

**AGENDA FOR BOARD OF EDUCATION MEETING -AMENDED  
COMMUNITY HIGH SCHOOL DISTRICT #154  
HELD AT THE COMMUNITY HIGH SCHOOL DISTRICT #154 AT 6:00 PM  
MONDAY, MARCH 17, 2025**

- A. Call to Order at
- B. Recommend a motion to approve the amended agenda
- C. Executive Session to discuss Litigation ILCS 120/2(c)(11), Student disciplinary cases. 5 ILCS 120/2(c)(9), Personnel 5 ILCS 120/2(c)(1). The purchase or lease of real property. 5 ILCS 120/2(c)(5) The setting of price for sale or lease of property owned by a public body. 5 ILCS 120/2(c)(6), 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).
- D. Returned from Executive Session at
- E. Introduction of Guests
- F. Public Comments (3-5) minutes.
- G. Consent Agenda
  - 1. Read and approve the minutes of the regular and executive session of February 24, 2025 and March 3, 2025.
  - 2. Read and approve the financial obligations of the District and Treasurers report
  - 3. Recommend acceptance of the John Swanson Trust, Kooi and Pingel Educational Loan Trust Summary Report, Union American Legion Scholarship and Franks Family Fine Arts Fund of February 28, 2025.
  - 4. Recommend approval for an overnight field trip for SkillsUSA students to attend the state competition in Peoria, Illinois from April 24-26, 2025.
  - 5. Recommend acceptance of the School Library Grant in the amount of \$850.
  - 6. Recommend passing a Resolution to authorize the district to continue participating in the McHenry County Safe Schools Program for the 2025-2026 school year.
  - 7. Recommend renewal of IHSA membership for the 2025-2026 school year.
- H. New Business
  - 1. Presentation by Dawn Schoen on current counseling services provided by Partnering For Prevention, LLC.
  - 2. Athletics and Activities Presentation by Dwain Nance, AD: Winter Recap and Spring Preview
  - 3. Recommend approval of the personnel report as presented.
    - Resignations
      - Kristie McManus-LaRocco - Fall & Winter Cheer Coach

- Sis Riedl - Boys Bowling
    - Sis Riedl - Math Team
  - Hires
    - Rafael Martinez - Head Boys Tennis, F/1
  - Leaves
4. Recommend approval of school fees for the 2025-2026 school year.
  5. Recommend approval of the Cybersecurity Incident Response Plan
- I. Executive Session to discuss Litigation ILCS 120/2(c)(11), Student disciplinary cases. 5 ILCS 120/2(c)(9), Personnel 5 ILCS 120/2(c)(1). The purchase or lease of real property. 5 ILCS 120/2(c)(5) The setting of price for sale or lease of property owned by a public body. 5 ILCS 120/2(c)(6), 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).
  - J. Returned from Executive Session at
  - K. Recommend possible action as a result of executive session.
    - Recommend approval of the Cybersecurity Incident Response Plan
    - Recommend approval of the personnel report as presented
    - Recommend acceptance of the Resignation Agreement and General Release between the Board of Education of Marengo Community High School District #154, McHenry County, Illinois, and Michelle Bartula, effective March 17, 2025.
  - L. Superintendent Report
  - M. Adjournment

BOARD OF EDUCATION  
MEETING  
Monday, February 24, 2025 7:00 PM

Marengo Community High School District #154  
110 Franks Road  
Marengo, IL 60152

Jodie Kanaly: Present, Anthony Martin: Present, Farrah Ranzino: Present, Candice Samuelson: Present, David Schultz: Present, Shane Spring: Absent, Todd Volkening: Present. Present: 6, Absent: 1.

Staff Attendance: David Engelbrecht, Superintendent; Angela Fink, Assistant Superintendent; Danielle Rudsinski, Business Manager

A. Call to Order at 7:01pm

B. Introduction of Guests – See attached

C. Public Comments (3-5) minutes.

D. Consent Agenda

Motion to approve the consent agenda items as presented. This motion, made by David Schultz and seconded by Anthony Martin, Carried.

Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Shane Spring: Yea, Todd Volkening: Yea  
Yea: 7, Nay: 0

D.1. Read and approve the minutes of the regular and executive session of January 27, 2025.

D.2. Read and approve the financial obligations of the District and Treasurers report.

D.3. Recommend acceptance of the John Swanson Trust, Kooi and Pingel Educational Loan Trust Summary Report, Union American Legion Scholarship and Franks Family Fine Arts Fund of January 31, 2025.

D.4. Recommend acceptance of a donation in the amount of \$500 from Mortgage Capital Group, Inc.

E. New Business

E.1. Recognition of the Competitive Cheerleading Team for qualifying for the IHSA State Competitive Cheer Competition.

E.2. Junior Class Officers (Ariana Rodriguez - President, Regan Heimsoth - Vice President, Paige Aubry - Secretary, Elizabeth White - Treasurer) will present their plans for Prom.

E.3. Presentation by Dawn Schoen on current counseling services provided by Partnering For Prevention, LLC.

Motion to table item until next meeting. This motion, made by Candice Samuelson and seconded by Anthony Martin, Carried.

Shane Spring: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Todd Volkening: Yea  
Yea: 6, Nay: 0, Absent: 1

Jay Mullens, Principal entered the meeting at 7:49pm

#### E.4. Alpha Controls Presentation

E.5. Recommend entering into an energy savings project with Alpha Controls.

Motion to enter into an energy savings project with Alpha Controls. This motion, made by David Schultz and seconded by Jodie Kanaly, Carried.

Shane Spring: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Todd Volkening: Yea

Yea: 6, Nay: 0, Absent: 1

E.6. Recommend approval to purchase two new 2025 Chrysler Pacifica Minivans through Bob Ridings Fleet Sales Program under a State of Illinois Joint Purchase Contract for a total purchase price of \$93,328.

Motion to approve the purchase of two new 2025 Chrysler Pacifica Minivans through Bob Ridings Fleet Sales Program under a State of Illinois Joint Purchase Contract for a purchase price of \$93,328. This motion, made by Anthony Martin and seconded by Candice Samuelson, Carried.

Shane Spring: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Todd Volkening: Yea

Yea: 6, Nay: 0, Absent: 1

E.7. Recommend approval of updated custodian job description.

Motion to table item until next meeting. This motion, made by Anthony Martin and seconded by Candice Samuelson, Carried.

Shane Spring: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Todd Volkening: Yea

Yea: 6, Nay: 0, Absent: 1

E.8. Recommend approval to request RFPs for custodial and maintenance services.

Motion to approve to request proposals for custodial and maintenance services. This motion, made by Farrah Ranzino and seconded by David Schultz, Carried.

Shane Spring: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Todd Volkening: Yea

Yea: 6, Nay: 0, Absent: 1

E.9. Recommend approval to request RFPs for solar energy.

Motion to request proposals for solar energy. This motion, made by David Schultz and seconded by Jodie Kanaly, Carried.

Shane Spring: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Todd Volkening: Yea

Yea: 6, Nay: 0, Absent: 1

E.10. Recommend approval of the personnel report as presented.

Motion to approve the Personnel Report as presented. This motion, made by Farrah Ranzino and seconded by Anthony Martin, Carried.

Shane Spring: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Todd Volkening: Yea

Yea: 6, Nay: 0, Absent: 1

E.11. Recommend advancing certified personnel to second, third, and fourth year probationary teachers for the 2025-2026 school year.

Motion to advance certified personnel to second, third, and fourth year probationary teachers for the 2025-2026 school year. This motion, made by Jodie Kanaly and seconded by Anthony Martin, Carried.

Shane Spring: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Todd Volkening: Yea  
Yea: 6, Nay: 0, Absent: 1

E.12. Recommend advancing certified fourth year probationary teachers to tenure for the 2025-2026 school year.

Motion to advance certified fourth year probationary teachers to tenure for the 2025-2026 school year. This motion, made by Anthony Martin and seconded by David Schultz, Carried.

Shane Spring: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Todd Volkening: Yea  
Yea: 6, Nay: 0, Absent: 1

E.13. Recommend continued employment of ESP staff for the 2025-2026 school year as listed. Motion to table this item until after executive session. This motion, made by Anthony Martin and seconded by David Schultz.

Shane Spring: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Todd Volkening: Yea  
Yea: 6, Nay: 0, Absent: 1

E.14. Recommend continued contractual employment of administrative personnel as listed.

Motion to continue contractual employment of administrative personnel: David Engelbrecht, Superintendent Angela Fink, Assistant Superintendent Julie Amendt, Director of Special Education and Student Services Jay Mullens, Principal Peter Byrne, Assistant Principal. This motion, made by Jodie Kanaly and seconded by David Schultz, Carried.

Shane Spring: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Todd Volkening: Yea  
Yea: 6, Nay: 0, Absent: 1

E.15. Recommend approval of changes to board policy 7:180 per ISBE.

Motion to approve changes to board policy 7:180 per ISBE. This motion, made by David Schultz and seconded by Jodie Kanaly, Carried.

Shane Spring: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Todd Volkening: Yea  
Yea: 6, Nay: 0, Absent: 1

F. Executive Session to discuss Litigation. 5 ILCS 120/2(c)(11), Student disciplinary cases. 5 ILCS 120/2(c)(9), Personnel 5 ILCS 120/2(c)(1). The purchase or lease of real property. 5 ILCS 120/2(c)(5), The setting of price for sale or lease of property owned by a public body, 5 ILCS 120/2(c)(6). Collective negotiating matters. 5 ILCS 120/2(c)(2), Security procedures, school building safety and security. 5 ILCS 120/2(c)(8),

Motion to go into Executive Session at 8:45pm. This motion, made by Jodie Kanaly and seconded by Anthony Martin, Carried.

Shane Spring: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice

Samuelson: Yea, David Schultz: Yea, Todd Volkening: Yea  
Yea: 6, Nay: 0, Absent: 1

G. Returned from Executive Session at 10:00pm.

H. Recommend possible action as a result of executive session. Motion to continue employment of ESP staff for the 2025-2026 school year as listed. This motion, made by David Schultz and seconded by Anthony Martin, Carried.

Shane Spring: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Todd Volkening: Yea  
Yea: 6, Nay: 0, Absent: 1

I. Superintendent Report

1. Please complete your Statements of Economic Interests - I have Todd and Jodie's.
2. Marengo Radio
3. MOU for Mass Vaccination Dispensing Site
4. Upcoming Dates
  - February 26 - Early Dismissal 11:25 am
  - March 12 - Early Dismissal 11:25 am
  - March 14 - Mid-Semester Progress Reports
  - March 17 - Board of Education Meeting 7:00 pm
  - March 21 - Teacher Institute Day - No School
  - March 24-28 - Spring Break - No School
  - March 31 - Students Return to School

J. Adjournment at 10:15pm.

Signed:

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Todd Volkening, President

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Jodie Kanaly, Secretary

BOARD OF EDUCATION  
SPECIAL MEETING  
Monday, March 3, 2025 7:00 PM

Marengo Community High School District #154  
110 Franks Road  
Marengo, IL 60152

Jodie Kanaly: Present, Anthony Martin: Present, Farrah Ranzino: Present, Candice Samuelson: Present, David Schultz: Present, Shane Spring: Present, Todd Volkening: Present. Present: 7.

Staff Present: David N. Engelbrecht, Superintendent

A. Call to order at 7:00 pm

B. Roll Call

C. Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees 5 ILCS 120/2(c)(1).

Motion to go into Executive Session at 7:01 pm. This motion, made by Anthony Martin and seconded by Shane Spring, Carried.

Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Shane Spring: Yea, Todd Volkening: Yea  
Yea: 7, Nay: 0

D. Return to regular session at 8:27 pm.

E. Recommend possible action as a result of executive session.

Motion to suspend employee #645 with pay beginning March 4, 2025, through March 18, 2025, during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests. This motion, made by David Schultz and seconded by Anthony Martin, Carried.

Jodie Kanaly: Yea, Anthony Martin: Yea, Farrah Ranzino: Yea, Candice Samuelson: Yea, David Schultz: Yea, Shane Spring: Yea, Todd Volkening: Yea  
Yea: 7, Nay: 0

F. Adjournment at 8:30 pm.

Signed:

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Todd Volkening, President

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Jodie Kanaly, Secretary

**Marengo Community High School District 154**

**Voucher Detail Listing**

Voucher Batch Number: 1301

03/18/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A Parts Warehouse	PARWARE					
Check Group:						
IC Safety Cross		1 0		190215 3/10/2025	40.0000.2550.410.00.01	\$286.08
Paaenger Side Arm, Dua Mirror		1 0		190255 3/11/2025	40.0000.2550.410.00.01	\$678.88
				Check #: 0		
					PO/InvoiceTotal:	\$964.96
					Vendor Total:	\$964.96
Alpha Baking Co, Inc	ALPBAKI					
Check Group:						
Hamburger Buns		1 0		250038052011 2/21/2025	10.0000.2560.410.00.01	\$256.69
Hamburger Buns		1 0		250038059015 2/28/2025	10.0000.2560.410.00.01	\$192.64
Hamburger Buns		1 0		250038066016 3/7/2025	10.0000.2560.410.00.01	\$120.40
				Check #: 0		
					PO/InvoiceTotal:	\$569.73
					Vendor Total:	\$569.73
Amazon	AMAZO					
Check Group:						
Trine Panic Device Electric Strike		1 0		1NRV-LH7D-41JR 3/4/2025	20.0000.2540.410.00.01	\$1,355.76
				Check #: 0		
					PO/InvoiceTotal:	\$1,355.76
					Vendor Total:	\$1,355.76
AT&T	ATT					
Check Group:						

**Marengo Community High School District 154**

**Voucher Detail Listing**

Voucher Batch Number: 1301

03/18/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Service 2/16/15-3/15/25		1	0	Z99077381897 0225 3/11/2025	20.0000.2540.340.00.01	\$44.14
					Check #: 0	
						PO/InvoiceTotal: <u>\$44.14</u>
						Vendor Total: <u>\$44.14</u>
AT&T Mobility	ATTMOB					
Check Group:						
Hot Spot Service		1	0	02/28/25 2/28/2025	10.0000.2220.340.00.01	\$456.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$456.00</u>
						Vendor Total: <u>\$456.00</u>
AVI Systems Inc						
Check Group:						
iRover2 Base Model for Interactive Flat Panels		7	250010	88984103 3/11/2025	10.0000.2221.550.00.01	\$4,089.75
					Check #: 0	
						PO/InvoiceTotal: <u>\$4,089.75</u>
						Vendor Total: <u>\$4,089.75</u>
Blackout EZ LLC						
Check Group:						
Classroom Door Lockdown Shades		67	250056	983 2/22/2025	20.0000.2540.410.00.01	\$3,660.21
Classroom Door Lockdown Shades		30	250056	983 2/22/2025	20.0000.2540.410.00.01	\$1,362.90
					Check #: 0	
						PO/InvoiceTotal: <u>\$5,023.11</u>
						Vendor Total: <u>\$5,023.11</u>
Botts Welding Service	BOTWEL					

**Marengo Community High School District 154**

**Voucher Detail Listing**

Voucher Batch Number: 1301

03/18/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Inspect N-15		1 0		706496 2/7/2025	40.0000.2550.320.00.01	\$31.50
Inspect N-7		1 0		706756 2/21/2025	40.0000.2550.320.00.01	\$31.50
Inspect 2018 Chevy		1 0		706875 2/27/2025	40.0000.2550.320.00.01	\$28.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$91.00</u>
						Vendor Total: <u>\$91.00</u>
BSN Sports	BSN					
Check Group:						
Handwarmers		1 0		310130757 3/10/2025	10.0000.1500.419.00.01	\$70.76
					Check #: 0	
						PO/InvoiceTotal: <u>\$70.76</u>
						Vendor Total: <u>\$70.76</u>
Camelot Therapeutic Schools LLC						
Check Group:						
Jan 2025 High Rds School Of Belvidere		1 0		INV213146 2/10/2025	10.0000.1912.670.00.01	\$14,488.26
					Check #: 0	
						PO/InvoiceTotal: <u>\$14,488.26</u>
						Vendor Total: <u>\$14,488.26</u>
Cherry Valley Landscape Center Inc						
Check Group:						
Lawn Mower Repair		1 0		138030 2/28/2525	20.0000.2540.320.00.01	\$404.99
Lawn Mower Parts		1 0		138031 2/28/2025	20.0000.2540.410.00.01	\$329.18

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1301

03/18/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Lawn Mower Repairs		1	0	138032 2/28/2025	20.0000.2540.320.00.01	\$1,271.52
					Check #: 0	
					PO/InvoiceTotal:	\$2,005.69
					Vendor Total:	\$2,005.69
City Of Marengo	CITMGO					
Check Group:						
Concession Water-11/1/24-2/1/25		1	0	03/01/25 Concession 3/1/2025	20.0000.2540.370.00.01	\$75.45
FY25 Semester 1 & 2 SRO		1	0	22525 2/25/2025	10.0000.4190.300.00.01	\$29,790.00
Building Water-11/1/24-2/1/25		1	0	3/1/25 Building 3/11/2025	20.0000.2540.370.00.01	\$5,107.57
Water Bill 11/1/24-2/1/25		1	0	3/1/25 Grant HWY 3/1/2025	20.0000.2540.370.00.01	\$30.15
Sprinkler Water-11/1/24-2/1/25		1	0	3/1/25 Sprinkler 3/1/2025	20.0000.2540.370.00.01	\$186.75
					Check #: 0	
					PO/InvoiceTotal:	\$35,189.92
					Vendor Total:	\$35,189.92
Conserv FS	CONFS					
Check Group:						
Dieselex Gold Ultra-913.0 Gal		1	0	11524231 2/17/2025	40.0000.2550.464.00.01	\$3,102.74
Akrogold Unl RFG 345.10 Gal		1	0	11524232 2/17/2025	40.0000.2550.464.00.01	\$1,022.68
					Check #: 0	
					PO/InvoiceTotal:	\$4,125.42
					Vendor Total:	\$4,125.42

