	105 ILCS 5/10-17a, amended by P.A.s

<p>(the Report Cards will be provided by ISBE by Oct. 31 of each year, unless otherwise provided by law)</p>	<p>102-16 and 102-539.</p> <p>Annually, no more than 30 calendar days after receiving the Report Cards from the State Superintendent, the District must: (1) present them at a regular Board meeting, (2) post them on the District’s website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians. 105 ILCS 5/10-17a(5).</p> <p>The District also must send a written notice home to parents/guardians stating: (1) that the Report Cards are available on the website, (2) the website’s address, (3) that a printed copy will be sent upon request, and (4) the telephone number to request a printed copy. <u>Id.</u></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>*The District’s discipline plan and progress on the plan, in the event the District is identified by ISBE to be in the top 20% (for three consecutive years) of districts for out-of-school suspensions, out-of-school expulsions, or racial disproportionality in the use of out-of-school suspensions and expulsions</p>	<p>105 ILCS 5/2-3.162.</p> <p>If the District is required to submit a plan to ISBE, it must be approved at a public board meeting and posted on the District’s website. Within one year after being identified by ISBE, the District must submit to ISBE and post on its website a progress report describing implementation of the plan and the results achieved.</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>*Contract(s) with any commercial driver training</p>	<p>105 ILCS 5/27-24.2.</p>

school(s) for driver education	The District is required to web-post this document if it has a website. If the District has no website, it must make the contract available upon request.
Annual Statement of Affairs	105 ILCS 5/10-17. 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.
*Fiscal Efficiency Report, summarizing the District's attempts to improve fiscal efficiency through shared services or outsourcing in the prior fiscal year	105 ILCS 5/17-1.1, amended by P.A. 102-1088. The report must be: (1) approved by the Board at an open meeting, and (2) primarily in checklist form and approximately one page in length.
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: 11. Whether the vendor or subcontractor is minority-owned, women-owned, or veteran-owned 12. 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 13. If the vendor self-certifies, whether it qualifies as a small business under federal Small Business Administration standards (See www.sba.gov/federal-contracting/contracting-guide/size-standards).	35 ILCS 200/18-50.2, added by P.A. 102-265. 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.
*Notice of a public hearing at which the Board will consider closing a school, when applicable	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.
*Explanation of the data elements of <i>covered information</i> that the District collects, maintains, or discloses to any	105 ILCS 85/27(a)(1).

<p>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), & (3), including the right to:</p> <ol style="list-style-type: none"> 14. Inspect and review their child’s covered information 15. Request a paper or electronic copy of their child’s covered information 16. Request corrections for factual inaccuracies contained in their child’s covered information 	<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>
<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"> 17. Copy of the agreement 18. Business address 19. 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 	<p>105 ILCS 85/27(a)(2) & (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"> 20. Number of students whose covered information was involved in the breach, unless the breach involved <i>personal information</i> as defined in the Personal Information Protection Act, 815 ILCS 530/5, in which case the number of students involved may not be disclosed 21. Date, estimated date, or estimated date range of the breach 22. Name of the operator, if applicable 	<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) and (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>

	and nondiscrimination statement meeting the minimum requirements of Title IX regulations.
Title IX training materials	34 C.F.R. §106.8(f)(3). Title IX training materials must, upon request, be made available for inspection only (not copying) by members of the public.
*Board policy 7:20, <i>Harassment of Students Prohibited</i> , and age-appropriate explanations of its contents in student handbook(s)	105 ILCS 5/10-20.69. 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. Annually on or before Oct. 1: (1) the information must be presented at a regular Board meeting and posted on the District's website, and (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. This law also requires school attendance areas to be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality. See Board policy 7:30, <i>Student Assignment and Intra-District Transfer</i> .
*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. The District must, on an ongoing basis, post the vacancy for a period of at least 90 days during the six months preceding either the fall or spring term for which it

	<p>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.</p>
<p>*Information regarding a Severance Agreement entered into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination</p>	<p>50 ILCS 205/3c.</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>Note: The Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2), prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if the employee is fired by the board for <i>misconduct</i>, which includes sexual harassment and/or discrimination. <i>Id.</i> at 415/5. For more discussion about the reconciling these laws, see f/n 7 in sample policy 2:260, <i>Uniform Grievance Procedure</i>.</p>
<p>*As an employer that participates in the Ill. 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>	<p>5 ILCS 120/7.3.</p> <p>The report must be posted within six business days after the District approves a budget. 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>
<p>*As an employer that participates in the IMRF, a compensation report for employees who have a total compensation package that is equal to or in excess of \$150,000 per year; total compensation package means</p>	<p>5 ILCS 120/7.3.</p> <p>The report must be posted at least six days before the District approves an employee's total compensation package that is equal to</p>

<p>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</p>	<p>or in excess of \$150,000. 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., TRS participants.</p>
<p>*As an employer that participates in IMRF, a link to information posted on the IMRF website at: www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information</p>	<p>40 ILCS 5/7-135.5.</p>
<p>*Board policy 5:120, <i>Employee Ethics; Code of Professional Conduct; and Conflict of Interest</i></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> <ul style="list-style-type: none"> 23. Those actively employed by the District on a full-time basis; 24. Those actively employed by the District on a part-time basis; and 25. Those actively employed by a special education cooperative providing services to students in the District 	<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 (IEP) 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's enrollment information as of Oct. 1.</p>
<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</p>

	typically communicate using spoken English that they are entitled to the services of an interpreter when participating in a Section 504 meeting.
<p>*Class size reporting that includes the information described in 105 ILCS 5/2-3.136a:</p> <ul style="list-style-type: none"> 26. The total number of <i>teachers</i> actively employed in the District, listed by individual school; 27. The <i>pupil-teacher ratio</i> for the District; 28. The number of <i>class instructors</i>, by grade level and subject; 29. 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). 	<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 www.isbe.net/Pages/class-size-report.aspx). See 105 ILCS 5/2-3.136a 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 120/1.05(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>
<p>Immunization data reported to ISBE by each Nov. 15</p>	<p>105 ILCS 5/27-8.1(6).</p> <p>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. Boards have control over the method(s) used to make this data publicly available. One method is to</p>

	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 (99th 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). 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).
*When the Board allows for student participation in registered apprenticeship programs: 30. Notification to students and parents of the opportunities for registered apprenticeships, which includes the following statements: a. Students may participate in any registered apprenticeship program listed by the District, and b. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the District. 31. Board policy 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i> (specifically, the section titled Registered Apprenticeship Program) 32. A form for a parent/guardian to request that when their child successfully completes a registered apprenticeship program, it be substituted for a course	23 Ill.Admin.Code §255.200(b)(4) and (c).
*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, <i>Accelerated Placement Program</i>	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)-trained employee(s) in each school within the District.	105 ILCS 5/2-3.163(c), amended by P.A. 103-504. Every public school must designate at least one employee to take the Ill. Dept. of Human Services' PUNS training. <u>Id.</u> See Board policy 5:100, <i>Staff Development Program</i> .
*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.

General School Administration

Exhibit - Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security

The Building Principal shall comply with all State law reporting and notice requirements for principals. Compliance with the State law reporting and notice requirements is required by Board policy 3:60, *Administrative Responsibility of the Building Principal*, in its mandate to “perform all duties as described in State law.” The specific statute identified in the following tables should be checked for current requirements. The lists of required reports and notices may not be exhaustive.

Events Requiring Reports Concerning School Safety and Security	Resources
<p>A student or other person poses a clear and present danger to himself, herself, or others.</p> <p>This report is made to the Ill. State Police (ISP) 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> <p>(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</p> <p>(2) demonstrates 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.</p> <p>ISP rules implementing this duty to report are found in 20 Ill.Admin.Code §1230.120(b), and state, in relevant part:</p> <p>b) Law enforcement officials and school administrators shall report determinations of a clear</p>	<p>The ISP has posted information and instructions at: https://isp.illinois.gov/StaticFiles/docs/FirearmsSafety/Forms/CPD%20Reporting%20handout.pdf.</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>

<p>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.</p> <p>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.</p> <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>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.</p> <p>This report is made to the Ill. Dept. of Children and Family Services (DCFS) immediately upon suspicion or receipt of knowledge. The DCFS Child Abuse Hotline is 800/25-ABUSE or 217/524-2606.</p> <p>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/), and the Dept. of Human Services Act (20 ILCS 1305/). A knowing and willful failure to make the report to DCFS is a Class A misdemeanor for the first violation and a second or subsequent violation is a Class 4 felony. 325 ILCS 5/4.</p>	<p>Information and directions are available from DCFS at: www.state.il.us/dcf/child/index.shtml.</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>Child pornography is discovered on electronic and information technology equipment.</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: www.CyberTipline.com.</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</i></p>	<p>5:90, <i>Abused and Neglected Child Reporting</i></p>

<p>internet and intranet systems, software applications, operating systems, video and multimedia, telecommunications products, kiosks, information transaction machines, copiers, printers, and desktop and portable computers. (Italics added.)</p> <p>An electronic and information technology equipment worker or the worker’s employer is required to make this report by 325 ILCS 5/4.5.</p> <p>Failure to make this report is a business offense subject to a fine of \$1,001. <u>Id.</u> at 5/4.5(e).</p>	
<p>Hazing resulted in bodily harm to any person.</p> <p>This report is required when the Building Principal or other school personnel or volunteer observes hazing.</p> <p>This report is made to the Superintendent or other supervising authority or, in the event of death or great bodily harm, to law enforcement. 720 ILCS 5/12C-50.1. The statute does not provide a deadline for making the report, but making the report immediately is prudent.</p> <p>Failure to report hazing is a Class B misdemeanor and if the hazing resulted in death or great bodily harm the failure to report is a Class A misdemeanor. <u>Id.</u> at 5/12C-50.1(c).</p>	<p>5:90, <i>Abused and Neglected Child Reporting</i></p> <p>7:190, <i>Student Behavior</i></p>
<p>The person enrolling a student fails to provide a certified copy of the student’s birth certificate within 30 days of enrolling the student.</p> <p>The Superintendent or designee is required 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-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i></p>
<p>The District receives notification from the ISP of the disappearance of a student currently or previously enrolled.</p> <p>The Superintendent or designee is required to flag records pertaining to the student, such that whenever a</p>	<p>7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i></p>

<p>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>A drug-related incident occurred on school property, including any conveyance used to transport students, or on any public way within 1000 feet of the school.</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 it occurs during the year but no later than July 31 for the preceding school year. <u>Id.</u> See f/n 6 in sample administrative procedure 4:170-AP1, <i>Comprehensive Safety and Security Plan</i>.</p> <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>3:60, <i>Administrative Responsibility of the Building Principal</i></p> <p>4:170-AP1, <i>Comprehensive Safety and Security Plan</i>, Letter J. Required Notices</p>
<p>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.</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.</p>	<p>3:60, <i>Administrative Responsibility of the Building Principal</i></p> <p>7:190, <i>Student Behavior</i></p>
<p>A student committed a criminal offense.</p>	<p>2:150, <i>Committees</i></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>7:190-AP3, <i>Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students</i></p>
<p>A person on school grounds possesses a firearm.</p> <p>This report is made by the Building Principal or designee to local law enforcement 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 it occurs 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. <u>Id.</u></p>	<p>7:190, <i>Student Behavior</i></p> <p>4:170-AP1, <i>Comprehensive Safety and Security Plan</i>, Letter J. Required Notices</p>
<p>A staff member is battered.</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</i>, Letter J. Required Notices</p>
<p>A student engaged in aggressive behavior.</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>

1.

Required Notices Concerning School Safety and Security	Resources
<p>Human Trafficking Hotline.</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: www.dhs.state.il.us/page.aspx?item=82023.</p>
<p>Lead in Drinking Water.</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>Sex Offender Information is Available.</p> <p>This notice is provided to the parents/guardians of students at either registration or parent-teacher 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>

2.

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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

Students

Exhibit - Student Handbook Checklist

The Checklist contains mandatory and recommended notices that schools should give to their students and the students’ parents/guardians. *Mandatory* means the notices are legally required. *Recommended* means including the notices are a best practice. The Checklist is in the IASB Policy Reference Manual (PRM) format, and it lists corresponding policies, procedures, and exhibits in numerical order within each sub-headed category. A corresponding citation to the Ill. Principals Association **Online Model Student Handbook (MSH)** is also listed, if one exists. Any handbook should be reviewed by the Board Attorney before distribution to ensure that all mandatory notices are included as this Checklist is subject to change without notice. This Checklist is not a substitute for legal advice.

Mandatory Notices

Student Services

Mandatory Topics	IASB PRM	IPA MSH
Transportation	4:110, <i>Transportation</i>	4.10, <i>Bus Transportation</i>
Transportation reimbursement eligibility and dispute resolution Note: this program has been withdrawn due to lack of funding	4:110, <i>Transportation</i>	4.10, <i>Bus Transportation</i>
Eligibility criteria for free and reduced lunch	4:130, <i>Free and Reduced-Price Food Services</i> 4:130-E, <i>Free and Reduced-Price Food Services; Meal Charge Notifications</i>	1.210, <i>Free and Reduced-Price Food Services; Meal Charge Notifications</i> 3.10, <i>Fees, Fines & Charges; Waiver of Student Fees</i>
Waiver of school fees along with the fee waiver application form	4:140, <i>Waiver of Student Fees</i> 4:140-AP, <i>Fines, Fees, and Charges - Waiver of Student Fees</i> 4:140-E1, <i>Application for Fee Waiver</i> 4:140-E3, <i>Response to Application for Fee Waiver, Appeal, and Response to Appeal</i>	3.10, <i>Fees, Fines & Charges; Waiver of Student Fees</i> 3.10-E1, <i>Application for Fee Waiver</i>
School Wellness (required if the District participates in the National School Lunch Program or Breakfast Program)	6:50, <i>School Wellness</i>	

Alternative learning opportunities	6:110, <i>Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program</i>	2.90, <i>Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement</i>
Notification to parents/guardians of English Learners regarding their child's placement in, and information about, the District's English Learners programs	6:160, English Learners	12.60, <i>English Learners</i>
Parental involvement under Title I (only when the district receives Title I funds)	6:170, <i>Title I Programs</i> 6:170-AP1, <i>Checklist of Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs</i> 6:170-AP1, E1, <i>District-Level Parent and Family Engagement Compact</i> 6:170-AP1, E2, <i>School-Level Parent and Family Engagement Compact</i> 6:170-AP2, <i>Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws</i>	12.130, <i>Parent Notices Required by the Every Student Succeeds Act</i>
Notice to parents required by the Elementary and Secondary Education Act	6:170-AP2, <i>Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws</i>	12.130, <i>Parent Notices Required by the Every Student Succeeds Act</i>
Surveys that request personal information from students	7:15, <i>Student and Family Privacy Rights</i>	11.10, <i>Student Privacy Protections</i>
Birth certificate requirements for enrollment	7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i> 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i>	
Dental examinations (K, 2nd, 6th, and	7:100, <i>Health, Eye, and Dental</i>	5.10, <i>Immunization,</i>

9th grade students)	<i>Examinations; Immunizations; and Exclusion of Students</i>	<i>Health, Eye & Dental Examination</i>
Eye examinations (K and students enrolling in public school for the first time only)	<i>7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students</i>	<i>5.10, Immunization, Health, Eye & Dental Examination</i>
Vaccinations (influenza)	<i>7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students</i>	<i>5.10, Immunization, Health, Eye & Dental Examination</i>
Administration of medications (includes asthma inhalers and epinephrine injectors, opioid antagonists, and glucagon)	<i>7:270, Administering Medicines to Students 7:270-AP1, Dispensing Medication 7:270-E1, School Medication Authorization Form</i>	<i>5.20, Student Medication 5.20-E1, Student Medication Authorization Form</i>
Names of designated Prioritization of Urgency of Need for Services (PUNS)-trained employee(s) in each school within the District.	<i>5:100, Staff Development Program</i>	<i>10.70, PUNS Database Information for Students and Parents or Guardians</i>