**Marengo Community High School District 154**

**Voucher Detail Listing**

Voucher Batch Number: 1301

03/18/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Cora Physical Therapy	MARPHYS					
Check Group:						
Athletic Training Serv-Feb & March		1 0		Mar2025 3/1/2025	10.0000.1500.310.00.01	\$3,750.00
				Check #: 0		
					PO/InvoiceTotal:	\$3,750.00
					Vendor Total:	\$3,750.00
DAVID TAYLOR						
Check Group:						
Boys BBall Sectional Worker		1 0		2025 BB Sectionals 3/12/2025	10.1999.0000.000.00.01	\$165.00
				Check #: 0		
					PO/InvoiceTotal:	\$165.00
					Vendor Total:	\$165.00
Educere LLC	EDULLC					
Check Group:						
Virtual Education Delivery Jan 2025		1 0		MarngoC2501 1/31/2025	10.0000.2120.314.00.01	\$1,122.50
				Check #: 0		
					PO/InvoiceTotal:	\$1,122.50
					Vendor Total:	\$1,122.50
everstream						
Check Group:						
Internet Media Service		1 0		A-2503012790598 3/1/2025	10.0000.2220.340.00.01	\$890.00
				Check #: 0		
					PO/InvoiceTotal:	\$890.00
					Vendor Total:	\$890.00
Gipper Media Inc						

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1301

03/18/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Annual Subscription 2/24/25-2/24/26		1	0	7A29FA7-0005 2/24/2025	10.0000.1500.300.00.01	\$450.00
Check #: 0						
PO/InvoiceTotal:						\$450.00
Vendor Total:						\$450.00
Gordon Flesch Company						
Check Group:						
Staple Refills		1	0	IN15055017 3/6/2025	10.0000.2660.413.00.01	\$219.94
Staple Refills		1	0	IN15055394 3/11/2025	10.0000.2660.413.00.01	\$221.94
Check #: 0						
PO/InvoiceTotal:						\$441.88
Vendor Total:						\$441.88
Gordon Food Service						
GORFOOD						
Check Group:						
NIIPC Pricing Adjustment 8/4/24-9/11/24		1	0	18899311 12/2/2025	10.0000.2560.410.00.01	(\$407.88)
NIIPC Pricing Adjustment		1	0	18903667 1/9/2025	10.0000.2560.410.00.01	(\$536.97)
Credit #9014929941		1	0	2001737172 10/10/2025	10.0000.2560.410.00.01	(\$24.15)
Credit 9016084284		1	0	2001841163 11/12/2025	10.0000.2560.410.00.01	(\$25.76)
Sanitizing Wipes		1	0	9012706512 8/8/2025	10.0000.2560.411.00.01	\$43.14
Student Food Supplies		1	0	9013900412 9/11/2025	10.0000.2560.410.00.01	\$1,691.87

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1301

03/18/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Voc Ed Supplies		1	0	9014572612 9/30/2025	10.0000.1400.410.00.30	\$21.36
Student Food Supplies		1	0	9019433585 2/19/2025	10.0000.2560.410.00.01	\$4,250.04
Student Food Supplies		1	0	9019585105 2/24/2025	10.0000.2560.410.00.01	\$6,765.70
District Food Supplies		1	0	9019585113 2/24/2025	10.0000.2410.411.00.01	\$658.51
Voc Ed Supplies		1	0	9019585118 2/24/2025	10.0000.1400.410.00.30	\$40.44
Student Food Supplies		1	0	9019829775 3/3/2025	10.0000.2560.410.00.01	\$6,896.45
Java Coffee		1	0	9020173362 3/11/2025	10.0000.2410.411.00.01	\$131.63
Check #: 0						
						PO/InvoiceTotal: <u>\$19,504.38</u>
						Vendor Total: <u>\$19,504.38</u>
Helm Service						
Check Group:						
Repair Dust Collector		1	0	CHI201482 3/11/2025	20.0000.2540.320.00.01	\$576.00
Check #: 0						
						PO/InvoiceTotal: <u>\$576.00</u>
						Vendor Total: <u>\$576.00</u>
HIMES, PETRARCA & FESTER						
Check Group:						
Feb 2025 Charges		1	0	51160 2/28/2025	10.0000.2310.318.00.01	\$1,590.00
Feb 2025 Charges-Accum Suit		1	0	51161 2/28/2025	10.0000.2310.318.00.01	\$15,150.00

**Marengo Community High School District 154**

**Voucher Detail Listing**

Voucher Batch Number: 1301

03/18/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Feb 2025 Charges-Accum Suit		1	0	51162 2/28/2025	10.0000.2310.318.00.01	\$650.00
					Check #: 0	
					PO/InvoiceTotal:	\$17,390.00
					Vendor Total:	\$17,390.00
Howard Ind, Inc						
Check Group:						
See attached QuoteTT12-1461355.00		1	250064	5249782025 1/31/2025	10.0000.2221.310.00.01	\$14,145.00
See attached QuoteTT12-1461355.00		1	250064	5271262025 2/25/2025	10.0000.2221.310.00.01	\$1,571.00
					Check #: 0	
					PO/InvoiceTotal:	\$15,716.00
					Vendor Total:	\$15,716.00
Illinois ASBO	ILASBO					
Check Group:						
Bookkeeper's Conference		1	0	65858 3/1/2025	10.0000.2520.332.00.01	\$205.00
					Check #: 0	
					PO/InvoiceTotal:	\$205.00
					Vendor Total:	\$205.00
Jostens	JOSTEN					
Check Group:						
Diploma Cover 8x6		1	0	36060842 2/20/2025	10.0000.1520.415.00.01	\$1,148.95
Gold Tassels, 2025 Gold		1	0	36180320 3/1/2025	10.0000.1520.415.00.01	\$181.02
					Check #: 0	
					PO/InvoiceTotal:	\$1,329.97
					Vendor Total:	\$1,329.97

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1301

03/18/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Leach Enterprises		LEAENT				
Check Group:						
Reline Shoe Kit		1 0		01P14818 2/17/2025	40.0000.2550.410.00.01	\$409.18
Voyager Seal		1 0		01P14919 2/19/2025	40.0000.2550.410.00.01	\$856.44
Voyager Seal		1 0		01P14923 2/24/2025	40.0000.2550.410.00.01	\$333.84
Machine Drum, Relined Shoe Kit		1 0		01P15058 2/24/2025	40.0000.2550.410.00.01	\$203.18
Voyager Seal		1 0		01P15075 2/28/2025	40.0000.2550.410.00.01	\$261.30
					Check #: 0	
						PO/InvoiceTotal: \$2,063.94
						Vendor Total: \$2,063.94
Learn Well						
Check Group:						
2/19/25-2/21/25 Hospital Tutoring		1 0		INV235715 2/21/2025	10.0000.1912.670.00.01	\$248.37
2/24/25-2/27/28 Hospital Tutoring		1 0		INV236676 2/28/2025	10.0000.1912.670.00.01	\$331.16
					Check #: 0	
						PO/InvoiceTotal: \$579.53
						Vendor Total: \$579.53
Marengo Auto Body/Glass		MARAUBO				
Check Group:						
Repair Windshield Cap		1 0		32531 3/11/2025	40.0000.2550.320.00.01	\$110.00
					Check #: 0	
						PO/InvoiceTotal: \$110.00

## Marengo Community High School District 154

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
						<b>Vendor Total:</b>	<b>\$110.00</b>
Marengo Auto Group	MARAUGR						
Check Group:							
Mount & Balance New Tires		1 0		91078 3/11/2025	40.0000.2550.320.00.01	\$376.25	
						Check #: 0	
						<b>PO/InvoiceTotal:</b>	<b>\$376.25</b>
						<b>Vendor Total:</b>	<b>\$376.25</b>
Marengo CHSD #154							
Check Group:							
March Imprest Replenishment		1 0		Imprest 0325 3/12/2025	10.0000.0111.000.00.01	\$1,138.00	
						Check #: 0	
						<b>PO/InvoiceTotal:</b>	<b>\$1,138.00</b>
						<b>Vendor Total:</b>	<b>\$1,138.00</b>
Marengo Floral Co Inc							
Check Group:							
Senior Basketball Carnations		1 0		4889 2/28/2025	10.0000.1500.410.00.01	\$60.00	
Floral Design Loose Flowers		1 0		4898 2/28/2025	10.0000.1400.410.00.30	\$678.00	
						Check #: 0	
						<b>PO/InvoiceTotal:</b>	<b>\$738.00</b>
						<b>Vendor Total:</b>	<b>\$738.00</b>
Marengo Physical Therapy Inc							
Check Group:							
B. Bauman Physical		1 0		02/01/25-2/28/25 3/11/2025	10.0000.2310.300.00.01	\$125.00	
						Check #: 0	
						<b>PO/InvoiceTotal:</b>	<b>\$125.00</b>

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1301

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						<b>Vendor Total:</b>
						<b>\$125.00</b>
<b>Maria Carbajal</b>						
Check Group:						
Refund for Early Graduate		1	0	V910378 3/11/2025	10.1811.0000.040.00.01	\$10.25
						Check #: 0
						PO/InvoiceTotal: <u>\$10.25</u>
						Vendor Total: <u>\$10.25</u>
<b>Mark Winter</b>						
Check Group:						
Boys BBall Sectional Worker		1	0	2025 BB Sectionals 3/12/2025	10.1999.0000.000.00.01	\$150.00
						Check #: 0
						PO/InvoiceTotal: <u>\$150.00</u>
						Vendor Total: <u>\$150.00</u>
<b>Midland Paper</b>						
MIDPAP						
Check Group:						
White Paper Order, Color Paper		1	0	IN02407474 2/27/2025	10.0000.1100.418.00.01	\$5,342.61
						Check #: 0
						PO/InvoiceTotal: <u>\$5,342.61</u>
						Vendor Total: <u>\$5,342.61</u>
<b>Morton Salt</b>						
Check Group:						
47.72 STO Bulk Safe Salt		1	0	5403384118 3/12/2025	20.0000.2540.410.00.01	\$3,603.34
						Check #: 0
						PO/InvoiceTotal: <u>\$3,603.34</u>
						Vendor Total: <u>\$3,603.34</u>

Marengo Community High School District 154

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Nancy Oliver	OLIVNA					
Check Group:						
Dental Refund		1 0		V626837 3/11/2025	10.0000.0499.000.00.01	\$132.60
					Check #: 0	
					PO/InvoiceTotal:	\$132.60
					Vendor Total:	\$132.60
Napa Auto Parts Div Of MP	NAPAA					
Check Group:						
Tire Valve		1 0		252719 2/3/2025	10.0000.1400.410.00.30	\$9.96
Oil filter		1 0		252768 2/3/2025	40.0000.2550.410.00.01	\$57.62
Cott Pin		1 0		252811 2/4/2025	40.0000.2550.410.00.01	\$14.50
Stock Parts		1 0		252843 2/4/2025	40.0000.2550.410.00.01	\$35.80
MS Van, Brake Rotor		1 0		253012 2/6/2025	40.0000.2550.410.00.01	\$233.99
Fiberglass Cloth		1 0		253970 2/6/2025	10.0000.1400.410.00.30	\$10.49
2.5 Gal DEF		1 0		254036 2/20/2025	40.0000.2550.410.00.01	\$760.00
Tailgate Latch Rod Clip		1 0		254335 2/24/2025	10.0000.1400.410.00.30	\$12.48
Hand Pump		1 0		254619 2/28/2025	40.0000.2550.410.00.01	\$27.99
					Check #: 0	
					PO/InvoiceTotal:	\$1,162.83
					Vendor Total:	\$1,162.83

Marengo Community High School District 154

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NASSP	NASSP					
Check Group:						
NHS Affiliation 7/1/25-6/30/26		1 0		9001966792 3/11/2025	10.0000.1520.410.00.01	\$385.00
					Check #: 0	
						PO/InvoiceTotal: \$385.00
						Vendor Total: \$385.00
NCS Pearson Inc	NCSPEA					
Check Group:						
Pysch Testing Supplies		1 0		28342987 3/5/2025	10.0000.2140.410.00.01	\$11.40
					Check #: 0	
						PO/InvoiceTotal: \$11.40
						Vendor Total: \$11.40
Norco Cleaners Inc						
Check Group:						
Stage Drapes & Auditorium Proposal		1 250088		120011 2/24/2025	20.0000.2540.700.00.01	\$2,200.00
					Check #: 0	
						PO/InvoiceTotal: \$2,200.00
						Vendor Total: \$2,200.00
Partnering for Prevention LLC						
Check Group:						
March 2025 Services		1 0		030125d154 3/1/2025	10.0000.2130.310.00.01	\$5,106.25
					Check #: 0	
						PO/InvoiceTotal: \$5,106.25
						Vendor Total: \$5,106.25
Patty Lange	LANPAT					
Check Group:						

## Marengo Community High School District 154

### Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Boys BBall Sectional Worker		1	0	2025 BB Sectionals 3/12/2025	10.1999.0000.000.00.01	\$150.00
					Check #: 0	
						PO/InvoiceTotal: \$150.00
						Vendor Total: \$150.00
Pitney Bowes	PITNEY					
Check Group:						
Seal Pint Bottles, Ink Pad Replacement		1	0	1027018244 2/26/2025	10.0000.2410.340.00.01	\$93.77
Postage Lease Charges 12/30/24-3/29/25		1	0	3107081657 2/8/2025	10.0000.2410.340.00.01	\$471.51
					Check #: 0	
						PO/InvoiceTotal: \$565.28
						Vendor Total: \$565.28
Radi-Link, Inc.						
Check Group:						
Radio Repairs		1	0	110106 2/23/2025	40.0000.2550.410.00.01	\$81.75
					Check #: 0	
						PO/InvoiceTotal: \$81.75
						Vendor Total: \$81.75
Realityworks	REALI					
Check Group:						
RealCare Baby Quote#170957		1	250074	65302 3/12/2025	10.0000.1400.700.00.30	\$1,457.13
					Check #: 0	
						PO/InvoiceTotal: \$1,457.13
						Vendor Total: \$1,457.13
Rush Truck Center						

**Marengo Community High School District 154**

**Voucher Detail Listing**

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Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Thermostat		1 0		3040629262 2/19/2025	40.0000.2550.410.00.01	\$74.90
Valve Synchronizer		1 0		3040695262 2/25/2025	40.0000.2550.410.00.01	\$217.81
Gaskets, Axle Shaft		1 0		3040731134 3/12/2025	40.0000.2550.410.00.01	\$121.40
Check #: 0						
						PO/InvoiceTotal: <u>\$414.11</u>
						Vendor Total: <u>\$414.11</u>
S.E.A.L. Of Illinois, Inc	SEALLI					
Check Group:						
Jan 2025 Billing		1 0		13039 1/31/2025	10.0000.1912.670.00.01	\$18,573.69
Jan 2025-Quest Intensive		1 0		13053 1/31/2025	10.0000.1912.670.00.01	\$44,663.25
Feb 2025 Billing		1 0		13110 2/28/2025	10.0000.1912.670.00.01	\$31,627.23
Feb 2025-Quest Intensive		1 0		13122 2/28/2025	10.0000.1912.670.00.01	\$54,422.03
Check #: 0						
						PO/InvoiceTotal: <u>\$149,286.20</u>
						Vendor Total: <u>\$149,286.20</u>
Schuring & Schuring, Inc	SCHUR					
Check Group:						
February 2025 Milk Deliveries		1 0		Feb 2025 3/12/2025	10.0000.2560.410.00.01	\$958.64
Check #: 0						
						PO/InvoiceTotal: <u>\$958.64</u>
						Vendor Total: <u>\$958.64</u>

**Marengo Community High School District 154**

**Voucher Detail Listing**

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>Special Education Services</b>						
Check Group:						
Rate Credit		1 0		RATE-00907 2/28/2025	10.0000.1912.670.00.01	(\$1,313.27)
February 2025 Tuition-Aurora		1 0		SESINV-046035 2/28/2025	10.0000.1912.670.00.01	\$7,448.76
Feb 2025 Tuition-Woodstock		1 0		SESINV-046050 2/28/2025	10.0000.1912.670.00.01	\$24,484.50
				Check #: 0		
					PO/InvoiceTotal:	\$30,619.99
					Vendor Total:	\$30,619.99
<b>State Industrial Products</b>						
Check Group:						
Fragrance Pak	STAINDU	1 0		903695830 3/4/2025	20.0000.2540.410.00.01	\$396.89
State Cube Program		1 0		903701400 3/8/2025	20.0000.2540.410.00.01	\$112.33
				Check #: 0		
					PO/InvoiceTotal:	\$509.22
					Vendor Total:	\$509.22
<b>Summit Financial Resource</b>						
Check Group:						
Applesauce, Peaches, Cheese, Corn, Etc	SUMFIN	1 0		S279485 2/11/2025	10.0000.2560.410.00.01	\$183.04
				Check #: 0		
					PO/InvoiceTotal:	\$183.04
					Vendor Total:	\$183.04
<b>Summit School Inc</b>						
Check Group:						
	SUMSCHO					

## Marengo Community High School District 154

### Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Retro Pay Aug- Jan Tuition		1	0	36545 3/1/2025	10.0000.1912.670.00.01	\$701.92
Feb 2025 Tuition		1	0	36571 2/28/2025	10.0000.1912.670.00.01	\$6,118.76
Check #: 0						
PO/InvoiceTotal:						\$6,820.68
Vendor Total:						\$6,820.68
Tailored Security PLLC						
Check Group:						
Epson Color Works Label Printer		1	250076	1731 2/18/2025	10.0000.2221.700.00.01	\$2,299.00
Verkada 10Year Workplace K-12 License		1	250076	1731 2/18/2025	10.0000.2221.470.00.01	\$9,000.00
Labels		1	250076	1731 2/18/2025	10.0000.2221.410.00.01	\$159.00
10.9 Inch Ipad		1	250076	1731 2/18/2025	10.0000.2221.410.00.01	\$359.00
Ipad Stand		1	250076	1731 2/18/2025	10.0000.2221.410.00.01	\$39.00
Shipping		1	250076	1731 2/18/2025	10.0000.2221.410.00.01	\$60.00
Check #: 0						
PO/InvoiceTotal:						\$11,916.00
Vendor Total:						\$11,916.00
TALX UC eXpress						
TALCORP						
Check Group:						
Quarterly Claims Mgmt 3/1/25-5/31/25		1	0	2064572338 2/28/2025	10.0000.2310.300.00.01	\$203.61
Check #: 0						
PO/InvoiceTotal:						\$203.61