Student Programs

Mandatory Topics	IASB PRM	IPA MSH
Notice of instruction in recognizing and avoiding sexual abuse	<i>6:60-AP1, Comprehensive Health Education Program 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</i>	<i>12.40, Family Life & Sex Education Classes 12.40-E1, Notice to Parents/Guardians on Sex Education Instruction</i>
Free appropriate public education to students with disabilities Special education services to eligible children whether or not enrolled in the District	<i>6:120, Education of Children with Disabilities 6:120-AP1, Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities (downloadable from IASB website, www.iasb.com) 6:120-AP1, E1, Notice to Parents/Guardians Regarding Section 504 Rights</i>	<i>10.10, Education of Children with Disabilities</i>
Counseling options for students who are affected by sexual abuse and	<i>7:250, Student Support Services</i>	<i>5.30, Guidance and Counseling</i>

grooming behavior, along with options for victims of sexual abuse and grooming behavior to obtain assistance and intervention	7:250-AP2, <i>Protocol for Responding to Students with Social, Emotional, or Mental Health Needs</i>	
Opportunities for registered apprenticeship programs for students in grades 9-12 who are 16 years or older	6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i>	2.90, <i>Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement</i>

Student Responsibilities

Mandatory Topics	IASB PRM	IPA MSH
IHSA policy on banned substances (required only for IHSA schools)	6:190, <i>Extracurricular and Co-Curricular Activities</i> 6:190-AP, <i>Academic Eligibility for Participation in Extracurricular Activities</i> 7:240, <i>Conduct Code for Participants in Extracurricular Activities</i> 7:240-AP1, <i>Code of Conduct for Extracurricular Activities</i>	9.10, <i>Extracurricular and Athletic Activities Code of Conduct</i>
Absenteeism and truancy	7:70, <i>Attendance and Truancy</i>	2.10, <i>Attendance</i> 2.50, <i>Truancy</i>
Statement of district ownership of and right to search student lockers	7:140, <i>Search and Seizure</i>	8.10, <i>Search and Seizure</i>
Search procedures for school grounds and lockers	7:140, <i>Search and Seizure</i>	8.10, <i>Search and Seizure</i>
Notification regarding access to student accounts or profiles on social networking websites	7:140, <i>Search and Seizure</i> 7:140-E, <i>Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act</i>	8.10, <i>Search and Seizure</i>
Bullying prohibited and reporting encouraged	7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i>	6.40, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i> 6.40-E1, <i>Aggressive Behavior Reporting Letter and Form</i>
Teen dating violence prohibited and	7:185, <i>Teen Dating Violence</i>	6.45, <i>Sexual Harassment</i>

reporting encouraged	<i>Prohibited</i>	<i>& Teen Dating Violence Prohibited</i>
Prohibition of electronic paging devices and making threat by Internet	7:190, <i>Student Behavior</i>	6.30, <i>Student Behavior</i>
All prohibited conduct in the school discipline code, including, but not limited to: 3. Controlled substances 4. Firearms and other weapons 5. E-cigarettes 6. Gangs and gang-related activity 7. Sexting prohibited	4:170-AP2, E4, <i>Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting</i> 7:190, <i>Student Behavior</i> 7:190-AP5, <i>Student Handbook - Electronic Devices</i> 7:190-AP6, <i>Guidelines for Investigating Sexting Allegations</i>	6.30, <i>Student Behavior</i>
Inform parents/guardians when their child engaged in aggressive behavior along with the school's early intervention procedures	7:190-E1, <i>Aggressive Behavior Reporting Letter and Form</i>	6.40-E1, <i>Aggressive Behavior Reporting Letter and Form</i>
Suspension and expulsion, and due process requirements	7:200, <i>Suspension Procedures</i> 7:210, <i>Expulsion Procedures</i>	6.30-E1, <i>Short Term Out-of-School Suspension (1-3 Days) Reporting Form</i> 6.30-E2, <i>Long Term Out-of-School Suspension (4-10 Days) Reporting Form</i>
School bus safety	7:220, <i>Bus Conduct</i> 4:110-AP3, <i>School Bus Safety Rules</i>	4.10, <i>Bus Transportation</i> 4.15-E, <i>School Bus Safety Rules</i>
Videotape surveillance of buses (if applicable)	7:220, <i>Bus Conduct</i> 7:220-AP, <i>Electronic Recordings on School Buses</i>	4.10, <i>Bus Transportation</i>
Behavior interventions (these may be developed through the Spec. Ed. Coop if the district belongs to one)	7:230, <i>Misconduct by Students With Disabilities</i>	10.20, <i>Discipline of Students with Disabilities</i>
Dress code	7:160, <i>Student Appearance</i>	1.170, <i>Student Appearance</i> 6.20, <i>School Dress Code & Student Appearance</i>
All other conduct prohibited by Board policy - school discipline code	7:190, <i>Student Behavior</i>	6.30, <i>Student Behavior</i>

Student Rights

Mandatory Topics	IASB PRM	IPA MSH
Notice of prohibition of discrimination on the basis of sex under Title IX; that inquiries may be directed to the District Title IX Coordinator, the U.S. Dept. of Education's Office for Civil Rights or both; contact information for the Title IX Coordinator; how to locate board policy; and how to make reports or complaints of sex discrimination	2:265, <i>Title IX Grievance Procedure</i> 2:265-AP1, <i>Title IX Response</i>	1.50, <i>Equal Educational Opportunities and Sex Equity</i> 6.40, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i>
Prohibition of discrimination on the basis of race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy	7:10, <i>Equal Educational Opportunities</i> 2:265, <i>Title IX Grievance Procedure</i>	1.50, <i>Equal Educational Opportunities and Sex Equity</i>
Sex equity and grievance procedures	2:260, <i>Uniform Grievance Procedure</i> 2:265, <i>Title IX Grievance Procedure</i> 7:10, <i>Equal Educational Opportunities</i> 7:20, <i>Harassment of Students Prohibited</i>	1.50, <i>Equal Educational Opportunities and Sex Equity</i>
Sexual harassment prohibited and grievance procedures and age-appropriate information about the sexual harassment policy	2:260, <i>Uniform Grievance Procedure</i> 2:265, <i>Title IX Grievance Procedure</i> 7:20, <i>Harassment of Students Prohibited</i> 7:185, <i>Teen Dating Violence Prohibited</i>	6.45, <i>Sexual Harassment & Teen Dating Violence Prohibited</i>
Board policy prohibiting discrimination and harassment based on race, color, and national origin, and retaliation, and an accessible and age-appropriate summary of the policy	2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>	6.42, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>
Notify parents of their right to request their child's classroom teachers' qualifications	5:190-E1, <i>Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications</i>	12.130, <i>Parent Notices Required by the Every Student Succeeds Act</i>

Educational rights of homeless students in the location where homeless children receive services	6:140, <i>Education of Homeless Children</i> 6:140-AP, <i>Education of Homeless Children</i>	12.30, <i>Homeless Child's Right to Education</i>
Notice of parent/guardian and student rights under the Protection of Pupil Rights Act	7:15, <i>Student and Family Privacy Rights</i> 7:15-E, <i>Notification to Parents of Family Privacy Rights</i>	11.10, <i>Student Privacy Protections</i>
Notice to parents/guardians about social network passwords	7:140, <i>Search and Seizure</i> 7:140- E, <i>Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act</i>	6.70, <i>Access to Student Social Networking Passwords & Websites</i>
Notice concerning privacy and access rights to school student records	7:340, <i>Student Records</i> 7:340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i> 7:340-AP1, E2, <i>Using a Photograph or Video Recording of a Student</i>	11.20, <i>Student Records</i>
Disclosure of directory information	7:340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i> 7:340-AP1, E2, <i>Using a Photograph or Video Recording of a Student</i>	11.20, <i>Student Records</i>
Information classified as directory information and for objecting to disclosure of information	7:340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i>	11.20, <i>Student Records</i>
Military recruiting	7:340-AP1, E3, <i>Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information</i> 7:340-AP1, E4, <i>Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information</i>	11.20, <i>Student Records</i>
Student biometric information (when	7:340, <i>Student Records</i>	11.30, <i>Student Biometric</i>

applicable)	7:340-AP1, E5, <i>Biometric Information Collection Authorization</i>	<i>Information</i>
Notice to parents/guardians concerning student data collected by schools and operators under the Student Online Personal Protection Act	7:345-AP, E2, <i>Student Data Privacy; Notice to Parents About Educational Technology Vendors</i>	7.40, <i>Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act</i>
Notice of disability accommodation	8:70, <i>Accommodating Individuals with Disabilities</i>	1.110, <i>Accommodating Individuals with Disabilities</i>