## Marengo Community High School District 154

### Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: <u>\$203.61</u>
Tompkins						
Check Group:						
Printer Repairs		1	0	186614 2/11/2025	10.0000.2660.303.00.01	\$1,313.55
						Check #: 0
						PO/InvoiceTotal: <u>\$1,313.55</u>
						Vendor Total: <u>\$1,313.55</u>
Tormach Inc	TORINC					
Check Group:						
8L Premium Package		1	250058	88965 12/24/2024	10.0000.1400.550.00.29	\$12,658.40
						Check #: 0
						PO/InvoiceTotal: <u>\$12,658.40</u>
						Vendor Total: <u>\$12,658.40</u>
Tyler Technologies, Inc.	VERSOLU					
Check Group:						
School ERP Pro Annual Fees		1	0	025-498653 3/1/2025	10.0000.2520.310.00.01	\$8,759.36
						Check #: 0
						PO/InvoiceTotal: <u>\$8,759.36</u>
						Vendor Total: <u>\$8,759.36</u>
United Laboratories	UNILAB					
Check Group:						
Restroom Supplies		1	0	INV428909 2/20/2025	20.0000.2540.410.00.01	\$1,536.60
						Check #: 0
						PO/InvoiceTotal: <u>\$1,536.60</u>
						Vendor Total: <u>\$1,536.60</u>
Unity School Bus Parts	UNISCHO					

## Marengo Community High School District 154

### Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Track Retractor Kit		1	0	604982-IN 3/12/2025	40.0000.2550.410.00.01	\$772.73
Check #: 0						
PO/InvoiceTotal:						\$772.73
Vendor Total:						\$772.73
Warehouse Direct	METRO					
Check Group:						
Disinfectant, Tissue, Towel, Liner		1	0	5880128-00 2/17/2025	20.0000.2540.410.00.01	\$1,314.30
Towel, liners		1	0	58816585-0 2/19/2025	20.0000.2540.410.00.01	\$417.90
Sponge, Mop		1	0	5883810-0 2/24/2025	20.0000.2540.410.00.01	\$467.80
Liner, Tissue		1	0	5890848-0 3/6/2525	20.0000.2540.410.00.01	\$776.49
Credit Liner & towels		1	0	C5880128-0 2/19/2025	20.0000.2540.410.00.01	(\$430.56)
Trip Charge & Hardware		1	0	IN581965 3/4/2025	20.0000.2540.320.00.01	\$81.00
Check #: 0						
PO/InvoiceTotal:						\$2,626.93
Vendor Total:						\$2,626.93
Welders Supply Company	WELDER					
Check Group:						
Welding Supplies		1	0	3168400 2/25/2025	10.0000.1400.410.00.30	\$449.25
Welding Supplies		1	0	3168401 2/12/2025	10.0000.1400.410.00.30	\$36.80

## Marengo Community High School District 154

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Welding Supplies		1	0	3168637 2/26/2025	10.0000.1400.410.00.30	\$61.13
Welding Supplies		1	0	3172083 3/4/2025	10.0000.1400.410.00.30	\$106.05

Check #: 0

PO/InvoiceTotal:	\$653.23
Vendor Total:	\$653.23
Grand Total:	\$384,736.68

End of Report

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1293

03/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon	AMAZO					
Check Group:						
Freshman Mentor Cookies		1 0		Activity 1 2.20.25 1/25/2025	10.0000.2120.410.00.01	\$45.96
<b>P-Card Payee:</b> Harris Bank P-Card						
Building Supplies		1 0		Building 1 2.20.25 1/24/2025	20.0000.2540.410.00.01	\$13.90
<b>P-Card Payee:</b> Harris Bank P-Card						
Teacher Supplies		1 0		Building 1 2.20.25 1/24/2025	10.0000.1100.410.00.01	\$23.49
<b>P-Card Payee:</b> Harris Bank P-Card						
Teacher Supplies		1 0		Building 1 2.20.25 1/24/2025	10.0000.1100.410.00.01	\$104.27
<b>P-Card Payee:</b> Harris Bank P-Card						
BNAT Scrubs		1 0		Building 1 2.20.25 1/24/2025	10.0000.1400.410.00.30	\$195.54
<b>P-Card Payee:</b> Harris Bank P-Card						
MCCEE-Rich Band Saw		1 0		Building 1 2.20.25 1/24/2025	10.0000.1400.700.00.29	\$2,699.00
<b>P-Card Payee:</b> Harris Bank P-Card						
BNAT Scrubs		1 0		Building 1 2.20.25 1/24/2025	10.0000.1400.410.00.30	\$32.59
<b>P-Card Payee:</b> Harris Bank P-Card						
Assisted Study Hall Supplies		1 0		Building 1 2.20.25 1/24/2025	10.0000.1200.410.00.34	\$7.98
<b>P-Card Payee:</b> Harris Bank P-Card						
Assisted Study Hall Supplies		1 0		Building 1 2.20.25 1/24/2025	10.0000.1200.410.00.34	\$1.99
<b>P-Card Payee:</b> Harris Bank P-Card						
Student Services Supplies		1 0		Building 1 2.20.25 1/24/2025	10.0000.2120.410.00.01	\$23.75
<b>P-Card Payee:</b> Harris Bank P-Card						
Assisted Study Hall Supplies		1 0		Building 1 2.20.25 1/24/2025	10.0000.1200.410.00.34	\$3.99
<b>P-Card Payee:</b> Harris Bank P-Card						
English Supplies		1 0		Building 1 2.20.25 1/24/2025	10.0000.1100.411.00.01	\$58.97
<b>P-Card Payee:</b> Harris Bank P-Card						
Student Services Supplies		1 0		Building 1 2.20.25 1/24/2025	10.0000.2120.410.00.01	\$30.33
<b>P-Card Payee:</b> Harris Bank P-Card						
Wille Food Supplies		1 0		Building 1 2.20.25 1/24/2025	10.0000.1400.410.00.30	\$118.88
<b>P-Card Payee:</b> Harris Bank P-Card						

## Marengo Community High School District 154

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SPED supplies		1	0	Building 1 2.20.25 1/24/2025	10.0000.1200.410.00.34	\$16.50
<b>P-Card Payee:</b> Harris Bank P-Card						
Food Supplies		1	0	Chayer 2.20.25 3/10/2025	10.0000.1400.410.00.30	\$4.48
<b>P-Card Payee:</b> Harris Bank P-Card						
Foods Supplies		1	0	Chayer 2.20.25 3/10/2025	10.0000.1400.410.00.30	\$25.94
<b>P-Card Payee:</b> Harris Bank P-Card						
Tech Supplies-Toner		1	0	Kane 2.20.25 Var 1/22/2025	10.0000.2221.410.00.01	\$136.99
<b>P-Card Payee:</b> Harris Bank P-Card						
Tech Supplies-Laptop Battery Replacement		1	0	Kane 2.20.25 Var 1/22/2025	10.0000.2221.410.00.01	\$237.08
<b>P-Card Payee:</b> Harris Bank P-Card						
Google Cast Audio & Toner		1	0	Kane 2.20.25 Var 1/22/2025	10.0000.2221.410.00.01	\$261.89
<b>P-Card Payee:</b> Harris Bank P-Card						
Suspended Kit		1	0	Kane 2.20.25 Var 1/22/2025	10.0000.2221.410.00.01	\$223.84
<b>P-Card Payee:</b> Harris Bank P-Card						
HDMI Extender		1	0	Kane 2.20.25 Var 1/22/2025	10.0000.2221.410.00.01	\$104.49
<b>P-Card Payee:</b> Harris Bank P-Card						
Web Service		1	0	Kane 2.20.25 Var 1/22/2025	10.0000.2221.310.00.01	\$19.04
<b>P-Card Payee:</b> Harris Bank P-Card						
Ceiling Kit		1	0	Kane 2.20.25 Var 1/22/2025	10.0000.2221.410.00.01	\$104.02
<b>P-Card Payee:</b> Harris Bank P-Card						
Avery Labels		1	0	Kane 2.20.25 Var 1/22/2025	10.0000.2221.410.00.01	\$22.05
<b>P-Card Payee:</b> Harris Bank P-Card						
Adjustable Ceiling Mount		1	0	Kane 2.20.25 Var 1/22/2025	10.0000.2221.410.00.01	\$113.64
<b>P-Card Payee:</b> Harris Bank P-Card						
PBIS Giftcards Rewards		1	0	Mullins 2.20.25 3/10/2025	10.0000.2410.413.00.01	\$400.00
<b>P-Card Payee:</b> Harris Bank P-Card						
Colorguard Uniform Supplies		1	0	Stellmach 2.20.25 3/10/2025	10.0000.1510.410.00.01	\$84.39
<b>P-Card Payee:</b> Harris Bank P-Card						

Check #: 0

PO/InvoiceTotal: \$5,114.99

Vendor Total: \$5,114.99

Marengo Community High School District 154

Voucher Detail Listing

Voucher Batch Number: 1293

03/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Anderson Pest Control	ANDPES					
Check Group:						
Pest Management		1 0		Building 1 2.20.25 2/2/2025	20.0000.2540.324.00.01	\$122.82
<b>P-Card Payee:</b> Harris Bank P-Card						
				Check #: 0		
					PO/InvoiceTotal:	\$122.82
					Vendor Total:	\$122.82
CDW Government Inc	CDWGOV					
Check Group:						
ViewSonics		1 0		Kane 2.20.25 Var 1/22/2025	10.0000.2221.700.00.01	\$1,101.42
<b>P-Card Payee:</b> Harris Bank P-Card						
Viewsonics		1 0		Kane 2.20.25 Var 1/22/2025	10.0000.2221.700.00.01	\$3,304.26
<b>P-Card Payee:</b> Harris Bank P-Card						
Computing Module		1 0		Kane 2.20.25 Var 1/22/2025	10.0000.2221.700.00.01	\$452.92
<b>P-Card Payee:</b> Harris Bank P-Card						
Ink Cartridges		1 0		Kane 2.20.25 Var 1/22/2025	10.0000.2221.410.00.01	\$156.40
<b>P-Card Payee:</b> Harris Bank P-Card						
				Check #: 0		
					PO/InvoiceTotal:	\$5,015.00
					Vendor Total:	\$5,015.00
EdPuzzle						
Check Group:						
Monthly Subscription		1 0		Bognar 2.20.25 1/21/2025	10.0000.1100.413.00.01	\$13.50
<b>P-Card Payee:</b> Harris Bank P-Card						
				Check #: 0		
					PO/InvoiceTotal:	\$13.50
					Vendor Total:	\$13.50
Flatlander	FLATL					
Check Group:						

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1293

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Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Spring Coaches Meeting Dinner <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Activity 1 2.20.25 1/25/2025	10.0000.1500.410.00.01	\$195.30
Check #: 0						
PO/InvoiceTotal:						\$195.30
Vendor Total:						\$195.30
<b>FOX VALLEY AUTO PAINTS, INC</b>						
Check Group:						
CTE Supplies <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Long 2.20.25 3/10/2025	10.0000.1400.410.00.30	\$113.84
CTE Supplies <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Long 2.20.25 3/10/2025	10.0000.1400.410.00.30	\$73.65
CTE CRAR Supplies <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Long 2.20.25 3/10/2025	10.0000.1400.410.00.30	\$299.60
Check #: 0						
PO/InvoiceTotal:						\$487.09
Vendor Total:						\$487.09
<b>Gym Floor Resource LLC</b>						
Check Group:						
Gym Floor Cleaner <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Swanson 2.20.25 3/7/2025	20.0000.2540.410.00.01	\$810.00
Check #: 0						
PO/InvoiceTotal:						\$810.00
Vendor Total:						\$810.00
<b>Harris Bank P-Card HARBANK</b>						
Check Group:						
EventCombo-Media Conference <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Activity 2.20.25 1/31/2025	10.0000.2210.312.00.01	\$82.07
WorkPlace-Student Service Staff Shirts <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Amendt 2.20.25 1/31/2025	10.1999.0000.000.00.01	\$157.15

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1293

03/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Robolink- Drones MCCEE Grant <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Bognar 2.20.25 1/21/2025	10.0000.1400.700.00.29	\$5,048.04
McDonald's-Cheer State Food <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Bognar 2.20.25 1/21/2025	10.0000.1500.330.00.01	\$114.25
Biaggis-Cheer State Food <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Bognar 2.20.25 1/21/2025	10.0000.1500.330.00.01	\$325.39
BP-Cheer State Fuel <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Bognar 2.20.25 1/21/2025	40.0000.2550.464.00.01	\$51.82
City of Bloomington-Cheer Food <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Bognar 2.20.25 1/21/2025	10.0000.1500.330.00.01	\$23.25
City of Bloomington-Cheer Food <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Bognar 2.20.25 1/21/2025	10.0000.1500.330.00.01	\$6.64
Clarion-Cheer Hotel <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Bognar 2.20.25 1/21/2025	10.0000.1500.330.00.01	\$854.82
Store Normal-Cheer Food <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Bognar 2.20.25 1/21/2025	10.0000.1500.330.00.01	\$57.81
City of Bloomington-Cheer Food <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Bognar 2.20.25 1/21/2025	10.0000.1500.330.00.01	\$19.93
Pheasant lanes-Cheer Food <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Bognar 2.20.25 1/21/2025	10.0000.1500.330.00.01	\$83.59
Circle K-Fuel <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Bognar 2.20.25 1/21/2025	40.0000.2550.464.00.01	\$44.99
Holiday Inn-Cheer Hotel <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Bognar 2.20.25 1/21/2025	10.0000.1500.330.00.01	\$622.72
Adler Planetarium-Food <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Garrard 2.20.25 3/10/2025	10.0000.1200.410.00.34	\$333.24
Adler Planetarium Parking <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Garrard 2.20.25 3/10/2025	10.0000.1200.410.00.34	\$12.00
Halsted Deli-SPED Food Trip <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Garrard 2.20.25 3/10/2025	10.0000.1200.410.00.34	\$150.68

## Marengo Community High School District 154

### Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Lizzardro Museum-Tickets <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Garrard 2.20.25 3/10/2025	10.0000.1200.410.00.34	\$60.00
Tech Professional Development <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Kane 2.20.25 1/22/2025	10.0000.2210.312.00.01	\$40.00
Meijer-BSAA Supplies <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Obert 2.20.25 3/10/2025	10.0000.1400.410.00.30	\$30.20
Culvers-Conference Food <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Stellmach 2.20.25 3/7/2025	10.0000.2210.312.00.01	\$18.08
AmericInn-IL Music Educators Conf Hotel <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Stellmach 2.20.25 3/7/2025	10.0000.2210.312.00.01	\$316.92
Peoria Civic Center- Parking <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Stellmach 2.20.25 3/7/2025	10.0000.2210.332.00.01	\$10.00
ILMEA Conference Registration <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Stellmach 2.20.25 3/7/2025	10.0000.2210.312.00.01	\$110.00
Five Guys- conference Food <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Stellmach 2.20.25 3/7/2025	10.0000.2210.312.00.01	\$22.72
City of Peoria- Parking <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Stellmach 2.20.25 3/7/2025	10.0000.2210.332.00.01	\$6.00
TST OBED-CTE Conference Food <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Wille 2.20.25 3/10/2025	10.0000.2210.312.00.01	\$88.94
SQ Anvil & Forge- COncferenc Food <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Wille 2.20.25 3/10/2025	10.0000.2210.312.00.01	\$92.00
Double Tree-Wille/Martin Hotel <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Wille 2.20.25 3/10/2025	10.0000.2210.312.00.01	\$298.68
Double Tree- Rich Hotel <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Wille 2.20.25 3/10/2025	10.0000.2210.312.00.01	\$298.68

Check #: 0

PO/InvoiceTotal:	\$9,380.61
Vendor Total:	\$9,380.61

Hobby Lobby

HOBLOBB

Check Group:

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1293

03/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Picture Framing <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Activity 1 2.20.25 1/25/2025	10.0000.2310.410.00.01	\$75.19
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$75.19
Vendor Total: <u>                    </u>						\$75.19
Home Depot Check Group:	HOMDEPO					
CTE Supplies -Rich <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Building 1 2.20.25 2/2/2025	10.0000.1400.410.00.30	\$122.87
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$122.87
Vendor Total: <u>                    </u>						\$122.87
IL TOLLWAY Check Group:	ILTOLL					
Unpaid Tolls <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Bognar 2.20.25 2/12/2025	40.0000.2550.332.00.01	\$78.50
Auto Replenish <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Trans 1 2.20.25 3/10/2025	40.0000.2550.332.00.01	\$100.00
Auto Replenish <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Trans 1 2.20.25 3/10/2025	40.0000.2550.332.00.01	\$100.00
Auto Replenish <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Trans 1 2.20.25 3/10/2025	40.0000.2550.332.00.01	\$100.00
Auto Replenish <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Trans 1 2.20.25 3/10/2025	40.0000.2550.332.00.01	\$100.00
Auto Replenish <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Trans 1 2.20.25 3/10/2025	40.0000.2550.332.00.01	\$100.00
Unpaid Tolls <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Trans 1 2.20.25 3/10/2025	40.0000.2550.332.00.01	\$25.20
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$603.70

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1293

03/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>Vendor Total:</b>						<b>\$603.70</b>
Illinois Principals Assn	ILPRIN					
Check Group:						
School Security: A Holistic Approach- Registration		1 0		Fink 2.20.25 3/10/2025	10.0000.2320.312.00.01	\$214.00
<b>P-Card Payee:</b> Harris Bank P-Card						
Check #: 0						
<b>PO/InvoiceTotal:</b>						<b>\$214.00</b>
<b>Vendor Total:</b>						<b>\$214.00</b>
Intuit	INTUIT					
Check Group:						
Quickbooks Subscription		1 0		Kane 2.20.25 1/22/2025	10.0000.2510.300.00.01	\$47.50
<b>P-Card Payee:</b> Harris Bank P-Card						
Quickbooks Subscription		1 0		Kane 2.20.25 1/22/2025	10.0000.2510.300.00.01	\$17.50
<b>P-Card Payee:</b> Harris Bank P-Card						
Quickbooks Upgrade		1 0		Kane 2.20.25 1/22/2025	10.0000.2510.300.00.01	\$26.33
<b>P-Card Payee:</b> Harris Bank P-Card						
Check #: 0						
<b>PO/InvoiceTotal:</b>						<b>\$91.33</b>
<b>Vendor Total:</b>						<b>\$91.33</b>
Jewel						
Check Group:						
SPED Supplies		1 0		Garrard 2.20.25 3/10/2025	10.0000.1200.410.00.34	\$58.29
<b>P-Card Payee:</b> Harris Bank P-Card						
SPED Supplies		1 0		Garrard 2.20.25 3/10/2025	10.0000.1200.410.00.34	\$23.25
<b>P-Card Payee:</b> Harris Bank P-Card						
Check #: 0						
<b>PO/InvoiceTotal:</b>						<b>\$81.54</b>
<b>Vendor Total:</b>						<b>\$81.54</b>
JW Pepper & Son	PEPPER					
Check Group:						

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1293

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Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Choir Music		1	0	Stellmach 2.20.2025	10.0000.1510.410.00.01	\$52.50
<b>P-Card Payee:</b> Harris Bank P-Card				3/10/2025		
				Check #: 0		
					PO/InvoiceTotal:	\$52.50
					Vendor Total:	\$52.50
<b>Menards</b>	<b>MENARD</b>					
Check Group:						
Building Supplies		1	0	Fink 2.20.25 3/10/2025	20.0000.2540.410.00.01	\$28.12
<b>P-Card Payee:</b> Harris Bank P-Card						
Art Supplies		1	0	Swanson 2.20.25 3/7/2025	10.0000.1100.416.00.01	\$199.98
<b>P-Card Payee:</b> Harris Bank P-Card						
Kitchen Water		1	0	Swanson 2.20.25 3/7/2025	10.0000.2560.410.00.01	\$292.32
<b>P-Card Payee:</b> Harris Bank P-Card						
Building Supplies		1	0	Swanson 2.20.25 3/7/2025	20.0000.2540.410.00.01	\$92.20
<b>P-Card Payee:</b> Harris Bank P-Card						
Building Supplies		1	0	Swanson 2.20.25 3/7/2025	20.0000.2540.410.00.01	\$510.21
<b>P-Card Payee:</b> Harris Bank P-Card						
Kitchen Water		1	0	Swanson 2.20.25 3/7/2025	10.0000.2560.410.00.01	\$292.32
<b>P-Card Payee:</b> Harris Bank P-Card						
Art Supplies		1	0	Swanson 2.20.25 3/7/2025	10.0000.1100.416.00.01	\$148.53
<b>P-Card Payee:</b> Harris Bank P-Card						
				Check #: 0		
					PO/InvoiceTotal:	\$1,563.68
					Vendor Total:	\$1,563.68
<b>Nicor</b>	<b>NICOR</b>					
Check Group:						

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1293

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Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Preschool House Gas		1	0	Building 1 2.20.25	20.0000.2540.465.00.01	\$203.28
<b>P-Card Payee:</b> Harris Bank P-Card				2/2/2025		
Bus Barn Gas		1	0	Building 1 2.20.25	20.0000.2540.465.00.01	\$569.02
<b>P-Card Payee:</b> Harris Bank P-Card				2/2/2025		
Check #: 0						
PO/InvoiceTotal:						\$772.30
Vendor Total:						\$772.30
<b>PARTS TOWN, LLC</b>						
Check Group:						
Hand Dryer Parts		1	0	Swanson 2.20.25	20.0000.2540.410.00.01	\$734.94
<b>P-Card Payee:</b> Harris Bank P-Card				3/7/2025		
Check #: 0						
PO/InvoiceTotal:						\$734.94
Vendor Total:						\$734.94
<b>S&amp;S Automotive</b>						
SSAUTOM						
Check Group:						
Bus Supplies		1	0	Long 2.20.25	40.0000.2550.410.00.01	\$242.34
<b>P-Card Payee:</b> Harris Bank P-Card				3/10/2025		
Bus Supplies		1	0	Long 2.20.25	40.0000.2550.410.00.01	\$144.99
<b>P-Card Payee:</b> Harris Bank P-Card				3/10/2025		
Bus Supplies		1	0	Long 2.20.25	40.0000.2550.410.00.01	\$650.31
<b>P-Card Payee:</b> Harris Bank P-Card				3/10/2025		
Check #: 0						
PO/InvoiceTotal:						\$1,037.64
Vendor Total:						\$1,037.64
<b>Sullivan's Foods</b>						
SULFOOD						
Check Group:						
Food Supplies		1	0	Chayer 2.20.25	10.0000.1400.410.00.30	\$92.74
<b>P-Card Payee:</b> Harris Bank P-Card				3/10/2025		
Check #: 0						

Marengo Community High School District 154

Voucher Detail Listing

Voucher Batch Number: 1293

03/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$92.74</u>
						Vendor Total: <u>\$92.74</u>
USPS	USPOST					
Check Group:						
Student Services Postage		1	0	Activity 1 2.20.25 1/25/2025	10.0000.2120.410.00.01	\$1.65
<b>P-Card Payee:</b> Harris Bank P-Card						
						PO/InvoiceTotal: <u>\$1.65</u>
						Vendor Total: <u>\$1.65</u>
Walmart	WALMA					
Check Group:						
Nurse Supplies		1	0	Activity 2 2.20.25 3/7/2025	10.0000.2130.410.00.01	\$44.37
<b>P-Card Payee:</b> Harris Bank P-Card						
Foods I Supplies		1	0	Engwall 2.20.25 3/10/2025	10.0000.1400.410.00.30	\$151.99
<b>P-Card Payee:</b> Harris Bank P-Card						
Transition Supplies		1	0	Engwall 2.20.25 3/10/2025	10.0000.1200.410.00.34	\$54.77
<b>P-Card Payee:</b> Harris Bank P-Card						
Foods I Supplies		1	0	Engwall 2.20.25 3/10/2025	10.0000.1400.410.00.30	\$265.46
<b>P-Card Payee:</b> Harris Bank P-Card						
Transition Supplies		1	0	Engwall 2.20.25 3/10/2025	10.0000.1200.410.00.34	\$33.99
<b>P-Card Payee:</b> Harris Bank P-Card						
Foods I Supplies		1	0	Engwall 2.20.25 3/10/2025	10.0000.1400.410.00.30	\$216.01
<b>P-Card Payee:</b> Harris Bank P-Card						
Foods I Supplies		1	0	Engwall 2.20.25 3/10/2025	10.0000.1400.410.00.30	\$294.62
<b>P-Card Payee:</b> Harris Bank P-Card						
Transistion Supplies		1	0	Engwall 2.20.25 3/10/2025	10.0000.1200.410.00.34	\$16.69
<b>P-Card Payee:</b> Harris Bank P-Card						
						PO/InvoiceTotal: <u>\$1,077.90</u>
						Vendor Total: <u>\$1,077.90</u>

Marengo Community High School District 154

Voucher Detail Listing

Voucher Batch Number: 1293

03/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Grand Total: \$27,661.29

End of Report

Marengo Community High School District 154

Voucher Detail Listing

Voucher Batch Number: 1302

03/18/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon	AMAZO					
Check Group:						
Air Dry Clay		1 0		1CXN-XLXN-C4W Y 3/3/2025	10.0000.1400.410.00.30	\$30.68
HP58X Toner Cartridge		1 0		1G9F-7TFP-KLV6 2/27/2025	10.0000.2221.410.00.01	\$247.59
Peerless Lightweight Suspended Ceiling Kit		1 0		1GFH-NWCN-4G 3N 2/26/2025	10.0000.2221.410.00.01	\$312.36
HDMI Extender		1 0		1GFH-NWCN-4G 3N 2/26/2025	10.0000.2221.410.00.01	\$299.00
Dymo Rhino Lable Maker		1 0		1LXT-VDK6-7LV3 3/1/2025	10.0000.2221.410.00.01	\$116.46
Label Tapes		1 0		1LXT-VDK6-7LV3 3/1/2025	10.0000.2221.410.00.01	\$14.89
Permanant Label Tape		1 0		1LXT-VDK6-7LV3 3/1/2025	10.0000.2221.410.00.01	\$21.89
Tripp Lite Isobar		1 0		1LXT-VDK6-7LV3 3/1/2025	10.0000.2221.410.00.01	\$79.98
USB Hub		1 0		1LXV-GWMV-7J1 D 3/10/2025	10.0000.2221.410.00.01	\$168.90
Business Prime Subscription		1 0		1PDK-QPNK-3W N4 3/6/2025	10.0000.2520.310.00.01	\$349.00
Certificate Award Paper		1 0		1R1J-MXF7-44V M 3/10/2025	10.0000.1520.415.00.01	\$27.14
Certifcate Holders		1 0		1R1J-MXF7-44V M 3/10/2025	10.0000.1520.415.00.01	\$47.99

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1302

03/18/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Shipping		1	0	1R1J-MXF7-44V M 3/10/2025	10.0000.1520.415.00.01	\$6.99
Hospital Bed		1	0	1R33-4L1F-FQ9D 3/10/2025	10.0000.1400.700.00.29	\$1,999.00
Table Clothes		1	0	1T9J-4613-96WP 3/10/2025	10.0000.1100.416.00.01	\$119.92
Black Ink Cartridge		1	0	1T9J-4613-96WP 3/10/2025	10.0000.2220.410.00.01	\$47.00
Color Ink Cartridge		1	0	1T9J-4613-96WP 3/10/2025	10.0000.2220.410.00.01	\$83.00
Zinc Carriage Bolt Kits		1	0	1V3T-G7DG-6XH H 3/10/2025	10.0000.1400.410.00.30	\$38.97
Teacher Supplies		1	0	1WC1-WVXR-CK 49 3/10/2025	10.0000.1100.410.00.01	\$240.78

Check #: 0

PO/InvoiceTotal:	\$4,251.54
Vendor Total:	\$4,251.54
Grand Total:	\$4,251.54

End of Report

Marengo Community High School District 154

Voucher Detail Listing

Voucher Batch Number: 1308

03/19/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Cecilia B Frank	CBFREAD					
Check Group:						
Services 2/18/25-3/10/25		1 0		03/10/25 3/12/2025	10.0000.1100.310.00.01	\$5,400.00
				Check #: 0		
					PO/InvoiceTotal:	\$5,400.00
					Vendor Total:	\$5,400.00
Karczewski, Laurie J						
Check Group:						
March 2025 Meals		1 0		Mar2025 3/13/2025	40.0000.2550.332.00.01	\$37.50
				Check #: 0		
					PO/InvoiceTotal:	\$37.50
					Vendor Total:	\$37.50
Martin, Carrie L						
Check Group:						
Reimburse-IDEA Field Trip Ice Cream		1 0		V884954 3/12/2025	10.0000.1100.410.00.01	\$40.29
				Check #: 0		
					PO/InvoiceTotal:	\$40.29
					Vendor Total:	\$40.29
Mullens, Jason R						
Check Group:						
Reimbursement for Mileage & Conference Food		1 0		V884954 3/12/2025	10.0000.2320.312.00.01	\$575.79
				Check #: 0		
					PO/InvoiceTotal:	\$575.79
					Vendor Total:	\$575.79

Marengo Community High School District 154

Voucher Detail Listing

Voucher Batch Number: 1308

03/19/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$6,053.58

End of Report

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1303

03/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Constellation Electric	CONSELE					
Check Group:						
1/10/25-2/11/25 152,756 kWh		1	0	70205245201 2/14/2025	20.0000.2540.466.00.01	\$12,329.43

Check #: 0

PO/InvoiceTotal:	\$12,329.43
Vendor Total:	\$12,329.43
Grand Total:	\$12,329.43

End of Report

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1304

03/11/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ComEd	COMED					
Check Group:						
Electrical Service 12/10/24-1/10/25		1 0		01/10/25 1/10/2025	20.0000.2540.466.00.01	\$10,006.20

Check #: 0

PO/InvoiceTotal:	\$10,006.20
Vendor Total:	\$10,006.20
Grand Total:	\$10,006.20

End of Report

**Marengo Community High School District 154**

**Voucher Detail Listing**

Voucher Batch Number: 1305      03/21/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
US Bank Equip Finance						
Check Group:						
Copier Rental		1 0		549361954 3/12/2025	10.0000.2660.303.00.01	\$660.14
Copier Rental		1 0		550115364 3/12/2025	10.0000.2660.303.00.01	\$733.46

Check #: 0

PO/InvoiceTotal:	<u>\$1,393.60</u>
Vendor Total:	<u>\$1,393.60</u>
Grand Total:	\$1,393.60

End of Report

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1306

03/28/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Waste Management						
Check Group:						
Garbage Service 03/01/25-03/31/25		1	0	0402906-4076-8 3/5/2025	20.0000.2540.322.00.01	\$957.69

Check #: 0

PO/InvoiceTotal:	\$957.69
Vendor Total:	\$957.69
Grand Total:	\$957.69

End of Report

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1307      03/26/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Constellation NewEnergy - Gas	CONGAS					
Check Group:						
1/1/25-1/31/25 24557 Therms		1	0	4238975 2/11/2025	20.0000.2540.465.00.01	\$12,270.50

Check #: 0

PO/InvoiceTotal:	\$12,270.50
Vendor Total:	\$12,270.50
Grand Total:	\$12,270.50

End of Report

**Marengo Community High School District 154**

**Voucher Detail Listing**

Voucher Batch Number: 1291      02/27/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>Waste Management</b>						
Check Group:						
Garbage Service 02/1/25-2/28/25		1	0	0392848-4076-4 2/6/2025	20.0000.2540.322.00.01	\$950.54

Check #: 0

PO/InvoiceTotal:	<u>\$950.54</u>
Vendor Total:	<u>\$950.54</u>
Grand Total:	<u>\$950.54</u>

End of Report

**MARENGO COMMUNITY HIGH SCHOOL DISTRICT 154**

17-Mar-25

MARENGO COMMUNITY HIGH SCHOOL DISTRICT 154 is hereby authorized to draw warrants against MARENGO COMMUNITY HIGH SCHOOL DISTRICT 154 funds for the sum of xxx,xxx.xx on account of obligations incurred for value received in services and for materials as shown below for the period of March 2025 to be paid on March 17, 2025, not including the second payroll for March

\_\_\_\_\_  
Todd Volkening President

\_\_\_\_\_  
Jodie Kanaly Board Secretary

\_\_\_\_\_  
MARENGO COMMUNITY HIGH SCHOOL - District 154

**Mar-25**

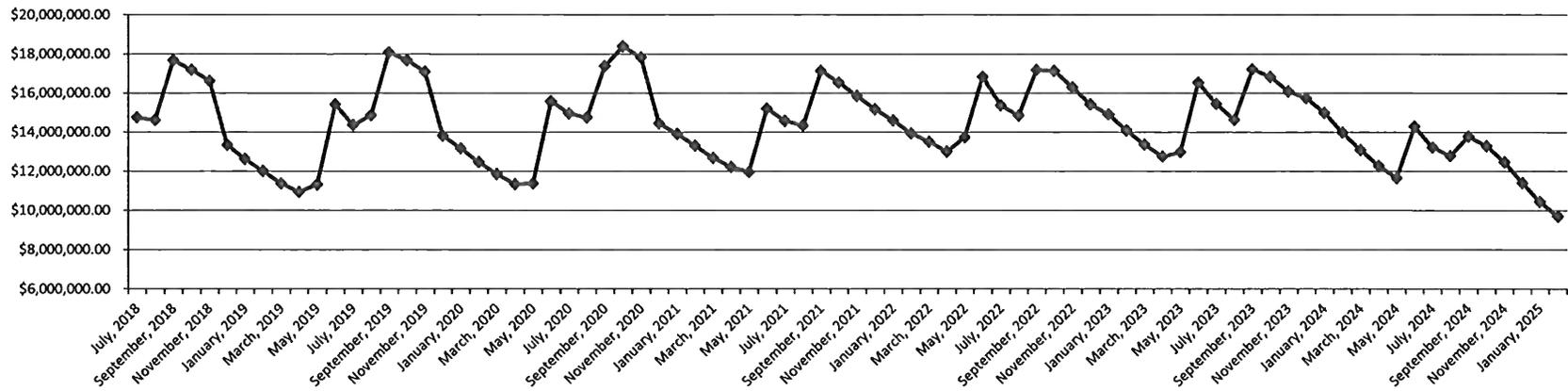
	District Bills	Payroll 1	Payroll 2 *	P-Cards	EFT/ ACH	Totals
Education Fund	\$349,725.91	\$ 277,636.64	\$ 0.00	\$ 22,838.65	\$11,661.22	\$ 661,862.42
Building Fund	\$24,880.71	15,075.89	-	3,084.49	\$ 35,563.82	78,604.91
Transportation Fund	\$10,130.06	8,175.48	-	1,738.15	\$ 37.50	20,081.19
Retirement Fund		8,653.04	-	-	\$ -	8,653.04
Sub Total	<u>\$384,736.68</u>	<u>\$309,541.05</u>	<u>\$ 0.00</u>	<u>\$27,661.29</u>	<u>\$47,262.54</u>	<u>\$769,201.56</u>
Tort Fund						-
Bond Fund						-
Site Fund						-
Capital Projects						-
Totals	<u>384,736.68</u>	<u>309,541.05</u>	<u>-</u>	<u>27,661.29</u>	<u>47,262.54</u>	<u>769,201.56</u>