General Information

Mandatory Topics	IASB PRM	IPA MSH
Notice before a pesticide application	4:160, <i>Environmental Quality of Buildings and Grounds</i> 4:160-AP, <i>Environmental Quality of Buildings and Grounds</i>	12.80, <i>Pesticide Application Notice</i>
Availability of information concerning sex offenders	4:175-AP1, <i>Criminal Offender Notification Laws; Screening</i> 4:175-AP1, E1, <i>Informing Parents/Guardians About Offender Community Notification Laws</i>	12.110, <i>Sex Offender Notification Law</i>
School bus safety	4:110-AP3, <i>School Bus Safety Rules</i>	4.10, <i>Bus Transportation</i>
Asbestos management plan, notice of availability		
Notice to parents/guardians and staff of IHSA's online training video about hands-only CPR and AED	4:170, <i>Safety</i> 4:170-AP6, E1, <i>School Staff AED Notification Letter</i>	
Evidence-informed educational information for parents/guardians on the warning signs of child sexual abuse and grooming, and assistance, referral, or resource information	4:165, <i>Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors</i>	1.180, <i>Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations</i>
Contact information for the National Suicide Prevention Lifeline, the Crisis Text Line, and either the Safe2Help	7:290, <i>Suicide and Depression Awareness and Prevention</i>	

Illinois helpline and/or a local suicide prevention hotline	7:290-AP, <i>Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program</i>	
Notice that a student athlete and his/her parent must sign acknowledgement of receiving the concussion policy (required only for IHSA schools)	7:305, <i>Student Athlete Concussions and Head Injuries</i> 7:305-AP, <i>Program for Managing Student Athlete Concussions and Head Injuries</i>	9.30, <i>Student Athlete Concussions and Head Injuries</i>
School visitation rights notice	8:95-E1, <i>Letter Notifying Parents/Guardians of School Visitation Rights</i> 8:95-E2, <i>Verification of School Visitation</i>	12.70, <i>School Visitation Rights</i>
Ill. State Board of Elections one-page document explaining voter registration process, available at www.elections.il.gov/ (high schools only)		
Employee code of professional conduct	5:120, <i>Employee Ethics; Code of Professional Conduct; and Conflict of Interest</i>	1.185, <i>Faith's Law Notifications</i>
Notice to parents/guardians of the availability of the Ill. State Board of Education's <i>Sexual Abuse Response and Prevention Resource Guide</i> , at www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf	5:120, <i>Employee Ethics; Code of Professional Conduct; and Conflict of Interest</i>	1.200, <i>Sexual Abuse Response and Prevention Resource Guide</i>

Recommended Notices

Student Services

Recommended Topics	IASB PRM	IPA MSH
Information regarding waiver of student fees	4:140, <i>Waiver of Student Fees</i>	3.10, <i>Fees, Fines & Charges; Waiver of Student Fees</i>
Fire drill program, building specific plan	4:170, <i>Safety</i> 4:170-AP1, <i>Comprehensive Safety and Security Plan</i>	5.40, <i>Safety Drill Procedures and Conduct</i>
School safety plans, including severe weather and injury or sudden illness	4:170, <i>Safety</i> 4:170-AP1, <i>Comprehensive Safety</i>	2.100, <i>Home and Hospital Instruction</i>

	<i>and Security Plan</i> 4:170-AP1, E1, <i>Accident or Injury Form</i>	
School violence prevention program, including threat assessment teams	4:190, <i>Targeted School Violence Prevention Program</i> 4:190-AP2, <i>Threat Assessment Team (TAT)</i>	5.70, <i>Targeted School Violence Prevention Program</i> 5.70-E, <i>Targeted School Violence Prevention and Threat Assessment Education</i>
Home and hospital instruction	6:150, <i>Home and Hospital Instruction</i>	2.100, <i>Home and Hospital Instruction</i>
Student residency and tuition	7:60, <i>Residence</i> 7:60-AP1, <i>Challenging a Student's Residence Status</i> 7:60-AP2, <i>Establishing Student Residency</i> 7:60-AP2, E1, <i>Letter of Residence from Landlord in Lieu of Lease</i> 7:60-AP2, E2, <i>Letter of Residence to be Used When the Person Seeking to Enroll a Student is Living with a District Resident</i> 7:60-AP2, E3, <i>Evidence of Non-Parent's Custody, Control and Responsibility of a Student</i>	
Parking, building specific	7:140, <i>Search and Seizure</i>	4.20, <i>Parking</i>
Health and school counselor and social work access	7:250, <i>Student Support Services</i>	5.30, <i>Guidance & Counseling</i>
Communicable and infectious disease	7:280, <i>Communicable and Chronic Infectious Disease</i> 7:280-AP, <i>Managing Students with Communicable or Infectious Diseases</i>	5.50, <i>Communicable Disease</i> 5.60, <i>Head Lice</i>
Students with diabetes	6:120-AP4, <i>Care of Students with Diabetes</i>	1.130, <i>Care of Students with Diabetes</i> 1.130-E1, <i>Authorization to Provide Diabetic Care</i>
Medical cannabis administration	7:270-E2, <i>School Medication</i>	5.20, <i>Student Medication</i>

	<i>Authorization Form - Medical Cannabis</i>	
Anaphylaxis prevention and response	7:285, <i>Anaphylaxis Prevention, Response, and Management Program</i> 7:285-AP, <i>Anaphylaxis Prevention, Response, and Management Program</i>	1.190, <i>Prevention of Anaphylaxis</i>
Telephone use, building specific		

Student Programs

Recommended Topics	IASB PRM	IPA MSH
Weighted grades	6:280-AP, <i>Evaluating and Reporting Student Achievement</i>	
District philosophy and goals	1:30, <i>School District Philosophy</i> 3:10, <i>Goals and Objectives</i> 6:10, <i>Educational Philosophy and Objectives</i>	
Remote Learning and/or e-learning program(s)	6:20, <i>School Year Calendar and Day</i> 6:20-AP, <i>Remote and/or Blended Remote Learning Day Plan(s)</i> 6:185, <i>Remote Educational Program</i>	
Anti-bias curriculum	6:60, <i>Curriculum Content</i>	
Driver education eligibility and requirements (high schools only)	6:60, <i>Curriculum Content</i>	
Parental objections to sex education, family life instruction, and sexually transmitted diseases	6:60-AP1, E1, <i>Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and /or Opt-outs</i>	12.40, <i>Family Life & Sex Education Classes</i> 12.40-E1, <i>Notice to Parents/Guardians on Sex Education Instruction</i>
Biking and Walking Safety Education	6:60-AP1, E2, <i>Resources for Biking and Walking Safety Education</i>	
Accelerated placement availability	6:135, <i>Accelerated Placement Program</i>	2:90, <i>Credit for Proficiency, Non-District Experiences, Course Substitutions</i>

		<i>and Accelerated Placement</i>
Adaptive physical education program exemption	6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i>	2.80, <i>Exemption from PE Requirement (Regular Education)</i>
Bilingual education availability	6:160, <i>English Learners</i>	12.60, <i>English Learners</i>
Co-curricular activities	6:190, <i>Extracurricular and Co-Curricular Activities</i>	9.10, <i>Extracurricular and Athletic Activities Code of Conduct</i>
“No Pass, No Play”	6:190, <i>Extracurricular and Co-Curricular Activities</i> 6:190-AP, <i>Academic Eligibility for Participation in Extracurricular Activities</i>	9.10, <i>Extracurricular and Athletic Activities Code of Conduct</i>
Parental right to review instructional materials	6:210, <i>Instructional Materials</i>	11.10, <i>Student Privacy Protections</i>
Acceptable use and Internet safety	6:235, <i>Access to Electronic Networks</i> 6:235-AP1, <i>Acceptable Use of the District’s Electronic Networks</i> 6:235-AP1, E1, <i>Student Authorization for Access to the District’s Electronic Networks</i> 6:235-AP1, E2, <i>Staff Authorization for Access to the District’s Electronic Networks</i>	7.10, <i>Acceptable Use of the District’s Electronic Networks</i> 7.10-E1, <i>Student Authorization for Access to the District’s Electronic Networks</i>
Social promotion	6:280, <i>Grading and Promotion</i> 6:280-AP, <i>Evaluating and Reporting Student Achievement</i>	2.60, <i>Grading and Promotion</i>
High school graduation requirements (high schools only)	6:300, <i>Graduation Requirements</i>	2.120, <i>High School Graduation Requirements</i>
Right of students with IEP to participate in graduation ceremony (high schools only)	6:300, <i>Graduation Requirements</i>	10.40, <i>Certificate of High School Completion</i>
Physical education, including waiver of required classes	6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i>	2.80, <i>Exemption from PE Requirement (Regular Education)</i> 10.30, <i>Exemption from PE Requirement (Special</i>