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

MARENGO COMMUNITY HIGH SCHOOL TREASURER'S REPORT

February 2025							
NOW Account	TOTAL	EDUCATION	BUILDING	TRANSPORT	RETIREMENT	TORT	SITE
<b>Beginning Balance</b>	\$ 58,404.86	\$ (1,207.32)	\$ (69,643.38)	\$ (1,397.03)	\$ 38,646.21	\$ (26.62)	\$ 92,033.00
Total Receipts + Interest	\$ 1,152,844.90	\$ 1,059,148.25	\$ 166,309.54	\$ 24,248.67	\$ (4,855.18)	\$ 26.62	\$ (92,033.00)
<b>Total Available</b>	\$ 1,211,249.76	\$ 1,057,940.93	\$ 96,666.16	\$ 22,851.64	\$ 33,791.03	\$ -	\$ -
Disbursements	\$ 1,159,560.27	\$ 996,165.47	\$ 97,675.79	\$ 31,927.93	\$ 33,791.08		
New CD purchase	\$ -						
<b>Ending Balance</b>	\$ 51,689.49	\$ 61,775.46	\$ (1,009.63)	\$ (9,076.29)	\$ (0.05)	\$ -	\$ -
Interest earned in Sweep Account \$5,542.97							
	<b>Fund</b>	<b>Acct #</b>	<b>Start Date</b>	<b>Mature Date</b>	<b>Amount</b>	<b>Rate</b>	
	ED	MM80912397			\$ 5,216.85	1.97	
	ED	SWEEP20322773220			\$ 1,853,909.58	1.80	
	ED	PMA11105542	10/2/2024	3/31/2025	\$ 979,100.00	4.23	
	ED	PMA1362590	6/11/2024	6/11/2025	\$ 951,250.00	5.07	
	ED	PMA 10624026	7/16/2024	7/16/2025	\$ 950,000.00	5.04	
	ED	PMA10658673	8/20/2024	8/20/2025	\$ 955,700.00	4.59	
	ED	PMA 1353716	9/17/2024	9/17/2025	\$ 948,400.00	4.40	
	ED	PMA1371250	11/27/2023	11/26/2025	\$ 948,300.00	4.22	
			<b>Total Education Investments</b>		<b>\$ 7,591,876.43</b>		
	<b>Fund</b>	<b>Acct #</b>	<b>Start</b>	<b>Mature</b>	<b>Amount</b>	<b>Rate</b>	
	BLDG	SWEEP20322773220			\$ 488,989.68	1.80	
			<b>Total Building Investments</b>		<b>\$ 488,989.68</b>		
	<b>Fund</b>	<b>Acct #</b>	<b>Start</b>	<b>Mature</b>	<b>Amount</b>	<b>Rate</b>	
	TRANS	SWEEP20322773220			\$ 323,185.47	1.80	
			<b>Total Transportation Investments</b>		<b>\$ 323,185.47</b>		
	<b>Fund</b>	<b>Acct #</b>	<b>Start</b>	<b>Mature</b>	<b>Amount</b>	<b>Rate</b>	
	RETIREMENT	SWEEP20322773220			\$ 121,813.16	1.80	
	<b>Fund</b>	<b>Acct #</b>	<b>Start</b>	<b>Mature</b>	<b>Amount</b>	<b>Rate</b>	
	TORT	SWEEP20322773220			\$ 108,500.53	1.80	
	<b>Fund</b>	<b>Acct #</b>	<b>Start</b>	<b>Mature</b>	<b>Amount</b>	<b>Rate</b>	
	SITE	SWEEP20322773220			\$ 520,617.94	1.80	
	SITE	PMA11083750	9/17/2024	3/17/2025	\$ 488,600.00	4.63	
			<b>Total Site Investments</b>		<b>\$ 1,009,217.94</b>		
			<b>TOTAL INVESTMENTS</b>		<b>\$ 9,643,583.21</b>		

### MCHS CASH ON HAND





• *Change in the Value of Your Account*

	Feb 01, 2025 to Feb 28, 2025	Jan 01, 2025 to Feb 28, 2025
<b>Beginning Market Value</b>	<b>\$1,697,394.41</b>	<b>\$1,663,697.52</b>
Bank Fees	-20,221.61	-20,221.61
Change in Portfolio Value		
Income	2,259.47	4,542.99
Market Change	-5,537.31	25,876.06
<b>Ending Market Value</b>	<b>\$1,673,894.96</b>	<b>\$1,673,894.96</b>

• *Realized Gain and Loss Summary*

	Feb 01, 2025 to Feb 28, 2025	Jan 01, 2025 to Feb 28, 2025
Realized Capital Gain/Loss	\$6,787.66	\$6,787.66

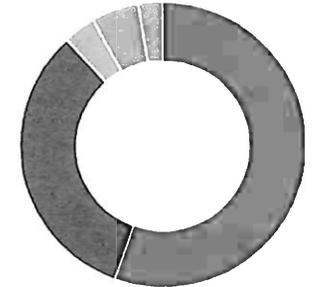
• *Income Summary*

	Feb 01, 2025 to Feb 28, 2025	Jan 01, 2025 to Feb 28, 2025
Dividends	2,170.16	4,392.53
Interest	89.31	150.46
<b>Total Income</b>	<b>\$2,259.47</b>	<b>\$4,542.99</b>
<b>Estimated Annual Income:</b>	<b>\$47,837.00</b>	



• Summary of Your Assets

	Market Value on Feb 28, 2025	% of Your Account for Current Period
U.S. Equity Funds	664,633.86	39.71
International Developed	159,397.09	9.52
Emerging Markets	104,736.22	6.26
<b>Total Equity</b>	<b>\$928,767.17</b>	<b>55.49 %</b>
Taxable Funds	415,587.51	24.83
Extended Fixed Funds	134,164.97	8.02
<b>Total Fixed Income</b>	<b>\$549,752.48</b>	<b>32.84 %</b>
Long/Short Equity	24,882.89	1.49
Multi-Strategy	36,435.58	2.18
<b>Total Hedge Funds</b>	<b>61,318.47</b>	<b>3.66 %</b>
Miscellaneous	86,228.86	5.15
Unclassified	1,702.07	0.10
<b>Total Other</b>	<b>87,930.93</b>	<b>5.25 %</b>
Cash Equivalents	46,125.91	2.76
<b>Total Cash</b>	<b>\$46,125.91</b>	<b>2.76 %</b>
<b>Your Total Assets</b>	<b>\$1,673,894.96</b>	<b>100.00 %</b>



- Total Equity
- Total Fixed Income
- Total Hedge Funds
- Total Other
- Total Cash

\* may not add to 100% due to rounding





• *Change in the Value of Your Account*

	Feb 01, 2025 to Feb 28, 2025	Jan 01, 2025 to Feb 28, 2025
<b>Beginning Market Value</b>	<b>\$146,958.03</b>	<b>\$144,413.01</b>
Bank Fees	-1,992.75	-1,992.75
Change in Portfolio Value		
Income	226.50	451.90
Market Change	-398.37	1,921.25
<b>Ending Market Value</b>	<b>\$144,793.41</b>	<b>\$144,793.41</b>

• *Realized Gain and Loss Summary*

	Feb 01, 2025 to Feb 28, 2025	Jan 01, 2025 to Feb 28, 2025
Realized Capital Gain/Loss	\$622.76	\$622.76

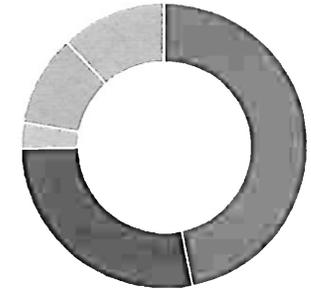
• *Income Summary*

	Feb 01, 2025 to Feb 28, 2025	Jan 01, 2025 to Feb 28, 2025
Dividends	208.00	420.76
Interest	18.50	31.14
<b>Total Income</b>	<b>\$226.50</b>	<b>\$451.90</b>
Estimated Annual Income:	<b>\$4,108.17</b>	



• Summary of Your Assets

	Market Value on Feb 28, 2025	% of Your Account for Current Period
U.S. Equity Funds	48,529.44	33.52
International Developed	11,676.14	8.06
Emerging Markets	7,714.84	5.33
<b>Total Equity</b>	<b>\$67,920.42</b>	<b>46.91 %</b>
Taxable Funds	30,376.03	20.98
Extended Fixed Funds	9,824.06	6.78
<b>Total Fixed Income</b>	<b>\$40,200.09</b>	<b>27.76 %</b>
Long/Short Equity	1,819.60	1.26
Multi-Strategy	2,508.93	1.73
<b>Total Hedge Funds</b>	<b>4,328.53</b>	<b>2.99 %</b>
Miscellaneous	14,733.42	10.18
Unclassified	278.18	0.19
<b>Total Other</b>	<b>15,011.60</b>	<b>10.37 %</b>
Cash Equivalents	17,332.77	11.97
<b>Total Cash</b>	<b>\$17,332.77</b>	<b>11.97 %</b>
<b>Your Total Assets</b>	<b>\$144,793.41</b>	<b>100.00 %</b>



- Total Equity
- Total Fixed Income
- Total Hedge Funds
- Total Other
- Total Cash

\* may not add to 100% due to rounding









INVESTMENT REPORT  
February 1, 2025 - February 28, 2025



Envelope # BRLFCMBBBHCRB

BROKERAGE MARENGO COMMUNITY HIGH SCHOOL

▶ Account Number: 647-272396

0059797 02 AB 0.593 02 TR 00457 FIED8C10 000000  
MARENGO COMMUNITY HIGH SCHL #2  
FRANKS FAMILY  
110 FRANKS RD  
MARENGO IL 60152-3425

**Your Account Value: \$178,377.37**

Change from Last Period: ▼ \$991.08



	This Period	Year-to-Date
Beginning Account Value	\$179,368.45	\$175,119.45
Subtractions	-	-218.90
Change in Investment Value *	-991.08	3,476.82
Ending Account Value **	\$178,377.37	\$178,377.37
Accrued Interest (AI)	0.00	
Ending Account Value Incl. AI	\$178,377.37	

Your Advisor/Agent

BRINKER CAPITAL INV LLC  
1055 WESTLAKES DR STE 250  
BERWYN PA 19312

Phone: (800) 333-4573

Advisor/Agent Message

Advisory services offered through orion portfolio solutions dba brinker capital investments. Forms adv2a, crs, and privacy policy can be found at orion.Com. Call 800.379.2513 For physical copies of these documents. Additional information is available at investment adviser public disclosure website at www.Adviserinfo.Sec.Gov by searching crd number 107975 or sec file number 801 57265. We have amended form adv effective march 30, 2024 which may affect your account. Visit orion.Com for current form adv.

\* Reflects appreciation or depreciation of your holdings due to price changes, transactions from Other Activity In or Out and Multi-currency transactions, plus any distribution and income earned during the statement period.

\*\* Excludes unpriced securities.

Your Advisor is an independent organization and is not affiliated with Fidelity Investments. Brokerage services provided by **Fidelity Brokerage Services LLC (FBS)**, Member NYSE, SIPC (800) 544-6666. Brokerage accounts carried with National Financial Services LLC (NFS), Member NYSE, SIPC.





INVESTMENT REPORT  
February 1, 2025 - February 28, 2025



Envelope # BRLFCMBBBGFTT

BROKERAGE MARENGO COMMUNITY HIGH SCHOOL  
▶ Account Number: 647-010570

Your Account Value: **\$88,426.82**

Change from Last Period: ▼ \$284.31

0059796 02 AB 0.593 02 TR 00457 FIED8C10 000000  
MARENGO COMMUNITY HIGH SCHOOL  
SWANSON FAMILY  
110 FRANKS RD  
MARENGO IL 60152-3425



	This Period	Year-to-Date
Beginning Account Value	\$88,711.13	\$86,588.70
Subtractions	-	-108.24
Change in Investment Value *	-284.31	1,946.36
<b>Ending Account Value **</b>	<b>\$88,426.82</b>	<b>\$88,426.82</b>
Accrued Interest (AI)	0.00	
Ending Account Value Incl. AI	\$88,426.82	

Your Advisor/Agent

BRINKER CAPITAL INV LLC  
1055 WESTLAKES DR STE 250  
BERWYN PA 19312

Phone: (800) 333-4573

Advisor/Agent Message

Advisory services offered through Orion Portfolio Solutions dba Brinker Capital Investments. Forms ADV2a, CRS, and Privacy Policy can be found at Orion.Com. Call 800.379.2513 For physical copies of these documents. Additional information is available at investment adviser public disclosure website at www.Adviserinfo.Sec.Gov by searching CRD number 107975 or SEC file number 801 57265. We have amended Form ADV effective March 30, 2024 which may affect your account. Visit Orion.Com for current Form ADV.

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INVESTMENT REPORT  
February 1, 2025 - February 28, 2025



Envelope # BRLDWTBBHNKC

0059798 02 AB 0.593 02 TR 00457 FIED8C10 000000  
MARENGO COMMUNITY HIGH SCHOOL  
110 FRANKS RD  
MARENGO IL 60152-3425



Swanson



BROKERAGE MARENGO COMMUNITY HIGH SCHOOL  
▶ Account Number: 676-541856

Your Account Value: **\$102,618.96**

Change from Last Period: ▲ \$697.02

	This Period	Year-to-Date
Beginning Account Value	\$101,921.94	\$99,931.60
Subtractions	-	-124.91
Change in Investment Value *	697.02	2,812.27
Ending Account Value **	\$102,618.96	\$102,618.96
Accrued Interest (AI)	0.00	
Ending Account Value Incl. AI	\$102,618.96	

Your Advisor/Agent

BRINKER CAPITAL INV LLC  
1055 WESTLAKES DR STE 250  
BERWYN PA 19312

Phone: (800) 333-4573

Advisor/Agent Message

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\* Reflects appreciation or depreciation of your holdings due to price changes, transactions from Other Activity In or Out and Multi-currency transactions, plus any distribution and income earned during the statement period.  
\*\* Excludes unpriced securities.

Your Advisor is an independent organization and is not affiliated with Fidelity Investments. Brokerage services provided by **Fidelity Brokerage Services LLC (FBS)**, Member NYSE, SIPC (800) 544-6666. Brokerage accounts carried with National Financial Services LLC (NFS), Member NYSE, SIPC.



**To:** Board of Education

**From:** Carrie Martin, Dan Schirmer, Vince Long, Kelly Wille

**Date:** March 03, 2025

**RE:** SkillsUSA State Competition - Peoria, Illinois

**Cc:** David Engelbect, Jason Mullens, Susan McGuire

Below is the request for an overnight stay for the SkillsUSA students for the state competition

**Students:** 15 students from multiple CTE classes

**Staff:** Carrie Martin, Dan Schirmer, Vince Long, Kelly Wille

**Trip Dates:** April 24 - 26, 2025 - leave time April 24th at 10:30AM  
Dan Schirmers group will need to leave on April 23rd after school

**Rooms:** Rooms: partially covered CTE/Skills USA account

**Meals:** 2 meals is covered by SkillsUSA account, the rest of the meals are covered by the students

**Transportation:** Activity bus and one/two support van(s)

Eleven MCHS students earned a spot in the SkillsUSA state competition in Peoria after participating in an online state qualifying event in early February. Additionally, one group of four students has automatically qualified for the entrepreneurship event at the state competition. This event provides students with an opportunity to showcase the skills they've developed in the CTE programs, demonstrating their knowledge in a hands-on environment. SkillsUSA not only highlights their technical abilities but also fosters leadership, promotes healthy competition, and instills a strong sense of pride in their work. Each competition is designed and led by industry professionals, offering students valuable experience and insight. This competition is an invaluable real-world experience for students considering careers in their respective fields, offering opportunities that go beyond what a classroom setting can provide.

We thank you for your consideration for this event.

Carrie Martin, Dan Schirmer, Vince Long, Kelly Wille & Chad Olson  
MCHS CTE Teachers



## OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

---

February 21, 2025

Mrs. Alicia Tippins  
Marengo Community High School District 154  
110 Franks Road  
Marengo, Illinois 60152

Dear Mrs. Tippins:

I am pleased to award the Marengo Community High School District 154 a Fiscal Year 2025 School District Library Grant for \$850.00.

This grant support is provided pursuant to 23 Ill. Adm. Code 3035.120 School District Library Grant Program.

Congratulations on the success of your grant application.

Sincerely,

A handwritten signature in black ink that reads "Alexi Giannoulis".

Alexi Giannoulis, Secretary of State  
and State Librarian

cc: Superintendent, Marengo Community High School District 154

AG:isl

**RESOLUTION**

**AUTHORIZING PARTICIPATION IN  
THE MCHENRY COUNTY REGIONAL SAFE SCHOOL PROGRAM**

**WHEREAS**, the Regional Superintendent of McHenry County, Illinois, has established the McHenry County Regional Safe School Program pursuant to Article 13A of The School Code; and

**WHEREAS**, in accordance with its Placement Policy and Guidelines, the McHenry County Regional Safe School Program will provide educational services to disruptive students enrolled in grades six (6) through twelve (12) in the McHenry County public school, and

**WHEREAS**, the Board of Education of Marengo Community School District No. 154, McHenry County, Illinois, finds it in the best interests of its educational program and the students it serves to participate in the McHenry County Regional Safe School Program; and

**WHEREAS**, participation in the McHenry County Regional Safe School Program is contingent upon adoption of the resolution extending the period of participation from July 1, 2025 through June 30, 2026.

**NOW, THEREFORE, BE IT RESOLVED** that the BOARD OF EDUCATION OF MARENGO COMMUNITY SCHOOL DISTRICT NO. 154 of the County of McHenry, Illinois, does hereby:

1. Extend the validity period of the existing Intergovernmental Agreement Between the McHenry County Regional Office of Education and the District for the McHenry County Regional Safe School Program from July 1, 2025 to June 30, 2026.
2. Agree to adhere to all provisions of the existing Intergovernmental Agreement and the Placement Policy as a part thereof.

**BE IT FURTHER RESOLVED** that the Secretary of the Board of Education is authorized and directed to forward a duly executed copy of this Resolution to the Regional Office of Education.