		Education)
Class schedules, building specific		
Schedule of testing programs, building specific	6:340, <i>Student Testing and Assessment Program</i>	
Student distribution of non-curricular material	7:310, <i>Restrictions on Publications; Elementary Schools</i> 7:310-AP, <i>Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools</i> 7:315, <i>Restrictions on Publications; High Schools</i> 7:315-AP, <i>Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools</i>	7.20, <i>Guidelines for Student Distribution of Non-School Sponsored Publications</i> 7.27, <i>Access to Non-School Sponsored Publications</i>

General Information

Recommended Topics	IASB PRM	IPA MSH
School calendar	6:20, <i>School Year Calendar and Day</i>	
Field trip	6:240, <i>Field Trips</i> 6:240-AP, <i>Field Trip Guidelines</i>	6.60, <i>Field Trips</i>
Release time for religious instruction/observance	7:80, <i>Release Time for Religious Instruction/Observance</i>	2.30, <i>Release Time for Religious Instruction and Observance</i>
Release time for students voting in elections	7:90, <i>Release During School Hours</i>	
Extracurricular drug and alcohol testing (if applicable)	7:240-AP2, <i>Extracurricular Drug and Alcohol Testing Program</i> 7:240-AP2, E1, <i>Consent to Participate in Extracurricular Drug and Alcohol Testing Program</i>	9.10, <i>Extracurricular and Athletic Activities Code of Conduct</i>
Eligibility to remove college entrance exams from student transcripts	7:340, <i>Student Records</i>	11.20, <i>Student Records</i>
Equal access to school facilities	8:20, <i>Community Use of School Facilities</i>	
Identification and registration of	8:30, <i>Visitors to and Conduct on</i>	1.40, <i>Visitors</i>

persons entering the school building	<i>School Property</i>	
Statement that the handbook is: 8. Only a summary of board policies governing the district; board policies are available to the public at the district office 9. A document that may be amended during the year without notice 10. Is a communication tool of all policies to persons expected to execute and comply with them	2:240, <i>Board Policy Development</i>	1.20, <i>Student/Parent Handbook Acknowledgement and Pledge</i> 1.30, <i>General School Information</i>
Address of District offices, list of administrators, and contact information	2:250, <i>Access to District Public Records</i> 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i>	1.30, <i>General School Information</i>
Board members' names	2:250, <i>Access to District Public Records</i> 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i>	1.30, <i>General School Information</i>
List of District school addresses	2:250, <i>Access to District Public Records</i> 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i>	1.30, <i>General School Information</i>

Special Circumstance Notifications

Special Circumstance Topics	IASB PRM	IPA MSH
Notification for unsafe school transfer choice	4:170, <i>Safety</i> 4:170-AP5, <i>Unsafe School Choice Option</i>	12.100, <i>Unsafe School Choice Option</i>
Notification of right to review teachers' qualifications	5:190, <i>Teacher Qualifications</i> 5:190-E1, <i>Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications</i> 5:190-E2, <i>Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four</i>	12.130, <i>Parent Notices Required by the Every Student Succeeds Act</i>

	<p><i>Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements</i></p> <p>5:190-E3, <i>Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment</i></p>	
<p>Notice when:</p> <ol style="list-style-type: none"> 11. Student is being taught by a teacher who is not highly qualified, 12. School identified as in need of improvement, 13. Schools are identified for corrective action, 14. Schools are identified for restructuring, 15. There is eligibility for supplemental educational services, and 16. The district offers voluntary school choice, if applicable 	<p>5:190-E2, <i>Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements</i></p> <p>6:15, <i>School Accountability</i></p>	
Credit for proficiency	6:110, <i>Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program</i>	2.90, <i>Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement</i>

Students

Exhibit - Long Term Out-of-School Suspension (4-10 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

Student

Incident Date

Student handbook rule(s) and/or Board policy violated:

Date and time of pre-suspension conference with student:

(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension:

Date student is eligible to return to school:

Description of incident: (List all pertinent information (date, time, location) regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)

Rationale for the specific duration of the suspension:

It has been further determined that: (At least one of the following must be completed.)

17. I. **Your child's continued presence at school poses a threat to school safety of other students, staff, or members of the school community.** Due to the egregious nature of your child's conduct (i.e.,

physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following additional reasons: (List explanation below.)

18. II. **Your child's continued presence at school substantially disrupts, impedes, or interferes with the operation of the school.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct school, officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, or more of the following: (List explanation below.)

The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. The following behavioral and disciplinary interventions have been exhausted *(List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources; e.g., any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FBA), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)*

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit.

Students that are suspended out-of-school for 4 or more school days must be provided with appropriate and available support services during the period of suspension. The following support services are available to your child: *(Note that this requirement only applies to students who are suspended out-of-school for 4 through 10 school days. List all support services or indicate if no support services are appropriate and available.)*

To discuss this matter, you may contact the Building Principal.

Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to *(insert name and address of the Superintendent)*.

Building Principal
cc: School Board

Date

School Board

Ethics and Gift Ban

Prohibited Political Activity

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

No employee shall intentionally perform any *political activity* during any *compensated time*, as those terms are defined herein.

No Board member or employee shall intentionally use any District property or resources in connection with any political activity.

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.

No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

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

Limitations on Receiving Gifts

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

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.

Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.

Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.

Educational materials and missions.

Travel expenses for a meeting to discuss District business.

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.

Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of

the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.

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.

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.

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.

Bequests, inheritances, and other transfers at death.

Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

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

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under 26 U.S.C. §501(c)(3).

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 definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

Political activity means:

2. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration,

or other political event.

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.

Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

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.

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.

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.

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.

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.

Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

Preparing or reviewing responses to candidate questionnaires.

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.

Campaigning for any elective office or for or against any referendum question.

Managing or working on a campaign for elective office or for or against any referendum question.

Serving as a delegate, alternate, or proxy to a political party convention.

Participating in any recount or challenge to the outcome of any election.

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

Prohibited source means any person or entity who:

3. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;

Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;

Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;

Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;

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

Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

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

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

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

LEGAL REF.: 105 ILCS 5/22-93.
 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)

School Board

Qualifications, Term, and Duties of Board Officers

The School Board officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

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

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act (OMA) and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by OMA;
10. Administer the oath of office to new Board members;
11. Serve as or appoint the Board's official spokesperson to the media;
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
13. Ensure that all fingerprint-based criminal history records information checks, screenings, and sexual misconduct related employment history reviews (EHRs) required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Superintendent.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

14. The office of President is vacant;
15. The President is absent; or
16. The President is unable to perform the office's duties.

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

Secretary

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before

appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

17. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
18. Mail meeting notification and agenda to news media who have officially requested copies;
19. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
20. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
21. Act as the local election official for the District;
22. Arrange public inspection of the budget before adoption;
23. Publish required notices;
24. Sign official District documents requiring the Secretary's signature; and
25. Maintain Board policy and such other official documents as directed by the Board.

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

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

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

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

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment.

The Treasurer must:

29. Be at least 21 years old;
30. Not be a member of the County Board of School Trustees; and
31. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

32. Furnish a bond, which shall be approved by a majority of the full Board;
33. Maintain custody of school funds;
34. Maintain records of school funds and balances;
35. Prepare a monthly reconciliation report for the Superintendent and Board; and
36. Receive, hold, and expend District funds only upon the order of the Board.

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

LEGAL REF.: 105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, 5/21B-85, and 5/22-94.
5 ILCS 120/7, Open Meetings Act.

5 ILCS 420/4A-106, Ill. Governmental Ethics Act.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure), 5:30 (Hiring Process and Criteria)

School Board

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 the certificate of completion with the Board. Training on OMA is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

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

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

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

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:

4. 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.

5. 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.
6. The Board President may request a veteran Board member to mentor a new member.
7. 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)

School Board

Communications To and From the Board

The School Board welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) posted on the District's website. The Superintendent or designee shall:

4. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and

During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response in the Board meeting packet.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

Agenda item suggestions

Reminders regarding meeting times, dates, and places

Board meeting agendas or information concerning agenda items

Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.
 50 ILCS 205/20, Local Records Act.

CROSS REF.: 2:220 (School Board Meeting Procedure), 3:30 (Chain of Command), 8:110
 (Public Suggestions and Concerns)

Operational Services

Fiscal and Business Management

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

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an *Authorization for Access to the District's Electronic Network*.

Budget Planning

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

Preliminary Adoption Procedures

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

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

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

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

Final Adoption Procedures

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

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

The Superintendent or designee shall perform each of the following:

3. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.
4. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be

received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.

5. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy.
6. Present a written report that includes the annual average expenditures of the District's operational funds for the previous three fiscal years at or before the board meeting at which the Board adopts its levy. In the event the District's combined cash reserve balance of its operational funds is more than 2.5 times the annual average expenditures of those funds for the previous three fiscal years, the Board will adopt and file with ISBE a reserve reduction plan by December 31.
7. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
8. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in the School Code and Truth in Taxation Act.

Budget Amendments

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

Implementation

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

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

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

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

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

Operational Services

Revenue and Investments

Revenue

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

Investments

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

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

Investment Objectives

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

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

Authorized Investments

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

5. 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.
6. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.
The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (c) any other agency created by Act of Congress.
7. 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.
8. Short-term obligations of corporations organized in the United States with assets exceeding

\$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than 270 days from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short-term obligations of corporations under this paragraph.

9. 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.
10. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
11. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
12. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
13. 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.
14. 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.
15. The Illinois School District Liquid Asset Fund Plus.
16. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

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

of the following requirements:

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
 - b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to “purchase” specified securities from a designated institution. The “custodial bank” is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
 - c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank’s computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
 - d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
 - e. The security interest must be perfected.
 - f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
 - g. Agreements shall be for periods of 330 days or less.
 - h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
 - i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District’s claims to rights to those securities.
 - j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
 - k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.
17. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 13 supersedes paragraphs 1-12 and controls in the event of conflict.

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

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

Selection of Depositories, Investment Managers, Dealers, and Brokers

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

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination that 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 that 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:

18. 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;
19. 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;
20. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
21. 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
22. 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. 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 Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

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

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 the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

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

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

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

Operational Services

Incurring Debt

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the Ill. State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.

Bond Issue Obligations

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of the Securities Act of 1933, as amended and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from *gross income* for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.

LEGAL REF.: 15 U.S.C. §77a et seq., Securities Act of 1933.
 15 U.S.C. §78a et seq., Securities Exchange Act of 1934.
 17 C.F.R. §240.15c2-12.
 30 ILCS 305/2, Bond Authorization Act.
 30 ILCS 352/, Bond Issue Notification Act.
 30 ILCS 350/, Local Government Debt Reform Act.
 50 ILCS 420/, Tax Anticipation Note Act.
 105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

CROSS REF.: 4:10 (Fiscal and Business Management)

ADMIN. PROC.: 4:40-AP (Preparing and Updating Disclosures)

Operational Services

Purchases and Contracts

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

Standards for Purchasing and Contracting

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

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. 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 Conservation*.
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) prohibit any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal

offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

- b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the 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, including tuberculosis screening, as required by the Ill. 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)

Operational Services

Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$17,500, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Ill. State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school

or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act; 28 C.F.R. Parts 35 and 36.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.63, and 5/17-2.11.
105 ILCS 140/, Green Cleaning Schools Act.
105 ILCS 230/, School Construction Law.
410 ILCS 25/, Environmental Barriers Act.
410 ILCS 35/25, Equitable Restrooms Act.
820 ILCS 130/, Prevailing Wage Act.
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

Operational Services

Safety

Safety and Security

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

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

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

School Safety Drill Plan

During 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/):

6. 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.
7. One bus evacuation drill.
8. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
9. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.

Annual Review

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

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:

10. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
11. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
12. 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:

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

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

Lead Testing in Water

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

Emergency Closing

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

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12, and 5/18-12.5.
 105 ILCS 128/, School Safety Drill Act; 29 Ill.Admin.Code Part 1500.
 210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.
 225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 4:190 (Targeted School Violence Prevention Program), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

Operational Services

Targeted School Violence Prevention Program

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

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

Establish a District-level School Violence Prevention Team to: (a) develop a District-level Targeted School Violence Prevention Plan, and (b) oversee the District's Building-level Threat Assessment Team(s).

Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.

Require all District staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self.

Encourage parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self.

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

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

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

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

General Personnel

Equal Employment Opportunity and Minority Recruitment

The School 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 his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

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

Administrative Implementation

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

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

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

Complaint Managers:

Name

Name

Address

Address

Email

Email

Telephone

Telephone

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. §701 et seq., Rehabilitation Act of 1973.
 38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
 42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
 42 U.S.C. §2000gg et seq., Pregnant Workers Fairness Act; 29 C.F.R. Part 1636.
 42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
 42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
 Ill. Constitution, Art. I, §§17, 18, and 19.
 105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
 410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 513/25, Genetic Information Privacy Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.:

2:260 (Uniform Grievance Procedure), 2:265 (Title IX 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 Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

General Personnel

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, 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 and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX 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 individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

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

Coordinator, and/or a Complaint Manager.

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

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

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

Complaint Managers:

Name

Name

Address

Address

Email

Email

Telephone

Telephone

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 Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the

Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged 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 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 person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge.

Retaliation Prohibited

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

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

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

LEGAL REF.: 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, 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 Cnty., 555 U.S. 271 (2009).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).
Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).
Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).
Sangamon Cnty. Sheriff'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 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 and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
 15 U.S.C. §1681 et seq., Fair Credit Reporting Act.

42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10,
5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.
20 ILCS 2630/3.3, Criminal Identification Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 112/, Equal Pay Act of 2003.
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), aff'd in
part and remanded 115 Ill.2d 482 (Ill. 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

General Personnel

Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.” “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. “Overtime” is time worked in excess of 40 hours in a single workweek.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor’s express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee’s written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.: 820 ILCS 105/4a.
29 U.S.C. §201 et seq., Fair Labor Standards Act; 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310

(Compensatory Time-Off)

General Personnel

Abused and Neglected Child Reporting

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

Any District employee who discovers child pornography on electronic and information technology equipment 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 <https://report.cybertip.org> or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

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

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

The Superintendent or designee shall provide staff development opportunities for 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 three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations as required by law and policy 5:100, *Staff Development Program*.

Alleged Incidents of Sexual Abuse; Investigations

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

activity.

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

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as 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 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 ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

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

When the Board learns that a licensed teacher was convicted of 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)

General Personnel

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

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

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

Professional and Appropriate Conduct

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

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

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and 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 maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - d. Violates expectations and guidelines for employee-student boundaries.
 - e. Sexually harasses a student.

- f. 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).
- g. Engages in grooming as defined in 720 ILCS 5/11-25.
- h. 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:

- 6. Superintendent;
- 7. Building Principal;
- 8. Head of any department;
- 9. 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;
- 10. Hearing officer;
- 11. Any employee having supervisory authority for 20 or more employees; and
- 12. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

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

Prohibited Interests; Conflict of Interest; and Limitation of Authority

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

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

- 13. A member of the employee’s immediate family;
- 14. An employee’s partner; or
- 15. 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*.

School Counselor Gift Ban

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 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:

16. Opportunities, benefits, and services available on the same conditions as for the general public.
17. Anything for which the school counselor pays market value.
18. A gift from a relative.
19. Anything provided by an individual on the basis of a personal friendship, unless the school counselor believes that it was provided due to the official position or employment of the school counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the school counselor must consider the circumstances in which the gift was offered, including any of the following:
 - i. The history of the relationship between the individual giving the gift and the school counselor, including any previous exchange of gifts between those individuals.
 - j. Whether, to the actual knowledge of the school counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - k. Whether, to the actual knowledge of the 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.
20. Bequests, inheritances, or other transfers at death.
21. Any item(s) during any calendar year having a cumulative total value of less than \$100.
22. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.
23. 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 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 501(c)(3) tax-exempt charity.