Adopted this 17<sup>th</sup> day of March, 2025.

AYES:

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

NAYES:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

ABSENT:

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date



ILLINOIS HIGH SCHOOL ASSOCIATION



The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

March 2025

To the Principal/IHSA Official Representative Addressed:

It is time again for your school to renew its membership in the Illinois High School Association. For the 2025-2026 school term, IHSA membership will not require payment for membership dues or state series entry fees per action of the IHSA Board of Directors.

Your school may renew membership in the Illinois High School Association by confirming that your school continues to be Recognized by the Illinois State Board of Education and by certifying that your Board of Education/Governing Board has voted to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines, and Policies of the Association for the 2025-26 school term.

Your 2025-26 membership renewal is due by June 30, 2025. Please do not delay. Obtain your Board of Education's action on the membership resolution and email it to [general@ihsa.org](mailto:general@ihsa.org) or fax (309) 663-7479.

Sincerely,

Craig Anderson  
Executive Director

**THIS FORM MUST BE SIGNED BELOW, ON THE APPROPRIATE LINE, BY THE PRINCIPAL OR OFFICIAL REPRESENTATIVE AND THE BOARD PRESIDENT OR SECRETARY.  
DO NOT DETACH**

To: IHSA Executive Director

We certify that Marengo Community High School is recognized by the Illinois State Board of Education. It is understood that failure to be recognized by the Illinois State Board of Education will disqualify our school for membership in the IHSA and that if this were to occur, it is our responsibility to immediately notify the Association of this change in status.

We further certify our Board of Education/Governing Board, at its meeting held on March 17, 2025, voted to renew membership in the Illinois High School Association, and to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines and Policies of the Illinois High School Association for the year of July 1, 2025, through June 30, 2026.

Principal/Official Representative Signature

Board President or Board Secretary Signature

Jay Mullens 815-568-6511  
Print Name and Phone Number

Todd Volkering 815-568-6511  
Print Name and Phone Number

Marengo CHS District 154 High School Marengo, Illinois

2025-26 Membership Renewal

**PLAY SMART. PLAY HARD.®**

# Partnering for Prevention, LLC

## CADC Positon Update

Dawn M. Schoen, BA, CADC

March 17, 2025

Marengo Community High School District 154 -  
Where Learning is Valued and Excellence is the Standard



## Background



### Partnering for Prevention - Foundations for Life

We are invested in creating partnerships that support, educate, and encourage healthy choices so youth & adults alike can thrive.

# CADC Positon Goals

## Intervention/Treatment

- identify students that may be at risk to use or are using substances; provide support to students where there is use in their home
- Complete a comprehensive Alcohol & Drug evaluation to determine intervention/treatment needs
- Deliver indicated intervention/treatment service and/or refer with linkage to outside services
- Support re-entry to school from inpatient treatment & provide relapse prevention education & support

# CADC Positon Goals

## Prevention

- Student/Parent Education and Resources
  - Prevention based tips/flyer (5 to Thrive) for students
  - Prevention based tips/articles in District Newsletter
  - Meet & Greet during Parent/Teacher conferences - educational resources
- Staff
  - Presentations as indicated
  - Act as and provide resources as requested

# Intervention/Treatment Successes

## Student Referrals

- 27 Total referrals to date
  - 16 last school year
  - 11 current school year

## Referral Source

- Four referral sources
  - Staff referrals
  - Parent referrals
  - Student self referrals
  - Tier III referrals

# Intervention/Treatment Process

Referral - 27

Intake - 26 (1 Current Client)

Assessment - 20

Scheduled - 1

Refused/Closed - 5

Refused  
Treatment  
(0)

Referred  
To higher  
level of care

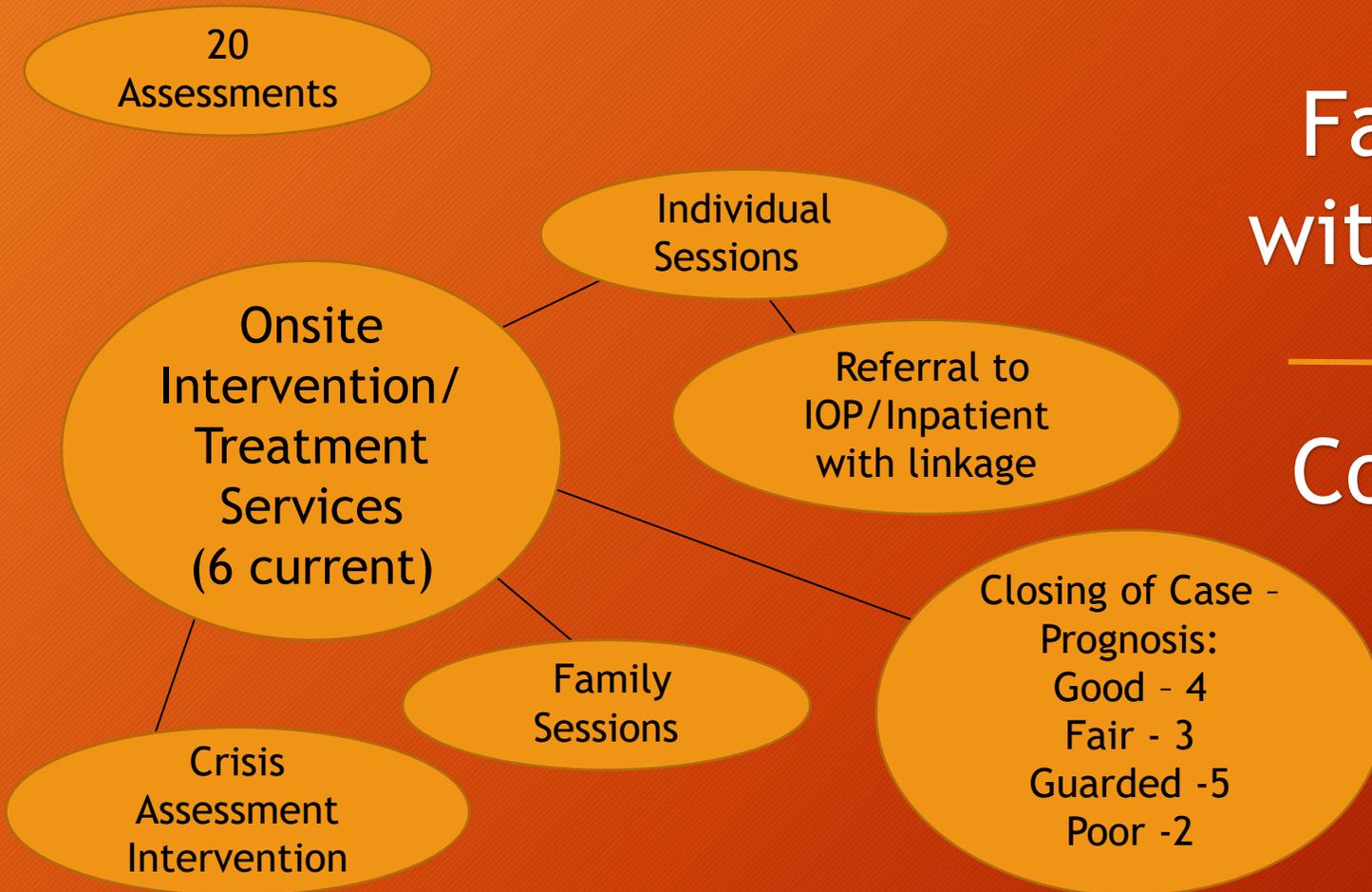
Onsite  
Intervention  
/Treatment  
(20)

Referred  
To higher  
level of  
care

Identify  
objectives  
and goals  
& begin  
services

Completed  
Treatment  
-  
Case  
Closed

# Treatment Services Delivered



Face to Face Contacts  
with Students & Parents

---

## Consultation Contacts

Clients and Parents  
School Staff  
Other Providers: Doctors,  
Pyschiatrists, Therapists,  
Legal, DCFS, etc

# Treatment Services Delivered

Without this intervention these students  
would not of been seen

# Prevention Successes

## Prevention

- Student/Parent Education and Resources
  - Prevention based tips/flyer (5 to Thrive) for students
  - Prevention based tips/articles in District Newsletter
  - Meet & Greet during Parent/Teacher conferences - educational resources
- Staff
  - Act as and provide resources as requested

# Vision for the Future

Continue to refer & provide treatment services to those students that need services or may not otherwise be identified

Remove the barriers to student academic success

Increase the number of students having academic success

Increase prevention & intervention efforts

# Prevention is Key

Delay the onset of use

Increase protective factors while decreasing risk factors

Prevention works when it uses consistent messages & programs in a variety of settings and experiences to educate, encourage, & empower youth to make responsible choices

# Intervention/Treatment is Necessary

Use does not typically go away, it escalates

As acceptability & accessibility increases so does use

Clients do get sober - when addiction is present it takes an average of 7 treatment episodes before someone maintains a year of sobriety ... We often plant seeds!

Questions?

# Thank You



Partnering for Prevention, LLC

Dawn M. Schoen, BA, CADC

224.241.2192

[dawn@partneringforprevention.net](mailto:dawn@partneringforprevention.net)

[www.partneringforprevention.net](http://www.partneringforprevention.net)

---

## Fwd: Resignation

1 message

---

Dwain Nance <nanced@mchs154.org>  
To: Susan McGuire <mcguires@mchs154.org>

Wed, Feb 26, 2025 at 12:26 PM

Assistant Fall / Winter Cheer coach resignation

----- Forwarded message -----

From: **Kristie LaRocco** <kristielarocco@u-46.org>  
Date: Wed, Feb 26, 2025 at 12:23 PM  
Subject: Resignation  
To: nanced@mchs154.org <nanced@mchs154.org>

Good afternoon! I am writing to officially resign from my role as JV Cheerleading Coach. Thank you for the opportunity!

Sincerely,  
Kristie McManus-LaRocco  
Resident Administrator, Hillcrest Elementary



U-46 Privacy Disclaimer

This message, including any attachments, may contain confidential information or proprietary information, and is intended for the person / entity to whom it was originally addressed. Any use by others is strictly prohibited.

---

Pursuant to Illinois' public records law, this written communication may constitute a public record which is available to the public and media upon request. Please be advised that this email communication may be subject to public disclosure.

Sis Riedl  
Marengo High School  
(847)568-6511  
[riedls@mchs154.org](mailto:riedls@mchs154.org)  
3-6-25

Dear AD Nance,

Please accept this letter of resignation from the position of bowling coach, effective as of the end of our 2025 season. My last day will be tomorrow, March 7, 2025, after pictures.

The decision to resign was not an easy one. I have grown to enjoy the sport. I have also enjoyed getting to know the kids outside the school setting. Helping them become better athletes and watching them grow is one of the reasons this decision is so hard.

I would like to thank you for the opportunity to have been a part of MCHS athletics. I appreciate the help of your secretary, Lisa Ackley. She has been a tremendous help planning and keeping me on track. I would like to express my gratitude to Phil Czapinski for his support and guidance as I learned and grew in the sport. I would also like to thank Sandy Lindow for being flexible and how much she and the rest of the Glo Bowl team have helped over the years. It has been a pleasure to work with so many wonderful people that are dedicated to our athletes.

Thank you for the invaluable support and experience these last few years.

Sincerely,

Sis Riedl

Sis Riedl  
Marengo High School  
(847)568-6511  
[riedls@mchs154.org](mailto:riedls@mchs154.org)  
3-6-25

Dear AD Nance,

Please accept this letter of resignation from the position of math team coach, effective as of the end of our 2025 season. My last day will be next week, March 12, 2025, after pictures.

I would like to thank you for the opportunity to have been a part of MCHS extracurriculars.

Thank you and the rest of the mathematics department for helping get a team together these last few years.

Sincerely,

Sis Riedl

**Marengo Community High School**

Athletic Director  
110 Franks Road  
Marengo, Illinois 60152  
(815) 568 - 6511 (phone)  
(815) 568 - 6510 (fax)



Dwain Nance  
(815) 568 - 6511 ext. 1612 (school)  
(217) 778 - 9603 (cell)  
[nanced@mchs154.org](mailto:nanced@mchs154.org)  
[fisherman0916@yahoo.com](mailto:fisherman0916@yahoo.com)

**TO:** DAVID ENGELBRECHT  
**FROM:** DWAIN NANCE  
**RE:** **EXTRA-DUTY HIRE RECOMMENDATIONS**  
**DATE:** MARCH 17, 2025

I would like to recommend that we hire the following for the 2024-2025 school year.

Rafael Martinez → Head Boys Tennis Coach (Lane F1)

## 2025-2026 SCHOOL FEES FORM

Please complete and return this form to Student Services if you are paying with cash or check.  
Completion of this form is NOT required for online payments

Student Name: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

**Please Note: Certain courses taken in the vocational and art areas may have additional student related costs for specific projects. Examples: wood projects, materials for paintings, clothing, foods, etc.**

### Registration Fee:

Fee \$140.00

Early Payment Incentive – If fees are paid on or before July 31, 2025, your student will receive

Free Admission to all home athletic events (exclusive of IHSA Postseason Play)

**STUDENT MUST PRESENT STUDENT ID FOR FREE ADMISSION**

### Computer Purchase Payment (Must be paid each year)

Freshmen \$ 122.00

Sophomores/Juniors \$ 100.00

Seniors \$ 80.00

**Calculator Fee:** Students enrolled Honors Geometry, Algebra 2, and above must have a TI-84 Plus calculator.

If renting please complete a Pledge Form and pay rental fee.

Rental Calculator \$ 25.00

**Driver Ed – Required of all Freshmen** (does not include permit fee) \$ 250.00

**Optional Fees:** (please circle applicable fees)

**AP Testing Non-Refundable** (required of students enrolled in AP courses(s)) \$100.00/course

**Band** (required of students enrolled in band and colorguard) \$ 25.00

**BNAPT** (required of students enrolled in BNAPT) \$ 75.00

**Parking Tag** (include MCHS Vehicle Registration Form) \$ 50.00

**Lunch Deposit** (amount to be credited into lunch account if included in check) \$ \_\_\_\_\_

**Yearbook** (purchase through [yearbookforever.com](http://yearbookforever.com))

**Total Optional Fees Paid** \$ \_\_\_\_\_

**TOTAL COST (REGISTRATION FEE PLUS OPTIONAL FEES)** \$ \_\_\_\_\_

**\*\*ALL FEES ARE DUE BY JULY 31, 2025\*\***

**Registration and course fees are charged to all students. Please complete an Application for Waiver of School Fees if:** You are currently receiving aid under Article IV of the Illinois Public Aid Code or your income meets the income eligibility guidelines published by the US Department of Agriculture for free or reduced price meals. **Proof of income is required** in order to process fee waiver applications. See application for more information.

School fees and lunch deposits may be paid online through your parent portal or by cash or check made payable to MCHS District #154.



# MARENGO COMMUNITY HIGH SCHOOL

District #154

110 Franks Road Marengo, Illinois 60152

Phone 815-568-6511

[www.mchs154.org](http://www.mchs154.org)

Fax 815-568-6510

David N. Engelbrecht, Ed.S.  
Superintendent

Mr. Jay Mullens, Ed.S.  
Principal

March 17, 2025

Board of Education District #154,

All educators hold a huge responsibility in identifying and mitigating cybersecurity threats and risks by bolstering their security infrastructure. Many people wrongly assume that cybersecurity falls solely under the watchful eye of the technology department. However, hackers target educational institutions at all levels, including students, teachers, and other staff. When compared to other industries, the educational sector is especially vulnerable to cybersecurity incidents because schools harbor a vast amount of valuable data, including confidential records and personal student, parent, and staff information. Therefore, we need to constantly evolve and adapt to mitigate any potential vulnerabilities. According to research conducted by the Cybersecurity and Infrastructure Security Agency (CISA), the most prevalent cybersecurity threats facing K-12 educators are phishing, malicious cyber attacks, data breaches/doxing, domain spoofing, and end of life software. While costly vengeful attacks are what typically make the big headlines and we certainly need to be prepared for any potential attack or disruption, we also need to protect the District's ability to function on a day-to-day basis with our student management system as well as other educational software platforms within the classrooms and offices, and consider our overall collection, storage, and use of pertinent personal information we are responsible for.

In addition to our insurance provider, CISA recommends all K-12 school districts have an incident response plan that details what the district needs to do before, during, and after an actual or potential security incident. In the case of a data breach, it is critical for a district to design, practice, and implement a plan specific to our local conditions. In order to mitigate these concerns from a K-12 educator's standpoint, Chief Technology Officer Dan Kane and I have been working closely with his department to conduct regular security awareness training, educating the organization on cybersecurity best practices, and studying the incident response framework of the National Institute of Standards and Technology (NIST), which is a set of guidelines for handling cybersecurity incidents. Our 'Cybersecurity Incident Response Plan' was drafted by Dan and I in 2023-2024, and has been utilized for any incident since then to document a detailed summary of the incident, including how and why it may have occurred, estimated data loss, affected parties, and how it may have impacted our services. We continue to review and revise this tool to ensure we are responding to security incidents quickly and efficiently, thus regaining control and minimizing any loss of instructional time.

***Dan Kane and I would like to formally recommend adopting the "Cybersecurity Incident Response Policy and Plan: A Guidebook for the Safety and Security of all Technology Services at MCHS District #154."***

Sincerely,

Dr. Angela M. Fink  
Assistant Superintendent  
Marengo Community High School District #154  
110 Franks Road  
Marengo, IL. 60152  
(815) 568 - 6511 extension 1341  
[finka@mchs154.org](mailto:finka@mchs154.org)

**"Where learning is valued and excellence is the standard"**

# Cybersecurity Incident Response Plan

**A Guidebook for the Safety and Security at MCHS D#154  
to address any threat to the confidentiality, integrity, and  
availability of data and information, the information processing  
equipment, and the learning environment**

***Marengo Community High School District 154***

Revision: 2023.07.11 (original draft), 2023.07.18, 2023.09.07, 2025.03.03

Plan Owner: Mr. Dan Kane, Chief Technology Officer

Plan Approver: Dr. Angela Fink, Assistant Superintendent

## Executive Summary

All educators hold a huge responsibility in identifying and mitigating cybersecurity threats and risks. Many people wrongly assume that cybersecurity falls solely under the watchful eye of the technology department. However, hackers target educational institutions at all levels, including students, teachers, and other staff. When compared to other industries, the educational sector is especially vulnerable to cybersecurity incidents, and this sector has witnessed mass increases in cyberattacks this past year.

As school districts strive to bolster their security infrastructure, cybercriminals are constantly evolving and adapting to exploit any vulnerabilities. They often take advantage of peak academic periods such as the start of a new school year or semester, and launch malware attacks when students are returning to school. Schools harbor a vast amount of valuable data, including intellectual property, confidential medical records, and personal student and staff information. According to recent research conducted by the [Cybersecurity and Infrastructure Security Agency \(CISA\)](#), the most prevalent cybersecurity threats facing K-12 educators are phishing, malicious cyber attacks, data breaches/doxing, domain spoofing, and end of life software.

In order to mitigate these concerns from a K-12 educator's standpoint, staff should work closely with the technology department to conduct regular security awareness training, educating the organization on cybersecurity best practices. In addition, it is recommended that school districts develop an incident response plan that lays out the necessary steps in the event of a cybersecurity incident, and includes roles and responsibilities, communication, protocols, and a clear escalation process. Resources such as the National Institutes of Standards and Technology (NIST) Cybersecurity Framework Policy Guide Template and the National Incident Management System (NIMS) Guidance and Field Operations Guide were consulted in the development of this plan. The School Incident Response Plan below represents a core set of doctrine, concepts, principles, terminology, and organizational processes that enables effective, efficient, and collaborative incident management.

## Revisions and Reviews

Date	Rev No.	Individual	Summary of Changes
07/11/2023	Draft	Dan Kane and Angela Fink	Initial implementation draft
07/18/2023	1	Dan Kane and Angela Fink	Initial implementation draft and revisions
09/07/2023	2	Dan Kane and Angela Fink	Notification updates (pg. 12), Incident Report (appendix C), and reviewed and revised definitions of severity levels with admin team after 1st incident (pg. 10)
09/20/2023	3	Dan Kane	Update of contact information for vendors.
11/20/2023	4	Dan Kane	Updated FBI Contact information
3/3/2025	5	Dan Kane and Angela Fink	Update software and review.


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## Mission

To establish a comprehensive and coordinated approach to cybersecurity or other technology-related incident responses, leveraging partnerships with stakeholders and leveraging technology and best practices to ensure the confidentiality, integrity, and availability of information, while maintaining the highest standards of transparency and accountability.

## Strategy and Goals

This plan is designed to serve as a guiding document for a wide variety of events, including a potential cybersecurity incident, or other related incidents. It does not serve as a step-by-step response plan for a specific issue.

### Strategy

- 1) Stop the Spread
- 2) Mitigate Damage
- 3) Restore Functionality
- 4) Reduce Chances of Reoccurrence
- 5) Improve Response

### Goals

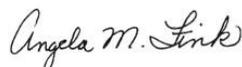
- 1) Protect Student and Staff Data
- 2) Maintain the Continuity of Education
- 3) Meet Legal and Regulatory Requirements
- 4) Maintain Public Trust

## Superintendent Statement and Approval

A comprehensive and effective incident response plan is critical to meet our goals:

- 1) **Protect Student and Staff Data:** The district holds a vast amount of sensitive and confidential information, including student and staff data, which must always be protected. Having a well-planned and executed response plan is critical in preventing data breaches and ensuring that confidential information is not compromised.
- 2) **Maintain the Continuity of Education:** In the event of a cybersecurity incident, it's important that the district be able to respond quickly and effectively to minimize the disruption to educational activities. A comprehensive response plan will help ensure that the district can continue to provide high-quality education to students, even in the face of an incident.
- 3) **Meet Legal and Regulatory Requirements:** The district is subject to various laws and regulations regarding data protection, including student data privacy laws such as the Family Educational Rights and Privacy Act (FERPA). A robust response plan will help ensure that the district is in compliance with these requirements and is prepared to respond to any incidents that may arise.
- 4) **Maintain Public Trust:** The district is responsible for maintaining the trust and confidence of students, parents, staff, and the community. By demonstrating a commitment to cybersecurity and being prepared to respond to incidents, the district can build and maintain public trust and confidence in its ability to protect sensitive information.

A comprehensive incident response plan is a critical component of the district's overall security posture and is essential for protecting sensitive information, ensuring the continuity of education, meeting legal and regulatory requirements, and building public trust.



Dr. Angela M. Fink, Assistant Superintendent

## Purpose and Objectives

The purpose of this cybersecurity incident response plan is to establish a comprehensive and coordinated approach to identifying, responding to, and mitigating the effects of potential cybersecurity and other technology-related incidents affecting the district, while ensuring the confidentiality, integrity, and availability of information.

### Objectives

- 1) To prevent and mitigate the impact of cybersecurity incidents through proactive risk management, incident response, and business continuity planning.
- 2) To ensure timely detection and notification of potential incidents, leveraging a combination of technology and human resources to identify and respond to incidents in a coordinated manner.
- 3) To minimize the impact of incidents on students, staff, and operations by establishing clear roles, responsibilities, and procedures for responding to incidents, including crisis communication and media management.
- 4) To continuously improve the district's cybersecurity posture through regular review and testing of the incident response plan, incorporating feedback from stakeholders, and incorporating best practices and emerging technologies.

## Scope

This incident response plan covers all incidents involving data and information entrusted to or created by the school district, all district owned information processing equipment, and any device connected to the district computer networks, including but not limited to cyber threats.

## Definitions

### Event vs. Incident

NIST defines an *incident* as a “cybersecurity event that has been determined to have an impact on the organization prompting the need for response and recovery.” An *event* is any occurrence that can be observed, verified, and documented, whereas an *incident* is one or more related events that negatively affect the company and/or impact its security posture. Anytime leadership is actively involved in an event, the event then becomes classified as an incident. Note that events can become incidents as more information is gathered.

### Cybersecurity Incidents

A cybersecurity incident is an event or series of events that pose a threat to the confidentiality, integrity, and availability of data and information, the information processing equipment, and the learning environment of the school district.

This threat may come from external sources such as cyberattacks, or from internal sources such as accidental or intentional data breaches by employees, contractors, or students.

### Declaration of Incident

The declaration of an incident is a serious matter as it initiates response plans, incurs costs, transfers authorities, involves external partners, and can disrupt normal activities.

As such, only the Superintendent (or designee) and the Chief Technology Officer can declare an incident.

### Conclusion of Incident

An incident closes in three phases. As the incident is concluded, the incident commander and district leadership must communicate and understand which authorities, responsibilities, and expectations change given the specifics of the incident.

First, all efforts that must be done immediately are complete. Most of the team can reassume daily tasks.

Second, all systems have been restored to normal operations. Any identified vulnerabilities have been remedied or an approved plan is in place to remedy those vulnerabilities.

Finally, the entire incident is documented and any lessons learned are incorporated into policies, plans, and procedures.

### Related Terms

**Availability:** In the context of cybersecurity, availability refers to the accessibility and usability of information and systems. This means that authorized users should be able to access and use the information and systems they need, when they need them, and in a manner that is reliable and consistent.

**Compromise:** Compromise refers to a situation in which the security of information, systems, or networks has been breached. This can occur through a variety of means, such as a cyberattack, a data breach, or other security incident. When information, systems, or networks are compromised, there is a risk that sensitive data or intellectual property could be lost, stolen, or misused.

**Confidentiality:** Confidentiality refers to the protection of information from unauthorized access, use, or disclosure. This means that only authorized individuals should be able to access and use sensitive data, and that information should be protected against unauthorized access or exposure.

**Credentials:** Credentials are a set of information used to verify the identity of a user or device. This can include usernames and passwords, security certificates, or other forms of authentication.

**Cyberattacks:** A cyberattack is an intentional and unauthorized attempt to access, modify, or destroy information or systems. This can include a variety of threats, such as malware, phishing, ransomware, and other types of malicious activity.

**Damage:** Damage refers to any harm or destruction caused to information, systems, or networks. This can include physical damage to equipment, as well as logical damage to data or systems.

**Data Breach:** A data breach is an incident in which sensitive data is intentionally or unintentionally disclosed to unauthorized individuals. This can occur through a variety of means, such as a cyberattack, a lost or stolen device, or an employee mistake.

**Denial of Service (DoS):** A Denial of Service (DoS) attack is an attempt to make a system or network unavailable to its intended users. This can be accomplished through a variety of means, such as flooding the network with traffic or exploiting vulnerabilities in systems.

**Distributed Denial of Service (DDoS):** A Distributed Denial of Service (DDoS) attack is a type of DoS attack that originates from multiple sources, rather than from a lone source. This makes it more difficult to detect and mitigate and can cause widespread damage to information and systems.

**Domain spoofing:** Where cybercriminals register web domains similar to legitimate domains associated with the institution which can deceive users who mistyped URLs or click on similar-looking links, leading to potential data breaches or malware infections.

**Doxing:** Where personal information of students, teachers, or staff is maliciously compiled and published online, which can lead to harassment, identify theft, and other harmful consequences.

**End-of-life software:** The use of outdated software and equipment in K-12 exposes them to significant security risks. With end of life software, the lack of patches, updates, and technical support leaves vulnerabilities unaddressed, making schools more susceptible to cyberattacks.

**Endpoints:** Endpoints are devices or systems that access a network, such as computers, smartphones, or other types of internet-connected devices. These devices can be a source of security vulnerabilities and must be protected and managed appropriately to prevent cyberattacks and other security incidents.

**Information Processing Equipment:** Information processing equipment refers to the hardware and software used to process, store, and transmit information. This can include computers, servers, routers, switches, and other types of equipment.

**Integrity:** Integrity refers to the accuracy and consistency of information. This means that information should not be altered or tampered with, and that it should remain consistent and accurate throughout its lifecycle.

**Internet of Things Devices:** Internet of Things (IoT) devices are a type of endpoint that are connected to the internet. These devices can include smart home appliances, security systems, and other types of connected devices.

**Internet Protocol (IP) Connected Devices:** Internet Protocol (IP) connected devices are devices that are connected to a network and use the Internet Protocol (IP) to communicate. This can include computers, servers, smartphones, public address systems, door locks, camera systems, and other types of internet-connected devices.

**Phishing:** Phishing is a type of cyberattack that uses social engineering techniques to trick individuals into revealing sensitive information, such as passwords or financial information. This can occur through emails, text messages, or other forms of communication.

**Ransomware:** Ransomware is a type of malware that encrypts a victim's files and demands a ransom payment in exchange for the decryption key. This can cause significant damage to information and systems, and can disrupt business operations.

**Sensitive Data:** Sensitive data is information that is confidential and must be protected. This can include personal information, financial information, intellectual property, and other types of information that can have significant value to an organization or individual.

**Servers:** Servers are computers or systems that are designed to provide resources or services to other systems or devices. This can include web servers, email servers, database servers, and other types of servers.

### Incident Severity Levels

All incidents are categorized into one of four severity levels. The overall severity level is determined based on an evaluation of the functional impact, information impact and the recoverability of the incident, as well as the overall impact on the district’s IT systems and networks, and the learning environment. This determination is made based on the “potential” impact estimated at the beginning of identification of an incident.

The below table provides definitions and examples of each. The examples provided are not an all-inclusive list.

	Definition	Examples
<b>Catastrophic</b>	<ul style="list-style-type: none"> <li>- <b><u>Widespread and severe harm</u></b> to the district’s IT systems and networks with <b><u>devastating impact</u></b> on the district’s operations</li> <li>- <b><u>Significant threat</u></b> that requires <b><u>immediate and coordinated action</u></b> to contain and mitigate the impact</li> <li>- Renders the district’s IT systems and networks <b><u>inoperable</u></b></li> <li>- <b><u>Complete loss</u></b> of sensitive data or unauthorized access to all sensitive data</li> <li>- Takes an <b><u>extended period of time to recover</u></b></li> <li>- <b><u>Damaging</u></b> to the district’s reputation</li> </ul>	<ul style="list-style-type: none"> <li>- Ransomware Attack that encrypts all data</li> <li>- Continuing exfiltration of sensitive data</li> <li>- Major outage of multiple systems</li> </ul>
<b>Critical</b>	<ul style="list-style-type: none"> <li>- <b><u>Widespread and severe harm</u></b> to the district’s IT systems and networks with <b><u>significant impact</u></b> on the district’s operations</li> <li>- <b><u>Significant concern</u></b> that requires <b><u>immediate and coordinated action</u></b> to contain and mitigate the impact</li> <li>- Could render the district’s IT systems and networks inoperable but <b><u>more likely poses a significant disruption to operations</u></b></li> <li>- <b><u>Some loss</u></b> of sensitive data or unauthorized access to a <b><u>limited amount</u></b> of sensitive data</li> <li>- <b><u>Likely takes extended period of time to recover</u></b></li> <li>- <b><u>Could be damaging</u></b> to the district’s reputation</li> </ul>	<ul style="list-style-type: none"> <li>- Successful phishing attack that provides access to the network</li> <li>- Multi-system outage preventing normal business operations</li> </ul>
<b>Major</b>	<ul style="list-style-type: none"> <li>- <b><u>Significant disruption</u></b> to the district’s IT systems and networks</li> <li>- <b><u>Require immediate action</u></b> but is <b><u>likely needed to be a coordinated action</u></b></li> <li>- This type of incident could result in the temporary loss of access to <b><u>certain systems or data</u></b> and could impact the district’s ability to carry out its mission.</li> <li>- <b><u>May or may not take an extended period of time to recover</u></b></li> <li>- <b><u>Could be damaging, but likely not,</u></b> to the district’s reputation</li> </ul>	<ul style="list-style-type: none"> <li>- Compromise of multiple or privileged credentials</li> <li>- Denial of service attack</li> <li>- Isolated and major outage of a specific system preventing normal business operations</li> </ul>
<b>Minor</b>	<ul style="list-style-type: none"> <li>- <b><u>Limited and negligible impact</u></b> to the district’s IT systems and networks with <b><u>minimal impact</u></b> on the district’s operations</li> <li>- <b><u>May require immediate action</u></b> but is likely not needed to be a coordinated action</li> </ul>	<ul style="list-style-type: none"> <li>- Failure of network device</li> <li>- Loss of staff/student device</li> </ul>

	<ul style="list-style-type: none"> <li>- <b><i>May render</i></b> the district’s IT systems and networks <b><i>inoperable</i></b></li> <li>- <b><i>Some loss</i></b> of data or unauthorized access to data</li> <li>- <b><i>Resolved quickly</i></b> with minimal disruption</li> <li>- <b><i>Likely not damaging</i></b> to the district’s reputation</li> </ul>	
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## Organization, Roles, Responsibilities, and Authorities

Marengo Community High School District 154 will use a centralized response team for all incidents, mirroring the Incident Command System.

### Key Roles and Responsibilities

#### Incident Specific Roles

**Incident Commander:** Responsible for overseeing the incident, making reports to district leadership, working with external partners, delegating responsibility as appropriate.

**Public Affairs Officer:** Responsible for interacting with media, parents, teacher’s union, and other external parties not directly involved with the response.

**Incident Response Team Leader:** Responsible for conducting the direct response to the incident, to include containment, mitigation, recovery, and restoral.

**Financial Team Leader:** Responsible for processing the financial recommendations made by the Incident Commander Team Lead to support mitigation of a cybersecurity incident.

**Incident Response Team Members:** Duties as assigned to assist the incident response team lead.

Additional roles and responsibilities may be created and assigned as necessary.

#### Other Active Stakeholders

**Superintendent:** Maintain education continuity to the maximum extent possible. Provide updates to the School Board, as appropriate.

**Business Manager:** Validate, approve, and expedite necessary purchases and expenditures.

**General Counsel:** Provide legal advice.

### Incident Commander Authorities

The below authorities are provided to the Incident Commander during a declared incident.

- May authorize the expenditure of up to the below listed amounts for time and materials to an Information Technology Managed Service Provider (MSP) already contracted with the district:
  - o Catastrophic Incident: \$100,000
  - o Critical Incident: \$75,000
  - o Major Incident: \$50,000
  - o Minor Incident: \$25,000
- Disable any information system or IP connected system as necessary, with notification to the superintendent for any changes to life-safety systems (e.g., Fire Alarms, Public Address Systems)
- Reassign staff members as needed to incident response duties

## Standard Assignments

Role	Primary	Backup
<b>Incident Commander</b>	Chief Technology Officer	Network Administrator
<b>Public Affairs Officer</b>	Superintendent	Assistant Superintendent
<b>Incident Response Team Leader</b>	Chief Technology Officer	Network Administrator
<b>Financial Team Leader</b>	Business Manager	Superintendent

The Chief Technology Officer, in Consultation with the Superintendent or his/her designee, may modify these assignments as needed in response to specific incidents as they occur. Additionally, an individual may take on multiple roles. *The Incident Commander maintains all roles until delegated to someone else.*

## Communications

Communications should take place outside the bounds of the affected system. For example, if the email systems are suspected to be compromised, email should not be used to handle the incident. Indirect modes of communication, in priority order: District Email/Chat, District Phone, Personal Cell Phone.

### Internal Communications

Communications within the response team and between the response team and leadership are crucial to resolving an incident. However, excessive communications demands can delay or disrupt incident response actions. Therefore, the below reporting requirements serve to sufficiently inform leadership without disrupting incident response.

Severity Level	Initial Notification	Updates
<b>Catastrophic</b>	Upon Declaration, Face to Face	2 hours
<b>Critical</b>	Upon Declaration, Face to Face	2-4 hours
<b>Major</b>	Upon Declaration, Via Phone	4-6 hours
<b>Minor</b>	Upon Conclusion, Via Email	24 hours or N/A

### External Communications

Communications outside of the incident response team is often just as important as internal communications. In each incident, decisions must be made regarding nature, level, timing, frequency, and mode of communication, as well as who will be responsible for communication.

#### Entities to Consider

- Insurance Provider
- Internet Service Provider(s)
- Law Enforcement
- Managed Services Provider
- Media
- Parents
- School Board
- Software Vendors
- Staff
- Students
- Teacher Union
- Subscription-based Service (X-as-a-Service) Providers

Contact information for relevant parties is listed in Appendix A: External Contact Information.

## Training and Exercises

The Chief Technology Officer and Assistant Superintendent will conduct a gap analysis to identify any required or recommended training or certifications for incident responders.

Regular exercises maintain a sense of proficiency and validate the effectiveness and accuracy of incident response plans.

### Tabletop Exercise

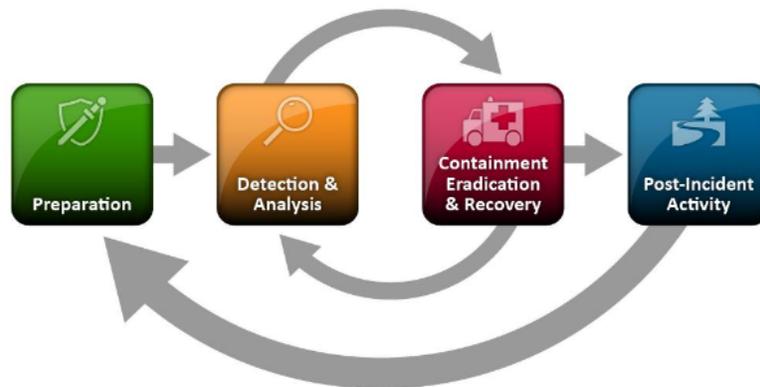
Tabletop Exercises are an inexpensive way to test and validate incident response capabilities. During the exercise, a scenario is described, and participants talk through what they would do, who they would notify, etc. Exercises can be conducted at the lowest levels, with just the incident response team.

Alternatively, all stakeholders can be involved.

The Chief Technology Officer will lead the incident response team in tabletop exercises of various incidents at least quarterly. Annually, the Chief Technology Officer will conduct a full tabletop exercise for a Critical or Catastrophic incident coincident with the annual review of this plan. (Refer to [NIST SP 800-84](#) for more information.)

## Incident Response Life Cycle

The Incident Response Life Cycle, as described in the NIST Computer Security Handling Guide ([NIST SP 800-61 Rev 2](#)), consists of four main stages:



### Preparation

#### Establish Incident Response Capability

The Chief Technology Officer will update, maintain, and implement this plan, to include annual review. Key items to prepare, as listed in the [Computer Security Incident Handling Guide](#):

#### *Incident Handler Communications and Facilities:*

- **Contact information** for team members and others within and outside the organization (primary and backup contacts), such as law enforcement and other incident response teams; information may include phone numbers, email addresses, public encryption keys (in accordance with the encryption software described below), and instructions for verifying the contact's identity.
- **On-call information** for other teams within the organization, including escalation information
- **Incident reporting mechanisms**, such as phone numbers, email addresses, online forms, and secure instant messaging systems that users can use to report suspected incidents; at least one mechanism should permit people to report incidents anonymously
- **Issue tracking system** for tracking incident information, status, etc.
- **Smartphones** to be carried by team members for off-hour support and onsite communications
- **Encryption software** to be used for communications among team members, within the organization and with external parties
- **War room** for central communication and coordination; if a permanent war room is not necessary or practical, the team should create a procedure for procuring a temporary war room when needed
- **Secure storage facility** for securing evidence and other sensitive materials

#### *Incident Analysis Hardware and Software:*

- **Digital forensic workstations<sup>1</sup> and/or backup devices** to create disk images, preserve log files, and save other relevant incident data
- **Laptops** for activities such as analyzing data, sniffing packets, and writing reports

<sup>1</sup> A digital forensic workstation is specially designed to assist incident handlers in acquiring and analyzing data. These workstations typically contain a set of removable hard drives that can be used for evidence storage.

- **Spare workstations, servers, and networking equipment, or the virtualized equivalents**, which may be used for many purposes, such as restoring backups and trying out malware
- **Blank removable media**
- **Portable printer** to print copies of log files and other evidence from non-networked systems
- **Packet sniffers and protocol analyzers** to capture and analyze network traffic
- **Digital forensic software** to analyze disk images
- **Removable media** with trusted versions of programs to be used to gather evidence from systems
- **Evidence gathering accessories**, including hard-bound notebooks, digital cameras, audio recorders, chain of custody forms, evidence storage bags and tags, and evidence tape, to preserve evidence for possible legal actions

#### *Incident Analysis Resources:*

- **Port lists**, including commonly used ports and Trojan horse ports
- **Documentation** for OSs, applications, protocols, and intrusion detection and antivirus products
- **Network diagrams and lists of critical assets**, such as database servers
- **Current baselines** of expected network, system, and application activity
- **Cryptographic hashes** of critical files<sup>2</sup> to speed incident analysis, verification, and eradication

#### *Incident Mitigation Software:*

- **Access to images** of clean OS and application installations for restoration and recovery purposes

### Secure Systems, Networks, and Applications

As a normal part of duties, the technology department will secure the networks and devices in accordance with reasonable best practices. Key practices include Risk Assessments, Host Security, Network Security, Malware Prevention, and User Awareness/Training.

### Detection & Analysis<sup>3</sup>

As a normal part of duties, the technology department will enumerate various threat vectors and implement controls to detect a use of those vectors. [Tools include: Incident Detection/Prevention Systems, Security Information and Event Management (SIEM), Antivirus and Antispam Software, File Integrity Checking, Third Party Monitoring.]

In order to assist in detection and analysis, the district will maintain logs from operating systems, services, applications, from endpoints and network devices [using a centralized log aggregation tool].

The technology department will maintain currency on new vulnerabilities and exploits through relevant information feeds.

Key items to consider, per the Computer Security Incident Handling Guide:<sup>4</sup>

- Profile Networks and Systems
- Understand Normal Behaviors
- Create a Log Retention Policy

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<sup>2</sup> The National Software Reference Library (NSRL) Project maintains records of hashes of various files, including operating system, application, and graphic image files. The hashes can be downloaded from <http://www.nsrl.nist.gov/>.

<sup>3</sup> CSIHG, 3.2

<sup>4</sup> CSIHG, 3.2.4

- Perform Event Correlation
- Keep All Host Clocks Synchronized
- Maintain and Use a Knowledge Base of Information
- Run Packet Sniffers to Collect Additional Data
- Filter the Data
- Seek Assistance from Others

### Incident Documentation

Log and maintain records documenting incident response actions, findings, and other pertinent information. These records may be used as evidence in criminal or civil litigation, so all records must be accurate and maintained appropriately. They may also become relevant should our insurance company inquire about any events or incidents.

### Incident Prioritization

During this stage, the CTO will make an initial judgment as to the severity of the incident, using the severity levels prescribed above. When deciding, the following items will be considered:

**Functional Impact:** How are the day-to-day operations of the school impacted? Are classes able to continue regularly, continue with some impact, or need to be canceled?

**Information Impact:** Was information exfiltrated, changed, or deleted? Was information affected PII, HIPAA-related, or other categories of protected data?

**Recoverability:** Are extra resources (i.e., money, equipment, personnel, overtime) required to recover? Is outside help required? Is this even recoverable?

During analysis of a declared incident, the Incident Commander may change the declared severity level as more information is available.

### Incident Notification

This is the stage in which internal and external notifications are made, as previously described.

## Containment, Eradication, & Recovery<sup>5</sup>

### *Containment Strategy*

The precise method of containment varies based on the incident. Containment includes a range of activities between resetting a password to removing entire systems from the network. The Chief Technology Officer will identify incident types and develop incident response playbooks for each. Key criteria during development:

- Damage/Theft/Loss of resources
- Evidence Preservation
- Service Availability
- Time/Resources to Implement
- Effectiveness
- Duration

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<sup>5</sup> CSIHG, 3.3

### *Evidence Collection and Handling*

Evidence is required to resolve an incident but may also be required for legal proceedings. Evidence should be collected, logged, and maintained in accordance with forensic standards. Chain of custody logs must be maintained.<sup>6</sup>

### *Eradication*

Eradication, while not necessary for every type of incident, includes the removal of malware, disablement of compromised or illegitimate accounts, and the closure of any backdoors. It is important to identify all affected hosts and conduct appropriate actions on each.

### *Recovery*

Recovery is the restoration of systems back to normal operations to include the additional steps to prevent reoccurrence of the incident. This may include restoration from backups, patching, changing settings to a more secure configuration, or implementing new policies/processes.

### *Post-Incident Activity<sup>7</sup>*

After an incident, it is important to identify lessons learned and improve processes.

After *major, critical, and catastrophic incidents*, The Chief Technology Officer will host a debrief with all those involved in the incident. During this debrief, the following questions will be answered, documented, and logged. The Chief Technology Officer will work with the Superintendent to implement changes as appropriate.

- Exactly what happened, and at what times?
- How well did staff and management perform in dealing with the incident? Were the documented procedures followed? Were they adequate?
- What information was needed sooner?
- Were any steps or actions taken that might have inhibited the recovery?
- What would the staff and management do differently the next time a similar incident occurs?
- How could information sharing with other organizations have been improved?
- What corrective actions can prevent similar incidents in the future?
- What precursors or indicators should be watched for in the future to detect similar incidents?
- What additional tools or resources are needed to detect, analyze, and mitigate future incidents?

As minor incidents do not warrant an organizational response, lessons learned will be documented with the incident report form as well. The incident response plan and process shall be reviewed multiple times throughout the school year to focus on improving our security posture based upon a continued review of best practices and guidance, as well as the experiences of recent incidents, tabletop exercises, and in general, ongoing and scheduled regular review.

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<sup>6</sup> See NIST SP 800-86, Guide to Integrating Forensic Techniques into Incident Response, for additional information on preserving evidence.

<sup>7</sup> CSIHG, 3.4

## Appendix A: External Contact Information

### Law Enforcement

<i>Organization</i>	<i>Notes</i>	<i>Contact Info</i>
<i>Federal Bureau of Investigation</i>	Mia Ray Langheim (School intelligence Officer) <a href="mailto:Maria_langheim@isp.state.il.us">Maria_langheim@isp.state.il.us</a>	<b>General office information</b> 1-800-CALL-FBI 2111 W. Roosevelt Road Chicago, IL 60608 <a href="http://chicago.fbi.gov">chicago.fbi.gov</a> 1-312-421-6700
<i>Illinois State Police</i> Division of Criminal Investigation		1-217-782-1320, Option 1
<i>Marengo Police Department</i>	Chief Nathan Hayes <a href="mailto:nhayes@cityofmarengo.com">nhayes@cityofmarengo.com</a>	1-815-568-7231
<i>CISA</i>		CISA's <a href="#">Incident Reporting System</a> or through the agency's 24/7 Operations Center at <a href="mailto:report@cisa.gov">report@cisa.gov</a> or 1-888-282-0870

### Insurance Provider

<i>Organization</i>	<i>Notes</i>	<i>Contact Info</i>
<i>Collective Liability Insurance Cooperative (CLIC) Pool</i>	Contact a Member of the RPA Administration team as soon as your district is aware of a breach: <a href="https://www.clicpool.com/members/">https://www.clicpool.com/members/</a>	<a href="mailto:clicteam@ajg.com">clicteam@ajg.com</a> <b>Gallagher CLIC Team</b> Michael McHugh – 1-630-285-4373 – <a href="mailto:Michael_McHugh@RPAdmin.com">Michael_McHugh@RPAdmin.com</a> Byron Given – 1-630-694-5367 – <a href="mailto:Byron_Given@RPAdmin.com">Byron_Given@RPAdmin.com</a> Tyler Mackenzie – 1-630-694-5165 – <a href="mailto:Tyler_Mackenzie@RPAdmin.com">Tyler_Mackenzie@RPAdmin.com</a>

		Eileen McWeeney – 1-630-285-3640 – <a href="mailto:Eileen_McWeeney@RPAdmin.com">Eileen_McWeeney@RPAdmin.com</a> Amanda Clark – 1-630-285-3967 – <a href="mailto:Amanda_Clark@RPAdmin.com">Amanda_Clark@RPAdmin.com</a> Kate Osterheld – 1-630-285-3848 – <a href="mailto:Kate_Osterheld@RPAdmin.com">Kate_Osterheld@RPAdmin.com</a>
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Internet Service Provider(s)

<i>Organization</i>	<i>Notes</i>	<i>Contact Info</i>
<i>Illinois Century Network (ICN)</i>		Chicago Office 1-312-814-3648 David Chesney (Area technician) Cell: 1-847-204-8875
<i>Comcast</i>		Enterprise Support: 1-888-812-2591 <a href="mailto:ets@charter.com">ets@charter.com</a>
<i>Everstream</i>	Circuit ID: EVM-ETHS-ON-26884	Chris Pochyly (rep) <a href="mailto:cpochyly@everstream.net">cpochyly@everstream.net</a>  NOC: 866-624-8624 <a href="mailto:Support@everstream.com">Support@everstream.com</a>

Vendors / X-as-a-Service Providers

<i>Organization</i>	<i>Notes</i>	<i>Contact Info</i>
<i>Infinite Campus</i>	Student Information System rep - Carrie Abuyu	Support: 1-888-461-2004 Work: 1-800-437-7457 x227 Email: <a href="mailto:cabuya@cicesp.com">cabuya@cicesp.com</a>
<i>FMX</i>	Building/Grounds Ticket System rep - Austin Jacobs	1-844-664-4400 (Main Office) O: 1-614-683-5002 (Austin) C: 1-614-915-7866 (Austin)

		<a href="mailto:austin.jacobs@gofmx.com">austin.jacobs@gofmx.com</a>
<i>Google</i>	Google Accounts	Adam Kent Thomas Account Manager 1-385-715-6099 <a href="mailto:akthomas@google.com">akthomas@google.com</a>
<i>Microsoft Azure (Microsoft365)</i>	Windows and Office	Must submit a support ticket online
<i>DUO</i>	Multi Factor Authentication	Support: 1-855-386-2884
<i>Classlink</i>	IDP, rostering of applications	helpdesk@classlink.com 1-888-963-7550 ext#1
<i>Verkada</i>	Physical security	1-650-514-2500 Niva Kinikini 1-385-707-3307
<i>Panorama</i>	Student reporting	Kyle Vigneault (he/him) Account Director Panorama Education M: 1-617-752-6662
<i>Meraki</i>	Wifi, Switching, connectivity	1 (415) 937-6671
<i>Crowdstrike/MS-ISAC</i>	Antivirus with Managed Detection and Response	<a href="mailto:SOC@cisecurity.org">SOC@cisecurity.org</a> 1-866-787-4722

Approved Managed Service Provider(s)

<i>Organization</i>	<i>Notes</i>	<i>Contact Info</i>
<i>MS-ISAC/Crowdstrike</i>	Should be the primary point of contact, free assistance w/remediation services & our MDR provider.	<a href="mailto:SOC@cisecurity.org">SOC@cisecurity.org</a> 1-866-787-4722 - 24x7
<i>Computer Discount Warehouse Government (CDWG)</i>		<b>Leigh Ann Wines</b> Phone: 1-847-968-9766
<i>Sentinel Technologies</i>	Nicholas Hunt	O: 1-630-786-8198 C: 1-317-292-4965

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Media/Communications

<i>Organization</i>	<i>Notes</i>	<i>Contact Info</i>
Northwest Herald		1-833-584-6397
<i>Daily Herald</i>		1-847-427-4626 <a href="mailto:onlineeditors@dailyherald.com">onlineeditors@dailyherald.com</a>
<i>Marengo Union Times</i>		815-568-5400
<i>Infinite Campus (IC) student management system</i>	<a href="https://marengohsd154.infinitecampus.org/">https://marengohsd154.infinitecampus.org/</a>	
<i>MCHS Website</i>	<a href="https://www.mchs154.org/">https://www.mchs154.org/</a> <a href="https://thrillshare.com/">https://thrillshare.com/</a>	
<i>Facebook</i>	Can be published via our website	
<i>Twitter</i>	Can be published via our website	

Internal Stakeholders

<i>Organization</i>	<i>Notes</i>	<i>Contact Info</i>
<i>MCHS D#154 School Board</i>	Mr. Todd Volkening	1-815-560-2432
<i>Teacher’s Union (MEA)</i>	Mrs. Anya Nelson (President 24-25 SY) Mr. Todd Price (Vice President 24-25 SY)	
<i>Parent Teachers Association (PAC)</i>		

## Appendix B: Standardized Reports/Forms

### Incident Handling Checklist<sup>8</sup>

	Action	Completed (Initial and Date/Time)
<b><i>Detection and Analysis</i></b>		
<b>1</b>	Determine whether an incident has occurred	
1.1	Begin Documentation	
1.2	Analyze the precursors and indicators	
1.3	Look for correlating information	
1.4	Perform research	
<b>2</b>	Declare an Incident	
2.1	Determine the Severity of the incident based on: Functional Impact: Information Impact: Recoverability:	
2.2	Report the incident to the appropriate internal personnel and external organizations	
<b><i>Containment, Eradication, and Recovery</i></b>		
<b>4</b>	Acquire, preserve, secure, and document evidence	
<b>5</b>	Contain the incident	
<b>6</b>	Eradicate the incident	
6.1	Identify and mitigate all vulnerabilities that were exploited	
6.2	Remove malware, inappropriate materials, and other components	
6.3	If more affected hosts are discovered, repeat steps 1.2-1.4. Update 2.1 as required.	
<b>7</b>	Recover from the incident	
7.1	Return affected systems to an operationally ready state	
7.2	Confirm that the affected systems are functioning normally	
7.3	Implement additional monitoring, as necessary, to look for future related activity.	
<b><i>Post-Incident Activity</i></b>		
<b>8</b>	Create a follow-up report	
<b>9</b>	Hold a lessons-learned meeting (optional for minor incidents)	

<sup>8</sup> Adapted from CSIHG, Table 3-5.