Outside Employment

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

Incorporated

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

LEGAL REF.: U.S. Constitution, First Amendment.
2 C.F.R. §200.318(c)(1).
5 ILCS 420/4A-101, Ill. Governmental Ethics Act.
5 ILCS 430/, State Officials and Employee Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/11-25, Criminal Code of 2012.
775 ILCS 5/5A-102, Ill. Human Rights Act.
23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

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

General Personnel

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/or 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*, 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. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. 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*.
6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any 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.
7. Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only 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.
9. 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.
 10. 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:

11. 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; Code of Professional Conduct; and Conflict of Interest*.
12. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
13. Build awareness of this policy with students, parents, and the community.
14. 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*.
15. 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; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

General Personnel

Personnel Records

Maintenance and Access to Records

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School 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 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 shall:

6. 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
7. 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.
8. 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/, Personnel Record Review Act.

23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

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 shall ensure that all teachers, other licensed educational employees (except for individuals employed as paraprofessional educators), and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the School 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/or 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.

School personnel 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) is prohibited in all circumstances. School personnel may only use reasonable force 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)

Instruction

School Year Calendar and Day

School Calendar

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

Commemorative Holidays

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

School Day

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

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-20.46, 5/10-30, 5/18-12, 5/18-12.5,
 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, and 5/27-20.2.
 10 ILCS 5/11-4.1, Election Code.
 5 ILCS 490/, State Commemorative Dates Act.
 23 Ill.Admin.Code §1.420(f).
 Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

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

Instruction

Curriculum Content

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

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

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

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

shall be determined by the Superintendent or designee. The curriculum must incorporate Board policy 6:235, *Access to Electronic Networks*, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.

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

English, social studies, or any other subject.

14. In grades 9 through 12, 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 education, including instruction on: (a) the current problems and needs in the conservation of natural resources and (b) beginning in the fall of 2026, instruction on climate change.
17. In all schools, instruction as determined by the Superintendent or designee on United States (U.S.) history must be taught, including: (a) the 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, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.
In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
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 renaissance, as well as the struggles and contributions of African-Americans.
22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
24. 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, and 5/27-24.2.
 105 ILCS 110/3, Comprehensive Health Education Program.
 105 ILCS 435/, Vocational Education Act.
 625 ILCS 5/6-408.5, Ill. Vehicle Code.
 23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

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

Instruction

Student Social and Emotional Development

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

4. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
5. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
6. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
7. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
8. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
9. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
10. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.: Children's Mental Health Act, 405 ILCS 49/.

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

Instruction

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:
 - c. 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.
 - d. 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.
 - e. 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 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)

Instruction

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 or licensed educators with a school support personnel endorsement in the area of school counseling.

[For Elementary and Unit Districts]

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

[For High School and Unit Districts]

The guidance program will assist 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 and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information)

Instruction

Student Testing and Assessment Program

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

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

5. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests. Informs students of the timelines and procedures applicable to their participation in every State assessment.
Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
 105 ILCS 10/, Illinois School Student Records Act.
 105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, 5/2-3.64a-15, 5/2-3.107, 5/2-3.153, 5/10-17a, 5/22-82, and 5/27-1.
 23 Ill. Admin. Code §§1.30(b) and 375.10.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

16.

Students

Equal Educational Opportunities

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

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

Any student may file a 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 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), 7:165 (School Uniforms), 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)

Students

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 (IDPH), 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 nursery school, 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 for students in grades 6 and 12.

As required by State law:

4. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
5. A diabetes screening is a required part of each health examination; diabetes testing is not required.
6. 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.
7. Before admission and in conjunction with required physical examinations, parents/guardians 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.
8. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
9. 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/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year 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 October 15, the student must present, by October 15, 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 registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is

scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 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, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, 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 October 15. The Superintendent or designee shall ensure that parents/guardians 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 parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

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

10. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians 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.
11. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
12. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
13. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

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-Vento 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.
77 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.

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)

Students

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775 ILCS 5/1-103(Q). Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.: 105 ILCS 5/2-3.25 and 5/10-22.25b.
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:165 (School Uniforms), 7:190 (Student Behavior)

Students

School Uniforms

Students are encouraged to wear school uniforms to school on all school attendance days, in order to maintain and promote orderly school functions, student safety, and a positive learning environment. The Building Principal is authorized to designate days on which this uniform policy is relaxed.

The Superintendent or designee shall designate a school-wide uniform after receiving input from school staff members, parents, and interested community members. Students may:

1. Display religious messages on items of clothing to the same extent they are permitted to display other messages;
2. Wear attire that is part of the student's religious practice;
3. Wear or display expressive items, such as a button, as long as such items do not contribute to disruption by substantially interfering with discipline or with the rights of others; and
4. Wear the uniform of a nationally recognized youth organization such as Boy Scouts or Girl Scouts on regular meeting days.

No student shall be denied attendance at school, penalized, or otherwise subject to compliance measures for failing to wear a uniform because of:

5. Personal choice;
6. Insufficient time in which to comply with this policy;
7. Financial hardship;
8. Hairstyles, including hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists;
9. Graduation attire or accessories to graduation attire associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775 ILCS 5/1-103(Q); or
10. Religious objection by the student's parent/guardian to the student's compliance with this policy or the applicable uniform, if they have provided the Superintendent with a signed statement detailing their objection.

Any student eligible for reduced or free lunches, or for a waiver of student fees, is eligible for financial assistance toward the purchase of school uniforms. The Superintendent or designee shall develop a process for informing parents/guardians of the availability of financial assistance and a method to process financial requests.

No student shall be suspended or expelled from school, or receive a lowered academic grade, because of failing to comply with this policy.

The Superintendent or designee shall develop incentives and positive reinforcement measures to encourage full compliance.

LEGAL REF: 105 ILCS 5/2-3.25 and 5/10-22.25b.

CROSS REF: 4:140 (Waiver of Student Fees), 7:160 (Student Appearance), 7:190 (Student

Behavior)

Students

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

Definitions from 105 ILCS 5/27-23.7

Bullying includes *cyberbullying* 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:

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

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

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

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

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

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

Bullying Prevention and Response Plan

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

9. The District uses the definition of *bullying* as provided in this policy.
10. 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.
11. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

Complaint Managers:

<hr/> <p>Name</p>	<hr/> <p>Name</p>
<hr/> <p>Address</p>	<hr/> <p>Address</p>
<hr/> <p>Email</p>	<hr/> <p>Email</p>
<hr/> <p>Telephone</p>	<hr/> <p>Telephone</p>

12. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
13. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
17. 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.

14. 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.
15. 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.
16. 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.
17. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
18. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
19. 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:
 - e. The frequency of victimization;
 - f. Student, staff, and family observations of safety at a school;
 - g. Identification of areas of a school where bullying occurs;
 - h. The types of bullying utilized; and
 - i. Bystander intervention or participation.
18. The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:
 - i. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
 - ii. If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
 - iii. A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.
19. 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.
20. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - j. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - k. 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.

- l. 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.
- m. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- n. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- o. 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.
- p. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- q. 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.
- r. 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.
- s. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

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

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

Students

Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program 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.
3. Students are given the 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:

4. 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.
5. 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.
6. An attempted phone call to the student's parent(s)/guardian(s).
7. 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 child's 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 that the student's continuing presence in school would either pose:
 1. A threat to school safety, or
 2. A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 3. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 4. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 5. That the student's continuing presence in school would either:
 - a. Pose a threat to the safety of other students, staff, or members of the school

- community, or
- b. Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 4 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.
8. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

Upon request of the parent(s)/guardian(s), 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 parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. 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, 419 U.S. 565 (1975).
105 ILCS 5/10-20.14, 5/10-22.6.
23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities),
7:190 (Student Behavior), 7:220 (Bus Conduct)

Community Relations

Connection with the Community

Public Relations

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The Board, in collaboration with the Superintendent or designee, shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Ensure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's goodwill, respect, and trust.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media and community accurately informed.

The public relations program should include:

8. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using District social media accounts, and/or sending to the news media.
9. News conferences, interviews, and official Board or District statements, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. As official spokesperson for the Board, the Board President will communicate on behalf of the Board to the news media and community. Statements made by Board members when not authorized by the Board will be considered personal comments of the Board member, and Board members are encouraged to identify such statements as their personal opinions. Official Board or District statements (other than those made directly to the media) will be made through the District website and/or its social media accounts, at official District events, or through other official communication methods, such as District email or mailings. Individuals may speak for the District only with prior approval from the Superintendent.
10. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
11. Other efforts that highlight the District's programs and activities.

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools. Effective community engagement is essential to create trust and support among the community, Board, Superintendent, and District staff.

The Board, in consultation with the Superintendent articulates the District's community engagement goals.

The Board will periodically: (1) review whether its community engagement goal(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness;

and (3) determine whether to continue individual tactics.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)
21.

2024 Tax Levy

2024 Estimated EAV \$ 257,424,860
2024 Estimated New Property \$ 3,543,786
Limiting Rate: 3.80270

	2023 Rate	2023 Extension	2024 Calculated Rate	Calculated 2024 Tax Extension	2024 Proposed Rate	Proposed 2024 Levy Request	Increase
Transportation	0.19483	\$ 501,538	0.20426	\$ 525,829	0.28164	\$ 725,000	\$ 223,462
Education	1.83643	\$ 4,727,418	1.92537	\$ 4,956,381	2.12349	\$ 5,466,393	\$ 738,975
Building	0.55559	\$ 1,430,231	0.58250	\$ 1,499,501	0.58269	\$ 1,500,000	\$ 69,769
IMRF	0.06685	\$ 172,095	0.07009	\$ 180,430	0.05050	\$ 130,000	\$ (42,095)
Working Cash	0.04139	\$ 106,537	0.04339	\$ 111,697	0.05050	\$ 130,000	\$ 23,463
Tort Immunity	0.07524	\$ 193,697	0.07889	\$ 203,078	0.11654	\$ 300,000	\$ 106,303
Social Security	0.07788	\$ 200,471	0.08165	\$ 210,180	0.10877	\$ 280,000	\$ 79,529
Special Education	0.61597	\$ 1,585,649	0.64580	\$ 1,662,447	0.81577	\$ 2,100,000	\$ 514,351
Fire Prevention & Safety	0.08268	\$ 212,833	0.08668	\$ 223,141	0.02913	\$ 75,000	\$ (137,833)
Lease	0.08017	\$ 206,369	0.08405	\$ 216,365	0.10100	\$ 260,000	\$ 53,631
Bond & Interest	0.62439	\$ 1,607,326	0.62928	\$ 1,619,925	0.62928	\$ 1,619,925	\$ 12,599
Total Tax Extension	4.25140	\$ 10,944,163	4.43196	\$ 11,408,974	4.88932	\$ 12,586,318	\$ 1,642,155

% Increase Over 2023 Extension

4.25%

15.00%

<u>FDTLOC</u>	<u>FUNC</u>	<u>OBJ</u>	<u>SJ</u>	<u>FUNC</u>	<u>Beginning</u> <u>Balance</u>	<u>2023-24</u> <u>YTD Activity</u>	<u>Ending</u> <u>Balance</u>	
10Q000	7040	0000	00	000000	FUND BALANCE	-2,720,316.74	1,278,098.37	-1,442,218.37
20Q000	7040	0000	00	000000	FUND BALANCE	-2,393,321.04	-212,820.03	-2,606,141.07
30Q000	7040	0000	00	000000	FUND BALANCE	-412,698.23	-61,832.91	-474,531.14
40Q000	7040	0000	00	000000	FUND BALANCE	-127,417.74	-281,260.12	-408,677.86
50Q000	7040	0000	00	000000	FUND BALANCE	-252,245.96	16,878.57	-235,367.39
60Q000	7040	0000	00	000000	FUND BALANCE	-31,820,865.68	12,144,865.38	-19,676,000.30
61Q000	7040	0000	00	000000	FUND BALANCE	-2,671,095.86	-233,841.53	-2,904,937.39
70Q000	7040	0000	00	000000	FUND BALANCE	-2,510,510.63	-202,888.78	-2,713,399.41
80Q000	7040	0000	00	000000	FUND BALANCE	-104,902.24	160,494.64	55,592.40
90Q000	7040	0000	00	000000	FUND BALANCE	-615,662.43	-288,067.48	-903,729.91
Grand Equity Totals					-43,629,036.55	12,319,626.11	-31,309,410.44	

Number of Accounts: 10

***** End of report *****

**NOTICE OF PROPOSED PROPERTY TAX INCREASE
FOR
COMMUNITY UNIT SCHOOL DISTRICT #16**

I. A public hearing to approve a proposed property tax levy increase for Community Unit School District #16 for 2024 will be held on Wednesday, December 19, 2024, at 6:00 p.m. at the New Berlin Elementary School in the library.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Mrs. Jilinda Larson, Superintendent, 600 N Cedar, New Berlin, IL, 62670. Phone (217) 488-2040.

II. The corporate and special purpose property taxes extended for 2023 were \$ 9,336,838.

The proposed corporate and special purpose property taxes to be levied for 2024 are \$10,966,393. This represents a 17.45 percent increase over the previous year.

III. The property taxes extended for debt service and public building commission leases for 2023 were \$ 1,607,326.

The estimated property taxes to be levied for debt service and public building commission leases for 2024 are \$ 1,619,925. This represents a 0.78 percent increase over the previous year.

IV. The total property taxes extended for 2023 were \$10,944,163.

The estimated total property taxes to be levied for 2024 are \$12,586,318. This represents a 20.84 percent increase over the previous year's levy.



New Berlin CUSD #16

600 N. Cedar St., New Berlin, IL 62670

(217) 488-2040

www.pretzelpride.com

REQUEST FOR PROPOSAL for NEW SCHOOL BUS

New Berlin Community Unit School District No. 16 (District) is accepting bids for the purpose of purchasing two (2) new school buses. All bids should be submitted in sealed envelopes marked "BUS BID 01-10-2025." The District will publically open the bids in the office of the Superintendent, 600 N Cedar St. New Berlin, IL 62670 at 9:00 a.m. (prevailing time), on January 10th, 2025. The District will not be responsible for bids opened because they were not clearly marked "BUS BID 01-10-2025." The District will not accept late bids, no matter the reason for missing the deadline, facsimile bids, or any bid that otherwise does not meet the specifications contained herein. Bid documents are available on the District's website at www.pretzelpride.com/page/transportation. Questions can be directed to Seth Hill, Transportation Director, via email at shill@pretzelpride.com.

Jill Larson
Superintendent

Hattie Llewellyn
High School Principal

Brandon Radford
Jr. High Principal

Matthew Jokisch
Elementary Principal

Jodi Acree
Elementary Asst. Principal

From: **Kristy Weidhuner** <kweidhuner@pretzelpride.com>
Date: Tue, Oct 29, 2024 at 9:31 AM
Subject: Build Conference
To: Hattie Llewellyn <hlllewellyn@pretzelpride.com>

Good morning,

There is a junior and senior FFA conference that is on November 25 and 26. This is an overnight event that requires school board approval!

I will include additional information about the conference below! It will provide the students with team building, leadership, and other agricultural knowledge!

- **Dates** - Monday, November 25 - Tuesday, November 26, 2024 (**Overnight Conference**)
- **Time**: Monday - 10:00 a.m. - 5:15 p.m. & Tuesday - 8:30 a.m. - 2:00 p.m. (**Registration on Monday from 8:00 a.m. - 10:00 a.m.**)

Place - Illinois State University, Bone Student Center, Illinois State University, 100 N University St, #146, Normal, IL 61761

Thank you,

--

Kristy Weidhuner
New Berlin High School
Agriculture Instructor/FFA Advisor



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Certified	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	Subject/Grade:	Click or tap here to enter text.	ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Ryan King			Hourly/Daily Rate of Pay:	
Location:	Junior High School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	2	Annual Rate of Pay:	\$1,562.00
Extra-curricular assignment:	6th Grade Boys Basketball	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Ryan McDonald	Desired Beginning Date:	December 1, 2024		
Position Supervisor:	Blake Lucas				
Action Requested by:	Blake Lucas	Date:	November 6, 2024		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates