

**AGENDA FOR BOARD OF EDUCATION MEETING  
COMMUNITY HIGH SCHOOL DISTRICT #154  
HELD AT THE COMMUNITY HIGH SCHOOL DISTRICT #154 AT 7:00 PM  
MONDAY, NOVEMBER 24, 2025**

- A. Call to Order
- B. Introduction of Guests
- C. Public Comments (3-5) minutes.
- D. Consent Agenda
  - 1. Read and approve the minutes of the regular and executive session of October 27, 2025.
  - 2. Read and approve the financial obligations of the District and Treasurers report of October 31, 2025.
  - 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 October 31, 2025.
  - 4. Recommend approval of the Application for Approval of Ten-Year Safety Survey Report.
  - 5. Recommend appointing Jennifer Kasch Marengo Community High School District #154 Treasurer for the remainder of the 2025-2026 fiscal year.
  - 6. Recommend acceptance of a \$3,000 donation from Katherine & Jerry Hanson to the girls basketball program.
  - 7. Recommend acceptance of a \$1,000.00 donation to Cross Country from Jeffery & Danielle Bown.
- E. New Business
  - 1. Presentation by Schneider Electric.
  - 2. Athletics and Activities Presentation by Athletic Director Dwain Nance: Fall Recap and Winter Preview
  - 3. Recommend approval of the personnel report as presented.
    - Resignations
      - Perlina Fortinberry, Science Teacher, resigning at the end of the 2025-26 school year
    - Hires
      - Jasmine Kreuger, Math Teacher @ B/1
      - Colleen Davidson, Paraprofessional @ \$20.00/hr
      - Megan Costa, Volunteer Cheerleading Coach
    - Leaves
      - Employee # 972 is requesting leave on or around March 20, 2026, through the end of the school year with the intent to resign thereafter.

4. Recommend entering into an Intergovernmental Cooperation Agreement for Mutual Assistance in Response to Crises in the Public Schools of McHenry County, Illinois.
  5. Recommend adoption of CSTAG Threat Assessment Model
  6. Recommend approval of MCHS and Marengo Park District Fuel Agreement.
  7. Recommend approval of changes to the ESP Handbook
  8. Recommend approval of revisions to the Athletic Secretary and Payroll Administrator job descriptions.
- 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). Safety and Security 5 ILCS 120/2(c)(8).
- G. Returned from Executive Session at
- H. Recommend possible action as a result of executive session.
- I. Superintendent Report
- Upcoming dates:
- November 26-28 Thanksgiving Break
  - December 10 Early Dismissal 11:25 am
  - December 17 Semester 1 Test Day 1
  - December 18 Semester 1 Test Day 2
  - December 19 Semester 1 Test Day 3
  - December 19 End of Semester
  - December 19-January 2 Holiday Break
  - December 20, 22, 23, & 27 E.C. Nichols Holiday Tournament
- J. Adjournment

BOARD OF EDUCATION  
MEETING  
Monday, October 27, 2025 7:00 PM

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

Jodie Kanaly: Present, Anthony Martin: Present, Farrah Ranzino: Absent, Candice Samuelson: Present, David Schultz: Present, Shane Spring: Absent, Todd Volkening: Present. Present: 5, Absent: 2

Staff attendance: David Englebrecht, Superintendent; Danielle Rudsinski, Business Manager

A. Call to Order at 7:04 pm

B. Introduction of Guests

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 Candice Samuelson, Carried.

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

Yea: 4, Nay: 1, Absent: 2

Anthony Martin: Nay

D.1. Read and approve the minutes of the regular and executive session of September 29, 2025.

D.2. Read and approve the financial obligations of the District and Treasurers report of September 30, 2025.

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 September 30, 2025.

D.4. Recommend approval of the Quarterly Report of Pupils No Longer Enrolled in School.

D.5. Recommend approval for overnight varsity baseball and softball field trips.

- Baseball will travel to Chattanooga, Tennessee from March 25th-28th
- Softball will travel to the Champaign, Illinois area on April 17th (one night)

D.6. Recommend approval for the wrestling team to attend the Lincoln Wrestling Tournament on December 28-29, 2025 in Lincoln, Illinois.

Shane Spring enters the meeting at 7:06 pm.

## E. New Business

E.1. Presentation of the tentative 2025 Tax Levy for collection in 2026.

E.2. Recommend approval to hold a Truth in Taxation Public Hearing for the proposed 2025 tax levy, during which time cash balances and annual average expenditures of operational funds for the prior three fiscal years will be disclosed. The Hearing will be held on December 15, 2025, at 7:15 p.m. in the Board Conference Room located at 110 Franks Road, Marengo, IL 60152.

Motion to hold a Truth in Taxation Public Hearing for the proposed 2025 tax levy, during which time cash balances and annual average expenditures of operational funds for the prior three fiscal years will be disclosed. The Hearing will be held on December 15, 2025, at 7:15 p.m. in the Board Conference Room located at 110 Franks Road, Marengo, IL 60152. This motion, made by Anthony Martin and seconded by Shane Spring, Carried.

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

Yea: 6, Nay: 0, Absent: 1

E.3. Recommend approval of the 2026-2027 Curriculum Guide.

Motion to approve the 2026-2027 Curriculum Guide. This motion, made by David Schultz and seconded by Jodie Kanaly, Carried.

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

Yea: 6, Nay: 0, Absent: 1

E.4. Recommend approval of revisions to the Athletic Coaches Handbook.

Motion to approve revisions to the Athletic Coaches Handbook. This motion, made by Shane Spring and seconded by Jodie Kanaly, Carried.

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

Yea: 6, Nay: 0, Absent: 1

E.5. Recommend entering into an agreement with Spindle for telehealth services.

Motion to enter into an agreement with Spindle for telehealth services. This motion, made by Anthony Martin and seconded by David Schultz, Carried.

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

Yea: 6, Nay: 0, Absent: 1

E.6. Recommend approval to use John Swanson funds to offset the cost of weight room equipment.

Motion to approve using John Swanson funds to offset the cost of weight room equipment. This motion, made by Shane Spring and seconded by David Schultz, Carried.

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

Yea: 6, Nay: 0, Absent: 1

E.7. Recommend approval of the personnel report as presented.

Motion to approve the Personnel Report as presented. This motion, made by David Schultz and seconded by Shane Spring, Carried.

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

E.8. Recommend appointing the district's representatives to the PERA Joint Committee. Motion to appoint Farrah Ranzino, David Engelbrecht, and Jay Mullens as the District's Representatives to the PERA Joint Committee. This motion, made by David Schultz and seconded by Jodie Kanaly, Carried.

Farrah Ranzino: Absent, Jodie Kanaly: Yea, Anthony Martin: Yea, Candice Samuelson: Yea, David Schultz: Yea, Shane Spring: 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). Safety and Security 5 ILCS 120/2(c)(8).

Motion to go into Executive Session at 9:10 pm. This motion, made by Shane Spring and seconded by Jodie Kanaly, Carried.

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

G. Returned from Executive Session at 9:41 pm

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

I. Superintendent Report

J. Adjournment at 9:42 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: 1151

11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A Parts Warehouse						
PARWARE						
Check Group:						
Wiper Blades		1 0		194928 10/22/2025	40.0000.2550.410.00.01	\$135.96
Trash Bags		1 0		195039 10/28/2025	40.0000.2550.410.00.01	\$55.96
					Check #: 0	
					PO/InvoiceTotal:	\$191.92
					Vendor Total:	\$191.92
AHW LLC						
Check Group:						
Rotary Switch		1 0		12248751 10/17/2025	20.0000.2540.410.00.01	\$27.92
					Check #: 0	
					PO/InvoiceTotal:	\$27.92
					Vendor Total:	\$27.92
Alexander Leigh Center for Autism						
Check Group:						
NovemberTuition Credit		1 0		5373- 11/18/2025	10.0000.1912.670.00.01	(\$0.80)
NovemberTuition		1 0		5437 11/30/2525	10.0000.1912.670.00.01	\$8,960.87
					Check #: 0	
					PO/InvoiceTotal:	\$8,960.07
					Vendor Total:	\$8,960.07
ALL Equipment						
ALLEQUI						
Check Group:						
Compressor Repair		1 0		162013-1 10/24/2025	40.0000.2550.320.00.01	\$1,263.45
					Check #: 0	

Marengo Community High School District 154

Voucher Detail Listing

Voucher Batch Number: 1151

11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$1,263.45
						Vendor Total: \$1,263.45
Alpha Baking Co, Inc	ALPBAKI					
Check Group:						
Hamburger Buns		1 0		250038301012 10/28/2025	10.0000.2560.410.00.01	\$141.44
Hamburger Buns		1 0		250038304013 10/31/2025	10.0000.2560.410.00.01	\$214.56
Hamburger Buns		1 0		250038318011 11/14/2025	10.0000.2560.410.00.01	\$125.20
Hamburger Buns		1 0		250038322014 11/18/2025	10.0000.2560.410.00.01	\$125.20
						Check #: 0
						PO/InvoiceTotal: \$606.40
						Vendor Total: \$606.40
Alpha Controls	ALPCO					
Check Group:						
Walk In Cooler Repair		1 0		W52239 10/23/2025	20.0000.2540.320.00.01	\$749.68
						Check #: 0
						PO/InvoiceTotal: \$749.68
Check Group:						
Software Assurance Agreement		1	260085	C008145 11/1/2025	10.0000.2221.470.00.01	\$1,472.00
						Check #: 0
						PO/InvoiceTotal: \$1,472.00
						Vendor Total: \$2,221.68
Andrea Montero Pineda						
Check Group:						

**Marengo Community High School District 154**

**Voucher Detail Listing**

Voucher Batch Number: 1151

11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Fee Reimbursement		1	0	V553137 11/17/2025	10.1811.0000.040.00.01	\$8.00
					Check #: 0	
						PO/InvoiceTotal: \$8.00
						Vendor Total: \$8.00
AT&T	ATT					
Check Group:						
Service 10/16/25-10/15/25		1	0	10162025 10/16/2025	20.0000.2540.340.00.01	\$59.27
					Check #: 0	
						PO/InvoiceTotal: \$59.27
						Vendor Total: \$59.27
AT&T Mobility	ATTMOB					
Check Group:						
4 Lines Wireless Service		1	0	10272025 11/14/2025	20.0000.2540.340.00.01	\$179.64
Hot Spot Service		1	0	11082025 10/31/2025	10.0000.2220.340.00.01	\$456.00
					Check #: 0	
						PO/InvoiceTotal: \$635.64
						Vendor Total: \$635.64
Belvidere High School						
Check Group:						
1/3/26 V/JV Cheer Bucs Winter Classic		1	0	1/3/26 Cheer 11/14/2025	10.0000.1500.319.00.01	\$400.00
1/31/26 V/JV BBB Buccaneer Invite		1	0	1/31/26 V/JV BBB 11/14/2025	10.0000.1500.319.00.01	\$250.00
					Check #: 0	
						PO/InvoiceTotal: \$650.00
						Vendor Total: \$650.00

## Marengo Community High School District 154

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11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Botts Welding Service	BOTWEL					
Check Group:						
Inspect Bus N4		1 0		711301 11/14/2025	40.0000.2550.320.00.01	\$45.00
Inspect Bus N3		1 0		711642 11/17/2025	40.0000.2550.320.00.01	\$45.00
				Check #: 0		
					PO/InvoiceTotal:	\$90.00
					Vendor Total:	\$90.00
BSN Sports	BSN					
Check Group:						
Freight		1 0		14333222 11/18/2025	10.0000.1500.417.00.01	\$63.94
Freight		1 0		14333222 11/18/2025	10.0000.1500.418.00.01	\$63.94
Wrestling Scorebooks		1 0		14333222 11/18/2025	10.0000.1500.418.00.01	\$65.85
Slip Know Base & Pad		1 0		14333222 11/18/2025	10.0000.1500.417.00.01	\$149.94
Boys Basketballs		1 0		14333222 11/18/2025	10.0000.1500.417.00.01	\$1,079.60
Girls Basketballs		1 0		14333222 11/18/2025	10.0000.1500.416.00.01	\$1,079.60
Basketball Scorebooks		1 0		14333222 11/18/2025	10.0000.1500.417.00.01	\$35.96
Basketball Scorebooks		1 0		14333222 11/18/2025	10.0000.1500.416.00.01	\$26.97
Whistles		1 0		14333222 11/18/2025	10.0000.1500.416.00.01	\$21.90
Grip Mat Tape		1 0		14333222 11/18/2025	10.0000.1500.418.00.01	\$359.00

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
Matt Kleen Gallon		1	0	14333222 11/18/2025	10.0000.1500.418.00.01	\$849.50
Fox Whistle		1	0	14333222 11/18/2025	10.0000.1500.418.00.01	\$19.96
Freight		1	0	14333222 11/18/2025	10.0000.1500.416.00.01	\$63.94
Basketball Nets		1	0	931956581 11/6/2025	10.0000.1500.416.00.01	\$43.56
Basketball Nets		1	0	931956581 11/6/2025	10.0000.1500.417.00.01	\$43.56
Scholastic Bowl Uniforms		1	0	931997322 11/10/2025	10.0000.1500.410.00.01	\$2,065.00
Check #: 0						
PO/InvoiceTotal:						\$6,032.22
Vendor Total:						\$6,032.22
Bushue Background Screening						
Check Group:						
October Fingerprinting		1	0	154EHR-2025103 1 10/31/2025	10.0000.2310.300.00.01	\$37.00
Check #: 0						
PO/InvoiceTotal:						\$37.00
Vendor Total:						\$37.00
CDW Government Inc	CDWGOV					
Check Group:						
AD HOC Project		1	0	USC0000045680 11/3/2025	10.0000.2221.310.00.01	\$382.50
Check #: 0						
PO/InvoiceTotal:						\$382.50
Vendor Total:						\$382.50

**Marengo Community High School District 154**

**Voucher Detail Listing**

Voucher Batch Number: 1151

11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
College Board						
Check Group:						
PSAT/NMSQT Fall 11th Grade		1	0	P2511101621 11/13/2025	10.0000.2230.410.00.01	\$181.44
					Check #: 0	
						PO/InvoiceTotal: \$181.44
						Vendor Total: \$181.44
Computer Information Conc	COMINFO					
Check Group:						
Annual Peopleware Agreement 1/1/26-12/31/26		1	0	PSI41442 10/20/2025	10.0000.2221.470.00.01	\$25,862.00
					Check #: 0	
						PO/InvoiceTotal: \$25,862.00
Check Group:						
Custom Add On		1	260083	PSI41460 11/24/2025	10.0000.2221.310.00.01	\$4,380.00
					Check #: 0	
						PO/InvoiceTotal: \$4,380.00
Check Group:						
Daily Dean's List Project Add On		1	260084	PSI41469 11/21/2025	10.0000.2221.470.00.01	\$2,010.00
					Check #: 0	
						PO/InvoiceTotal: \$2,010.00
						Vendor Total: \$32,252.00
Conserv FS	CONFS					
Check Group:						
Diselex Gold Ultra 921.90GAL		1	0	115030742 10/4/2025	40.0000.2550.464.00.01	\$3,046.98
Akrogold Unl 400.60 Gal		1	0	115030743 10/4/2025	40.0000.2550.464.00.01	\$1,074.32

## Marengo Community High School District 154

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11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Dieselex Gold 958.60 Gal		1	0	115030984 10/4/2025	40.0000.2550.464.00.01	\$3,063.79
					Check #: 0	
					PO/InvoiceTotal:	\$7,185.09
					Vendor Total:	\$7,185.09
Direct Fitness Solutions LLC						
Check Group:						
DFS Preventative Maintenance		1	0	602942-IN 10/23/2025	10.0000.1500.300.00.01	\$910.00
					Check #: 0	
					PO/InvoiceTotal:	\$910.00
					Vendor Total:	\$910.00
DundeeCrown High School	DUNCRO					
Check Group:						
1/10/26 V/JV Charger Invitational		1	0	1/10/26 Cheer 11/14/2025	10.0000.1500.319.00.01	\$500.00
1/3/26 V G WR Charger Invitational		1	0	1/3/26 V G WR 11/14/2025	10.0000.1500.319.00.01	\$325.00
					Check #: 0	
					PO/InvoiceTotal:	\$825.00
					Vendor Total:	\$825.00
Educere LLC	EDULLC					
Check Group:						
Virtual Education Delivery September 2025		1	0	MarngoC2504 11/14/2025	10.0000.2120.314.00.01	\$1,047.50
					Check #: 0	
					PO/InvoiceTotal:	\$1,047.50
					Vendor Total:	\$1,047.50
Emerald Restaurant Service						
Check Group:						

**Marengo Community High School District 154**

**Voucher Detail Listing**

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11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Stand Up Cooler Repair		1	0	105890 11/8/2025	20.0000.2540.320.00.01	\$275.00
					Check #: 0	
					PO/InvoiceTotal:	\$275.00
					Vendor Total:	\$275.00
FedEx						
Check Group:						
1 Scheduled Pick Up		1	0	9-036-32689 10/21/2025	10.0000.2410.340.00.01	\$9.00
Shipping		1	0	9-706-00828 10/28/2025	10.0000.2410.340.00.01	\$2.92
					Check #: 0	
					PO/InvoiceTotal:	\$11.92
					Vendor Total:	\$11.92
First to the Finish						
Check Group:						
Track Tent		1	0	SI-780155 11/10/2025	10.0000.1500.423.00.01	\$275.00
Track Tent		1	0	SI-780155 11/10/2025	10.0000.1500.424.00.01	\$275.00
					Check #: 0	
					PO/InvoiceTotal:	\$550.00
					Vendor Total:	\$550.00
Flinn Scientific Inc	FLISCI					
Check Group:						
Safety Waste System		2	260063	3205046 10/23/2025	10.0000.1100.413.00.01	\$286.20
					Check #: 0	
					PO/InvoiceTotal:	\$286.20
					Vendor Total:	\$286.20

## Marengo Community High School District 154

### Voucher Detail Listing

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11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Forte						
Check Group:						
View Sonic Bundle, Comercial Display		1	0	89109863 11/14/2025	10.0000.2221.700.00.01	\$1,599.00
					Check #: 0	
					PO/InvoiceTotal:	\$1,599.00
					Vendor Total:	\$1,599.00
Gordon Flesch Company						
Check Group:						
Contract Charges 12/5/25-1/4/25		1	0	101072105 11/16/2025	10.0000.2660.303.00.01	\$1,941.13
Printer Supplies		1	0	IN15371373 11/7/2025	10.0000.2660.413.00.01	\$119.47
Printer Charges 10/1/25-10/31/25		1	0	IN15381589 11/5/2025	10.0000.2660.303.00.01	\$1,270.56
					Check #: 0	
					PO/InvoiceTotal:	\$3,331.16
					Vendor Total:	\$3,331.16
Gordon Food Service						
Check Group:						
Food Credit	GORFOOD		1	0	2002894146 11/4/2025	10.0000.2560.410.00.01 (\$23.08)
Student Food			1	0	9028270898 10/22/2025	10.0000.2560.410.00.01 \$1,263.51
Student Food			1	0	9028270901 10/22/2025	10.0000.2560.410.00.01 \$199.32
Student Food			1	0	9028434623 10/27/2025	10.0000.2560.410.00.01 \$4,095.24
VocEd Supplies			1	0	9028434626 10/27/2025	10.0000.1400.413.00.30 \$40.98

**Marengo Community High School District 154**

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11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Student Food		1	0	9028527906 10/29/2025	10.0000.2560.410.00.01	\$2,539.92
Veterans Day supplies		1	0	9028527912 10/27/2025	10.0000.2410.410.00.01	\$751.73
Student Food		1	0	9028688069 11/3/2025	10.0000.2560.410.00.01	\$3,562.52
Foods Class Supplies		1	0	9028688080 11/3/2025	10.0000.1400.413.00.30	\$80.47
Student Food Supplies		1	0	9028785378 11/5/2025	10.0000.2560.410.00.01	\$1,295.57
Foods Class Supplies		1	0	9028785383 11/5/2025	10.0000.1400.413.00.30	\$97.77
Foods Class Supplies		1	0	9028785385 11/5/2025	10.0000.1400.413.00.30	\$31.08
Student Foods Supplies		1	0	9028954453 11/10/2025	10.0000.2560.410.00.01	\$3,236.21
District Food Supplies		1	0	9028954467 11/10/2025	10.0000.2410.411.00.01	\$228.74
Student Food		1	0	9029048062 11/12/2025	10.0000.2560.410.00.01	\$1,757.51
Student Food		1	0	9029212096 11/18/2025	10.0000.2560.410.00.01	\$4,111.53

Check #: 0

PO/InvoiceTotal: \$23,269.02

Vendor Total: \$23,269.02

Haiges Machinery

HAIMACH

Check Group:

American Dryer Corp AD78 Commercial Dryer		1	260057	0225511-IN 10/28/2025	20.0000.2540.553.00.01	\$7,655.00
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Check #: 0

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1151

11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$7,655.00</u>
						Vendor Total: <u>\$7,655.00</u>
Harvard Community Unit School Dist #50						
Check Group:						
1/17/25 JV B WR Neil Schultz Tourney		1	0	1/17/25 JV B WR 11/14/2025	10.0000.1500.319.00.01	\$300.00
						PO/InvoiceTotal: <u>\$300.00</u>
						Vendor Total: <u>\$300.00</u>
HIMES, PETRARCA & FESTER						
Check Group:						
October Charges		1	0	56723 11/3/2025	10.0000.2310.318.00.01	\$1,342.50
						PO/InvoiceTotal: <u>\$1,342.50</u>
						Vendor Total: <u>\$1,342.50</u>
Huntley High School						
Check Group:						
1/25/26 V Cheer Sweetheart Invitational	HUNHIGH			1/25/26 Cheer 11/14/2025	10.0000.1500.319.00.01	\$275.00
						PO/InvoiceTotal: <u>\$275.00</u>
						Vendor Total: <u>\$275.00</u>
Hyperstitch						
Check Group:						
OM Shirts	HYPERS			26589 10/7/2025	20.0000.2540.410.00.01	\$1,914.88
						PO/InvoiceTotal: <u>\$1,914.88</u>

Marengo Community High School District 154

Voucher Detail Listing

Voucher Batch Number: 1151 11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: \$1,914.88
IASA	IASA					
Check Group:						
AA481: Good to Great		1 0		84-110625 11/18/2025	10.0000.2320.312.00.01	\$200.00
						Check #: 0
						PO/InvoiceTotal: \$200.00
						Vendor Total: \$200.00
IGS Energy						
Check Group:						
Electrical Services 10/14/25-11/12/25		1 0		202511 11/18/2025	20.0000.2540.466.00.01	\$12,847.33
						Check #: 0
						PO/InvoiceTotal: \$12,847.33
						Vendor Total: \$12,847.33
Illinois High School District Org						
Check Group:						
FY26 Dues		1 0		FY26 Dues 11/14/2025	10.0000.2310.640.00.01	\$424.00
						Check #: 0
						PO/InvoiceTotal: \$424.00
						Vendor Total: \$424.00
Jacobs High School	JACHIGH					
Check Group:						
1/17/25 V G Bowl Invitational		1 0		1/17/25 V G Bowl 11/14/2025	10.0000.1500.319.00.01	\$275.00
						Check #: 0
						PO/InvoiceTotal: \$275.00
						Vendor Total: \$275.00

JOHNSBURG DIST 12

Marengo Community High School District 154

Voucher Detail Listing

Voucher Batch Number: 1151

11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group: 12/19 & 12/20 GGB JV Holiday Tourney		1	0	12/19/25 GBB 11/14/2025	10.0000.1500.319.00.01	\$350.00
				Check #: 0		
					PO/InvoiceTotal:	\$350.00
					Vendor Total:	\$350.00
Jostens	JOSTEN					
Check Group: Diplomas Covers		1	0	37921538 11/3/2025	10.0000.1520.415.00.01	\$1,268.45
				Check #: 0		
					PO/InvoiceTotal:	\$1,268.45
					Vendor Total:	\$1,268.45
Kimball Midwest						
Check Group: Kit & Wheel		1	0	103918136 11/10/2025	40.0000.2550.410.00.01	\$241.03
				Check #: 0		
					PO/InvoiceTotal:	\$241.03
					Vendor Total:	\$241.03
LathamCenter						
Check Group: October Tuition		1	0	051366 10/31/2025	10.0000.1912.670.00.01	\$20,880.93
October RM & Board		1	0	051367 10/31/2025	10.0000.1200.314.00.52	\$14,924.64
				Check #: 0		
					PO/InvoiceTotal:	\$35,805.57
					Vendor Total:	\$35,805.57
Leach Enterprises	LEAENT					

**Marengo Community High School District 154**

**Voucher Detail Listing**

Voucher Batch Number: 1151      11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Voyager Seal		1	0	01P23152 10/14/2025	40.0000.2550.410.00.01	\$951.83
Voyager Seal		1	0	01P23156 10/20/2025	40.0000.2550.410.00.01	\$1,500.01
Check #: 0						
PO/InvoiceTotal:						\$2,451.84
Vendor Total:						\$2,451.84
Marengo CHSD #154						
Check Group:						
November 2025 Imprest Replenish		1	0	Imprest 1125 11/14/2025	10.0000.0111.000.00.01	\$5,113.00
Check #: 0						
PO/InvoiceTotal:						\$5,113.00
Vendor Total:						\$5,113.00
Marengo Floral Co Inc						
Check Group:						
VBall Senior Night Flowers		1	0	4985 10/31/2025	10.0000.1500.410.00.01	\$39.00
Floral Design Flowers		1	0	4995 10/31/2025	10.0000.1400.410.00.30	\$760.00
Check #: 0						
PO/InvoiceTotal:						\$799.00
Vendor Total:						\$799.00
McHenry County Regional      MCHROE						
Check Group:						
Tuition 10/1/25-10/31/25		1	0	154 FY26-3 11/3/2025	10.0000.1912.670.00.01	\$945.00
Novemeber 2025 Finger Printing		1	0	ROE-FRM-0421 11/7/2025	10.0000.2310.300.00.01	\$86.00

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1151

11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$1,031.00</u>
						Vendor Total: <u>\$1,031.00</u>
Midland Paper	MIDPAP					
Check Group:						
Color & White Paper Order		1 0		IN02568385 11/11/2025	10.0000.1100.418.00.01	\$807.85
Check #: 0						
						PO/InvoiceTotal: <u>\$807.85</u>
						Vendor Total: <u>\$807.85</u>
Midwest Fiber Networks LLC						
Check Group:						
Dedicated Internet Access		1 0		LFF384 11/1/2025	10.0000.2221.310.00.01	\$890.00
Check #: 0						
						PO/InvoiceTotal: <u>\$890.00</u>
						Vendor Total: <u>\$890.00</u>
Napa Auto Parts Div Of MP	NAPAA					
Check Group:						
Cotter Pin		1 0		272598 10/2/2025	40.0000.2550.410.00.01	\$19.50
Wheel Hub Seals		1 0		272999 10/7/2025	40.0000.2550.410.00.01	\$165.98
Air Filters		1 0		273016 10/8/2025	40.0000.2550.410.00.01	\$116.92
6 Pt Wheel Bear		1 0		273036 10/8/2025	40.0000.2550.410.00.01	\$83.99
Solenoid, Core Deposit		1 0		273632 10/15/2025	40.0000.2550.410.00.01	\$304.99

**Marengo Community High School District 154**

**Voucher Detail Listing**

Voucher Batch Number: 1151      11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Core Deposit		1	0	273647 10/15/2025	40.0000.2550.410.00.01	(\$50.00)
Universal Repair Kit		1	0	273714 10/16/2025	40.0000.2550.410.00.01	\$150.00
Universal Repair Kit		1	0	273778 10/16/2025	40.0000.2550.410.00.01	(\$123.01)
Fitting		1	0	273831 10/17/2025	40.0000.2550.410.00.01	\$9.29
DEF		1	0	274111 10/21/2025	40.0000.2550.410.00.01	\$860.00
Pig Mat Pads		1	0	274204 10/22/2025	40.0000.2550.410.00.01	\$129.99
Brake Fluid		1	0	274564 10/27/2025	40.0000.2550.410.00.01	\$28.99
Belt For Concession Stand		1	0	274830 10/30/2025	20.0000.2540.410.00.01	\$15.99
Check #: 0						
						PO/InvoiceTotal: <u>\$1,712.63</u>
						Vendor Total: <u>\$1,712.63</u>
NCS Pearson Inc	NCSPEA					
Check Group:						
Pysch Testing Supplies		1	0	30292078 11/4/2025	10.0000.2140.410.00.01	\$2.85
Check #: 0						
						PO/InvoiceTotal: <u>\$2.85</u>
						Vendor Total: <u>\$2.85</u>
Ottosen Dinolfo Hasenbalg & Castaldo, L						
Check Group:						
October 2025 Services		1	0	17743 10/31/2025	10.0000.2310.318.00.01	\$367.50

Marengo Community High School District 154

Voucher Detail Listing

Voucher Batch Number: 1151

11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$367.50</u>
						Vendor Total: <u>\$367.50</u>
Partnering for Prevention LLC						
Check Group:						
Nov 2025 Service		1 0		110125d154 11/1/2025	10.0000.2130.310.00.01	\$5,321.25
Drug Screens		1 0		110125d154 11/1/2025	10.0000.2130.310.00.01	\$195.00
Check #: 0						
						PO/InvoiceTotal: <u>\$5,516.25</u>
						Vendor Total: <u>\$5,516.25</u>
Peerless Network, Inc						
Check Group:						
Monthly Phone 11/15/25-12/14/25		1 0		86232 11/15/2025	20.0000.2540.340.00.01	\$826.90
Check #: 0						
						PO/InvoiceTotal: <u>\$826.90</u>
						Vendor Total: <u>\$826.90</u>
Pitney Bowes	PITNEY					
Check Group:						
EZ Seal Pint Bottles & Ink Cartridges		1 0		1028455798 11/11/2025	10.0000.2410.340.00.01	\$340.27
Contract Agreement 9/30/25-12/29/25		1 0		3107484174 11/10/2025	10.0000.2410.340.00.01	\$471.51
Check #: 0						
						PO/InvoiceTotal: <u>\$811.78</u>
						Vendor Total: <u>\$811.78</u>
PM Music Center	PMMUSIC					
Check Group:						

Marengo Community High School District 154

Voucher Detail Listing

Voucher Batch Number: 1151

11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Clarinet Repair		1	0	2524664 10/23/2025	10.0000.1510.320.00.01	\$288.00
Flute Repairs		1	0	2527883 10/9/2025	10.0000.1510.320.00.01	\$38.00
Specialty Brass Repair		1	0	2533008 10/21/2025	10.0000.1510.320.00.01	\$48.00
Alto Sax Repairs		1	0	2824652 10/20/2025	10.0000.1510.320.00.01	\$53.00
Check #: 0						
						PO/InvoiceTotal: <u>\$427.00</u>
						Vendor Total: <u>\$427.00</u>
Rush Truck Center						
Check Group:						
Air Compressor Hose, Switch		1	0	3043456380 10/3/2025	40.0000.2550.410.00.01	\$32.47
Gasket, Flange		1	0	3043475055 10/3/2025	40.0000.2550.410.00.01	\$188.40
Switch		1	0	3043487850 10/6/2025	40.0000.2550.410.00.01	\$302.34
Pad Kit		1	0	3043779130 10/28/2025	40.0000.2550.410.00.01	\$178.45
Check #: 0						
						PO/InvoiceTotal: <u>\$701.66</u>
						Vendor Total: <u>\$701.66</u>
S.E.A.L. Of Illinois, Inc						
SEALLI						
Check Group:						
October 2025-Quest Intensive		1	0	13692 10/31/2025	10.0000.1912.670.00.01	\$50,722.59
October 2025 Tuition		1	0	13710 10/31/2025	10.0000.1912.670.00.01	\$17,352.72

**Marengo Community High School District 154**

**Voucher Detail Listing**

Voucher Batch Number: 1151      11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$68,075.31</u>
						Vendor Total: <u>\$68,075.31</u>
Schindler Elevator Corporation	SUBELEV					
Check Group:						
Maintenance Inspection 11/1/25-10/31/26		1 0		4607276249 11/1/2025	20.0000.2540.320.00.01	\$1,226.40
Service 9/23/25		1 0		4626218696 10/15/2025	20.0000.2540.320.00.01	\$323.14
Service 9/23/25		1 0		4626218721 10/15/2025	20.0000.2540.320.00.01	\$258.51
Check #: 0						
						PO/InvoiceTotal: <u>\$1,808.05</u>
						Vendor Total: <u>\$1,808.05</u>
Schoolbells Transporation						
Check Group:						
Student Transportation -Homeless		1 0		2016 11/2/2025	40.0000.2550.311.00.01	\$4,601.00
Check #: 0						
						PO/InvoiceTotal: <u>\$4,601.00</u>
						Vendor Total: <u>\$4,601.00</u>
Schuring & Schuring, Inc	SCHUR					
Check Group:						
October 2025 Milk Deliveries		1 0		Oct 2025 11/17/2025	10.0000.2560.410.00.01	\$776.82
Check #: 0						
						PO/InvoiceTotal: <u>\$776.82</u>
						Vendor Total: <u>\$776.82</u>
Secretary of State						
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
2026 N7 Renewal		1	0	2026 Renewal 11/18/2025	40.0000.2550.339.00.01	\$10.00
2026 N12 Renewal		1	0	2026 Renewal 11/18/2025	40.0000.2550.339.00.01	\$10.00
2026 N14 Renewal		1	0	2026 Renewal 11/18/2025	40.0000.2550.339.00.01	\$10.00
Check #: 0						
PO/InvoiceTotal:						\$30.00
Vendor Total:						\$30.00
<b>SHERWIN WILLIAMS CO</b>						
Check Group:						
Paint		1	0	6077-2 10/30/2025	20.0000.2540.410.00.01	\$100.00
Check #: 0						
PO/InvoiceTotal:						\$100.00
Vendor Total:						\$100.00
<b>South Beloit High School</b>						
Check Group:						
1/17/25 V BBB MLK Tourney		1	0	1/17/25 V BBB 11/14/2025	10.0000.1500.319.00.01	\$400.00
Check #: 0						
PO/InvoiceTotal:						\$400.00
Vendor Total:						\$400.00
<b>Spanish Language Services</b>						
Check Group:						
Interpretation Services 11/3/25		1	0	MCHS110325 11/3/2025	10.0000.1800.300.00.24	\$131.50
Check #: 0						
PO/InvoiceTotal:						\$131.50
Vendor Total:						\$131.50

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1151

11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>Special Education Services</b>						
Check Group:						
October 2025 Tuition-Woodstock		1	0	SESINV-052901 10/31/2025	10.0000.1912.670.00.01	\$25,572.70
October 2025 Tuition-Aurora		1	0	V680427 11/18/2025	10.0000.1912.670.00.01	\$3,034.68
Check #: 0						
PO/InvoiceTotal:						\$28,607.38
Vendor Total:						\$28,607.38
<b>Spindle</b>						
Check Group:						
9/28/25 School Tele RN		1	0	21310037 11/9/2025	10.0000.1200.314.00.34	\$92.00
10/12/25 School Tele RN		1	0	21310038 11/9/2025	10.0000.1200.314.00.34	\$207.00
Check #: 0						
PO/InvoiceTotal:						\$299.00
Vendor Total:						\$299.00
<b>State Industrial Products</b>	<b>STAINDU</b>					
Check Group:						
Fragrance Pak		1	0	903987187 11/6/2025	20.0000.2540.410.00.01	\$310.86
State Cube Program		1	0	903989600 11/8/2025	20.0000.2540.410.00.01	\$115.69
Check #: 0						
PO/InvoiceTotal:						\$426.55
Vendor Total:						\$426.55
<b>Sullivan's Foods</b>	<b>SULFOOD</b>					
Check Group:						

Marengo Community High School District 154

Voucher Detail Listing

Voucher Batch Number: 1151 11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Statement Credit		1	0	10/31/25 11/17/2025	10.0000.2560.410.00.01	(\$64.69)
Kitchen Donuts		1	0	264368 11/5/2025	10.0000.2560.410.00.01	\$46.38
Veterans Day Cake		1	0	298840 11/17/2025	10.0000.2410.410.00.01	\$60.87
					Check #: 0	
						PO/InvoiceTotal: \$42.56
						Vendor Total: \$42.56
Summit Financial Resource	SUMFIN					
Check Group:						
September Allotment Freight		1	0	S283271 11/17/2025	10.0000.2560.410.00.01	\$302.17
October Allotment Freight		1	0	S284329 11/18/2025	10.0000.2560.410.00.01	\$434.83
November Allotment Freight		1	0	S285421 11/17/2025	10.0000.2560.410.00.01	\$479.05
					Check #: 0	
						PO/InvoiceTotal: \$1,216.05
						Vendor Total: \$1,216.05
Sycamore High School	SYCHIGH					
Check Group:						
1/10/26 V B WR Invitational		1	0	1/10/26 V B WR 11/14/2025	10.0000.1500.319.00.01	\$350.00
					Check #: 0	
						PO/InvoiceTotal: \$350.00
						Vendor Total: \$350.00
Technology Plus LLC						
Check Group:						

**Marengo Community High School District 154**

**Voucher Detail Listing**

Voucher Batch Number: 1151

11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Mobile TV Stand		3	260080	203885 10/28/2025	10.0000.2221.700.00.01	\$1,770.00
Shipping		1	260080	203885 10/28/2025	10.0000.2221.410.00.01	\$140.00
Check #: 0						
PO/InvoiceTotal:						\$1,910.00
Vendor Total:						\$1,910.00
Tormach Inc	TORINC					
Check Group:						
Machine Way Oil		1	260081	097747 11/6/2025	10.0000.1400.417.00.30	\$41.95
OD Threading Tool		1	260081	097747 11/6/2025	10.0000.1400.417.00.30	\$33.98
Freight		1	260081	097747 11/6/2025	10.0000.1400.417.00.30	\$16.86
Check #: 0						
PO/InvoiceTotal:						\$92.79
Vendor Total:						\$92.79
United Laboratories	UNILAB					
Check Group:						
Pink Marvel, Bathroom Supplies, Grease trap maintenance		1	0	INV448250 11/10/2025	20.0000.2540.410.00.01	\$2,238.72
Check #: 0						
PO/InvoiceTotal:						\$2,238.72
Vendor Total:						\$2,238.72
Unity School Bus Parts	UNISCHO					
Check Group:						
Windshield Wipers		1	0	0624391-IN 10/31/2025	40.0000.2550.410.00.01	\$95.00
Check #: 0						

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1151

11/25/2025

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$95.00</u>
						Vendor Total: <u>\$95.00</u>
Virtual Enterprises International, Inc						
Check Group:						
2025 Midwest Trade Show		1 0		VEI-004305 11/10/2025	10.0000.1400.414.00.30	\$400.00
						PO/InvoiceTotal: <u>\$400.00</u>
						Vendor Total: <u>\$400.00</u>
Warehouse Direct						
Check Group:						
Cleaner, Liner, Tissue, Towels	METRO			6033778-0 11/10/2025	20.0000.2540.410.00.01	\$1,955.58
Gloves, Buffer Pads				6039027-0 11/17/2025	20.0000.2540.410.00.01	\$554.57
						PO/InvoiceTotal: <u>\$2,510.15</u>
						Vendor Total: <u>\$2,510.15</u>
Woodstock CUSD #20						
Check Group:						
8/13/25-9/30/25 2025 Tuition		1 0		1114 11/18/2025	10.0000.4220.670.00.01	\$27,551.22
						PO/InvoiceTotal: <u>\$27,551.22</u>
						Vendor Total: <u>\$27,551.22</u>
						Grand Total: <u>\$318,909.52</u>

End of Report

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1150

11/26/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Byrne, Peter T						
Check Group:						
PBIS Reimbursement		1 0		V630777 11/14/2025	10.0000.2410.413.00.01	\$120.00
					Check #: 0	
						PO/InvoiceTotal: \$120.00
						Vendor Total: \$120.00
Cecilia B Frank						
Check Group:						
Services 10/21/25-11/13/25-Staff	CBFREAD	1 0		11/13/25 11/18/2025	10.0000.2210.312.00.44	\$479.06
Services 10/21/25-11/13/25-Students		1 0		11/13/25 11/18/2025	10.0000.1100.310.00.01	\$4,320.94
					Check #: 0	
						PO/InvoiceTotal: \$4,800.00
						Vendor Total: \$4,800.00
Gibbs, Jesse W						
Check Group:						
Clothing Allowance		1 0		V93884 11/14/2025	20.0000.2540.410.00.01	\$101.88
					Check #: 0	
						PO/InvoiceTotal: \$101.88
						Vendor Total: \$101.88
Kane, Erika G						
Check Group:						
Reimburse Staff Recognition Cookies		1 0		V961896 11/14/2025	10.0000.2410.410.00.01	\$32.97
					Check #: 0	
						PO/InvoiceTotal: \$32.97
						Vendor Total: \$32.97

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1150

11/26/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Speruta, Joseph						
Check Group:						
FY26 Clothing Reimbursement		1	0	FY26 11/17/2025	20.0000.2540.410.00.01	\$125.00
					Check #: 0	
					PO/InvoiceTotal:	\$125.00
					Vendor Total:	\$125.00
Swanson, Donald A						
Check Group:						
WASBO Conf Mileage Reimbursement		1	0	V549368 11/14/2025	20.0000.2540.312.00.01	\$229.46
					Check #: 0	
					PO/InvoiceTotal:	\$229.46
					Vendor Total:	\$229.46
					Grand Total:	\$5,409.31

End of Report

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1140

11/07/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon	AMAZO					
Check Group:						
Tech Supplies		1	0	Kane 10.20.25 11/7/2025	10.0000.2221.410.00.01	\$103.96
<b>P-Card Payee:</b> Harris Bank P-Card						
PBIS Gift Cards		1	0	Mullens 10.20.25 11/7/2025	10.0000.2410.413.00.01	\$250.00
<b>P-Card Payee:</b> Harris Bank P-Card						
				Check #: 0		
					PO/InvoiceTotal:	\$353.96
					Vendor Total:	\$353.96
Anderson Pest Control	ANDPES					
Check Group:						
Pest Management		1	0	BLD 10.20.25 11/7/2025	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
Band Shoppe	BANSHOP					
Check Group:						
Band Shoes-Title I		1	0	Stellmach 10.20.25 11/7/2025	10.0000.1250.300.00.44	\$67.00
<b>P-Card Payee:</b> Harris Bank P-Card						
Band Shoes		1	0	Stellmach 10.20.25 11/7/2025	10.0000.1510.410.00.01	\$173.03
<b>P-Card Payee:</b> Harris Bank P-Card						
				Check #: 0		
					PO/InvoiceTotal:	\$240.03
					Vendor Total:	\$240.03
Bodi's Bake Shop						
Check Group:						
PBIS Donuts		1	0	Mullens 10.20.25 11/7/2025	10.0000.2410.413.00.01	\$262.08
<b>P-Card Payee:</b> Harris Bank P-Card						

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1140

11/07/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$262.08
Vendor Total:						\$262.08
Copy Express						
Check Group:						
Veteran's Day Postcard		1	0	Mullens 10.20.25	10.0000.2410.410.00.01	\$114.30
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Check #: 0						
PO/InvoiceTotal:						\$114.30
Vendor Total:						\$114.30
EdPuzzle						
Check Group:						
Science Subscription		1	0	BLD 1 10.20.25	10.0000.1100.413.00.01	\$13.50
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Check #: 0						
PO/InvoiceTotal:						\$13.50
Vendor Total:						\$13.50
Harbor Freight						
Check Group:						
CTE Supplies-Rich		1	0	Act 2 10.20.25	10.0000.1400.417.00.30	\$28.24
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Check #: 0						
PO/InvoiceTotal:						\$28.24
Vendor Total:						\$28.24
Harris Bank P-Card	HARBANK					
Check Group:						
RSA, IARSS Nelson PD		1	0	ACT 1 10.20.25	10.0000.2210.312.00.01	\$368.28
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
SchoolPsych- Psych Subscription		1	0	ACT 1 10.20.25	10.0000.2140.410.00.01	\$14.99
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1140

11/07/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Crowne Plaza- Title I Conf Hotel <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Amendt 10.20.25 11/7/2025	10.0000.2210.312.00.44	\$232.85
Transfer Express-Hat Heat Press Machine <b>P-Card Payee:</b> Harris Bank P-Card		1	0	BLD 10.20.25 11/7/2025	10.0000.1400.700.00.28	\$2,100.00
Transfer Express-Fusion Package <b>P-Card Payee:</b> Harris Bank P-Card		1	0	BLD 10.20.25 11/7/2025	10.0000.1400.700.00.28	\$3,475.00
US Store Bambulab- CTE Supplies Martin <b>P-Card Payee:</b> Harris Bank P-Card		1	0	BLD 10.20.25 11/7/2025	10.0000.1400.416.00.30	\$111.92
US Store Bambulab-CTE Supplies <b>P-Card Payee:</b> Harris Bank P-Card		1	0	BLD 10.20.25 11/7/2025	10.0000.1400.416.00.30	\$95.92
Discovery Museum <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Engwall 10.20.25 11/7/2025	10.0000.1200.410.00.50	\$48.00
IXL Live Classic-Garrard <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Garrard 10.20.25 11/7/2025	10.0000.2210.312.00.50	\$129.00
Lindberg Pumpkin Patch <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Garrard 10.20.25 11/7/2025	10.0000.1200.410.00.50	\$96.82
Marquis Chicago-Tech Conf Hotel <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Kane 10.20.25 11/7/2025	10.0000.2210.312.00.01	\$1,014.33
Marquis Chicago - Tech Conf Hotel <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Kane 10.20.25 11/7/2025	10.0000.2210.312.00.01	\$676.22
Marquis Chicago-Tech Conf Meal <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Kane 10.20.25 11/7/2025	10.0000.2210.312.00.01	\$54.94
US News Awards-Academic Achievement <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Mullens 10.20.25 11/7/2025	10.0000.2410.300.00.01	\$1,095.00
Cable Ties-Cable Covers & parts <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Swanson 10.20.25 11/7/2025	20.0000.2540.312.00.01	\$1,618.51
KickPlates-Main Door Parts <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Swanson 10.20.25 11/7/2025	20.0000.2540.312.00.01	\$42.30
TruDoor-Main Door Parts <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Swanson 10.20.25 11/7/2025	20.0000.2540.312.00.01	\$79.42

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1140

11/07/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TruDoor- Tax Credit		1	0	Swanson 10.20.25 11/7/2025	20.0000.2540.312.00.01	(\$6.05)
<b>P-Card Payee:</b> Harris Bank P-Card						
WASBO-Facilities Conf		1	0	Swanson 10.20.25 11/7/2025	20.0000.2540.312.00.01	\$600.00
<b>P-Card Payee:</b> Harris Bank P-Card						
Check #: 0						
						PO/InvoiceTotal: <u>\$11,847.45</u>
						Vendor Total: <u>\$11,847.45</u>
Home Depot	HOMDEPO					
Check Group:						
CTE Supplies-Rich		1	0	Act 2 10.20.25 11/7/2025	10.0000.1400.417.00.30	\$218.46
<b>P-Card Payee:</b> Harris Bank P-Card						
CTE Supplies-Rich		1	0	Act 2 10.20.25 11/7/2025	10.0000.1400.417.00.30	\$125.83
<b>P-Card Payee:</b> Harris Bank P-Card						
CTE Supplies-Obert		1	0	Obert 10.20.25 11/7/2025	10.0000.1400.410.00.30	\$169.74
<b>P-Card Payee:</b>						
OM Supplies		1	0	Swanson 10.20.25 11/7/2025	20.0000.2540.410.00.01	\$51.65
<b>P-Card Payee:</b> Harris Bank P-Card						
OM Supplies		1	0	Swanson 10.20.25 11/7/2025	20.0000.2540.410.00.01	\$39.94
<b>P-Card Payee:</b> Harris Bank P-Card						
OM Supplies		1	0	Swanson 10.20.25 11/7/2025	20.0000.2540.410.00.01	\$12.97
<b>P-Card Payee:</b> Harris Bank P-Card						
Check #: 0						
						PO/InvoiceTotal: <u>\$618.59</u>
						Vendor Total: <u>\$618.59</u>
IAASE	IAASE					
Check Group:						
Title I Conference Reg-Amendt		1	0	Amendt 10.20.25 11/7/2025	10.0000.2210.312.00.44	\$299.00
<b>P-Card Payee:</b> Harris Bank P-Card						

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1140

11/07/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
						\$299.00
						Vendor Total: <u>          </u>
						\$299.00
IL TOLLWAY	ILTOLL					
Check Group:						
Unpaid Tolls		1	0	ACT 1 10.20.25	40.0000.2550.332.00.01	\$3.05
<b>P-Card Payee:</b>	Harris Bank P-Card			11/7/2025		
Unpaid Tolls		1	0	ACT 1 10.20.25	40.0000.2550.332.00.01	\$19.80
<b>P-Card Payee:</b>	Harris Bank P-Card			11/7/2025		
Tolls		1	0	Trans 1 10.20.25	40.0000.2550.332.00.01	\$800.00
<b>P-Card Payee:</b>	Harris Bank P-Card			11/7/2025		
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
						\$822.85
						Vendor Total: <u>          </u>
						\$822.85
Illinois ASBO	ILASBO					
Check Group:						
IASBO Membership & Annual Conf		1	0	Engelbrecht	10.0000.2320.312.00.01	\$835.00
<b>P-Card Payee:</b>	Harris Bank P-Card			10.20.25		
				11/7/2025		
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
						\$835.00
						Vendor Total: <u>          </u>
						\$835.00
Illinois Principals Assn	ILPRIN					
Check Group:						
Byrne Admin Academy		1	0	Mullens 10.20.25	10.0000.2320.312.00.01	\$325.00
<b>P-Card Payee:</b>	Harris Bank P-Card			11/7/2025		
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
						\$325.00
						Vendor Total: <u>          </u>
						\$325.00
Illinois State University	ILSTUNI					

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1140

11/07/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Fortinberry PD		1	0	ACT 1 10.20.25	10.0000.2210.312.00.01	\$274.00
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Lesniak PD		1	0	Act 2 10.20.25	10.0000.2210.312.00.01	\$274.00
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
				Check #: 0		
					PO/InvoiceTotal:	\$548.00
					Vendor Total:	\$548.00
Intuit						
INTUIT						
Check Group:						
Monthly Charge		1	0	Kane 10.20.25	10.0000.2510.410.00.01	\$115.00
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
				Check #: 0		
					PO/InvoiceTotal:	\$115.00
					Vendor Total:	\$115.00
Jewel						
Check Group:						
SPED Supplies		1	0	Garrard 10.20.25	10.0000.1200.410.00.50	\$131.11
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
				Check #: 0		
					PO/InvoiceTotal:	\$131.11
					Vendor Total:	\$131.11
Kalahari Resorts						
Check Group:						
PD Hotel, Joyce, Olson, Dobbertin		1	0	ACT 1 10.20.25	10.0000.2210.312.00.01	\$246.94
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Brew Pub-PD Meal		1	0	Ath 2 10.20.25	10.0000.2210.312.00.01	\$77.05
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Sortino's PD Meal		1	0	Ath 2 10.20.25	10.0000.2210.312.00.01	\$91.86
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		

Marengo Community High School District 154

Voucher Detail Listing

Voucher Batch Number: 1140 11/07/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PD Hotel, Olson, Joyce, Dobbertin <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Ath 2 10.20.25 11/7/2025	10.0000.2210.312.00.01	\$273.02
					Check #: 0	
					PO/InvoiceTotal:	\$688.87
					Vendor Total:	\$688.87
Menards	MENARD					
Check Group:						
Kitchen Water <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Swanson 10.20.25 11/7/2025	10.0000.2560.410.00.01	\$251.16
OM Supplies <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Swanson 10.20.25 11/7/2025	20.0000.2540.410.00.01	\$85.54
Kitchen Water <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Swanson 10.20.25 11/7/2025	10.0000.2560.410.00.01	\$251.16
OM Supplies <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Swanson 10.20.25 11/7/2025	20.0000.2540.410.00.01	\$34.00
Kitchen Water <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Swanson 10.20.25 11/7/2025	10.0000.2560.410.00.01	\$502.32
OM Supplies <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Swanson 10.20.25 11/7/2025	20.0000.2540.410.00.01	\$13.37
					Check #: 0	
					PO/InvoiceTotal:	\$1,137.55
					Vendor Total:	\$1,137.55
MSC Industrial Supplies						
Check Group:						
CTE Supplies-Rich <b>P-Card Payee:</b> Harris Bank P-Card		1	0	Act 2 10.20.25 11/7/2025	10.0000.1400.417.00.30	\$768.09
					Check #: 0	

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1140

11/07/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$768.09</u>
						Vendor Total: <u>\$768.09</u>
National Fastpitch Coaches Assn						
Check Group:						
Jasinski Conference Registration		1 0		ACT 2 10.20.25 11/7/2025	10.0000.2210.312.00.01	\$395.00
<b>P-Card Payee:</b> Harris Bank P-Card					Check #: 0	
						PO/InvoiceTotal: <u>\$395.00</u>
						Vendor Total: <u>\$395.00</u>
Nicor						
Check Group:						
Preschool Gas		1 0		BLD 1 10.20.25 11/7/2025	20.0000.2540.465.00.01	\$63.68
<b>P-Card Payee:</b> Harris Bank P-Card						
Bus Barn Gas		1 0		BLD 1 10.20.25 11/7/2025	20.0000.2540.465.00.01	\$157.18
<b>P-Card Payee:</b> Harris Bank P-Card					Check #: 0	
						PO/InvoiceTotal: <u>\$220.86</u>
						Vendor Total: <u>\$220.86</u>
Rosati's Pizza						
Check Group:						
Winters Coaches Mtg		1 0		BLD 10.20.25 11/7/2025	10.0000.1500.410.00.01	\$129.79
<b>P-Card Payee:</b> Harris Bank P-Card					Check #: 0	
						PO/InvoiceTotal: <u>\$129.79</u>
						Vendor Total: <u>\$129.79</u>
S&S Automotive						
Check Group:						
Bus Supplies		1 0		Long 10.20.25 11/7/2025	40.0000.2550.410.00.01	\$383.68
<b>P-Card Payee:</b> Harris Bank P-Card					Check #: 0	

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1140

11/07/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$383.68</u>
						Vendor Total: <u>\$383.68</u>
Sam's Club						
Check Group:						
PBIS Supplies						
		1	0	Mullens 10.20.25 11/7/2025	10.0000.2410.413.00.01	\$215.01
P-Card Payee: Harris Bank P-Card						
						Check #: 0
						PO/InvoiceTotal: <u>\$215.01</u>
						Vendor Total: <u>\$215.01</u>
SHERWIN WILLIAMS CO						
Check Group:						
Bus Barn Paint						
		1	0	Swanson 10.20.25 11/7/2025	40.0000.2550.410.00.01	\$56.40
P-Card Payee: Harris Bank P-Card						
						Check #: 0
						PO/InvoiceTotal: <u>\$56.40</u>
						Vendor Total: <u>\$56.40</u>
Sullivan's Foods						
SULFOOD						
Check Group:						
Foods Class Supplies						
		1	0	Wille 10.20.25 11/7/2025	10.0000.1400.410.00.28	\$126.93
P-Card Payee: Harris Bank P-Card						
						Check #: 0
						PO/InvoiceTotal: <u>\$126.93</u>
						Vendor Total: <u>\$126.93</u>
USPS						
USPOST						
Check Group:						
Veteran's Day Postage						
		1	0	Mullens 10.20.25 11/7/2025	10.0000.2410.410.00.01	\$244.00
P-Card Payee: Harris Bank P-Card						
						Check #: 0
						PO/InvoiceTotal: <u>\$244.00</u>

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1140

11/07/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>Vendor Total:</b>						<b>\$244.00</b>
Walmart	WALMA					
Check Group:						
CTE Lab Supplies-Palek		1	0	Act 2 10.20.25	10.0000.1400.419.00.30	\$181.37
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Foods 1		1	0	Engwall 10.20.25	10.0000.1400.410.00.28	\$186.03
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Transition Supplies		1	0	Engwall 10.20.25	10.0000.1200.410.00.34	\$14.31
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Foods I Supplies		1	0	Engwall 10.20.25	10.0000.1400.410.00.28	\$262.62
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Foods I Supplies		1	0	Engwall 10.20.25	10.0000.1400.410.00.28	\$279.06
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Transition Supplies		1	0	Engwall 10.20.25	10.0000.1200.410.00.34	\$16.20
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Foods I Supplies		1	0	Engwall 10.20.25	10.0000.1400.410.00.28	\$273.45
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Transition Supplies		1	0	Engwall 10.20.25	10.0000.1200.410.00.34	\$23.42
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Check #: 0						
<b>PO/InvoiceTotal:</b>						<b>\$1,236.46</b>
<b>Vendor Total:</b>						<b>\$1,236.46</b>
Webstaurant	WEBST					
Check Group:						
Concession Stand Faucet		1	0	Swanson 10.20.25	20.0000.2540.410.00.01	\$90.12
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		
Tax Credit		1	0	Swanson 10.20.25	20.0000.2540.410.00.01	(\$6.87)
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1140

11/07/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Booster Fridge-Reimbursement		1	0	Swanson 10.20.25	20.0000.2540.700.00.01	\$2,698.00
<b>P-Card Payee:</b> Harris Bank P-Card				11/7/2025		

Check #: 0

PO/InvoiceTotal:	\$2,781.25
Vendor Total:	\$2,781.25
Grand Total:	\$25,060.82

End of Report

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1149

11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon	AMAZO					
Check Group:						
Wireless Mouse		1 0		16MH-NKNK-6PV 3 11/3/2025	10.0000.2221.410.00.01	\$109.95
ACT Guides Cecilia		1 0		17GK-WKCQ-KW RN 10/31/2025	10.0000.1100.410.00.01	\$39.35
Math Supplies, Krueger		1 0		1D4K-QKFJ-KL49 10/27/2025	10.0000.1100.412.00.01	\$40.20
Adapters		1 0		1DNH-LYTH-79V N 11/13/2025	10.0000.2221.410.00.01	\$27.97
Toner		1 0		1F7G-R9W6-DMX C 10/28/2025	10.0000.2221.411.00.01	\$305.89
Steam Cleaner		1 0		1FFF-HKDX-DQC 3 11/3/2025	20.0000.2540.410.00.01	\$207.51
Solar Flag Pole Light		1 0		1G3W-JGMX-69F 6 10/30/2025	20.0000.2540.410.00.01	\$227.13
Seam Ripper		1 0		1GKR-TYR6-669T 10/30/2025	10.0000.1400.412.00.30	\$17.91
District Office Supplies		1 0		1JCJ-QXTV-FVR Q 11/17/2025	10.0000.2510.410.00.01	\$68.00
Calculator Ribbon		1 0		1KYD-PQCX-DXH H 11/10/2025	10.0000.2520.410.00.01	\$17.25
Kid Safe Knife Set		1 0		1P6L-M6NH-4FH 7 11/12/2025	10.0000.1200.410.00.23	\$36.98
Veteran's Day Supplies		1 0		1PDQ-M9LV-MX WR 10/31/2025	10.0000.2410.410.00.01	\$110.82

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1149

11/25/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PBIS Supplies		1	0	1QYC-6769-MFF1 11/7/2025	10.0000.2410.410.00.01	\$130.04
Laminating Plastic		1	0	1X7C-D3YK-KN3 P 10/27/2025	10.0000.2220.410.00.01	\$53.97
McKinney Vento-Title I Supplies		1	0	1XH4-4WXC-4MT N 11/12/2025	10.0000.2900.410.00.44	\$71.88

Check #: 0

PO/InvoiceTotal:	\$1,464.85
Vendor Total:	\$1,464.85
Grand Total:	\$1,464.85

End of Report

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1137

11/07/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Constellation NewEnergy - Gas	CONGAS					
Check Group:						
8/1/25-8/31/25 3,425.0 Therms		1 0		4411998 11/7/2025	20.0000.2540.465.00.01	\$2,498.19

Check #: 0

PO/InvoiceTotal:	\$2,498.19
Vendor Total:	\$2,498.19
Grand Total:	\$2,498.19

End of Report

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1138

11/17/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ComEd	COMED					
Check Group:						
Electrical Service 8/13/25-9/16/25		1 0		9/16/25 11/7/2025	20.0000.2540.466.00.01	\$13,673.22

Check #: 0

PO/InvoiceTotal:	\$13,673.22
Vendor Total:	\$13,673.22
Grand Total:	\$13,673.22

End of Report

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1139      11/28/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Waste Management						
Check Group:						
Garbage Service 11/1/25-11/30/25		1	0	0499913-4076-8 11/5/2025	20.0000.2540.322.00.01	\$1,188.01

Check #: 0

PO/InvoiceTotal:	\$1,188.01
Vendor Total:	\$1,188.01
Grand Total:	\$1,188.01

End of Report

## Marengo Community High School District 154

### Voucher Detail Listing

Voucher Batch Number: 1152      11/17/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
First National Bank	FNBHSA					
Check Group:						
November Analysis Charge		1	0	V468332 11/18/2025	10.0000.2510.300.00.01	\$59.23

Check #: 0

PO/InvoiceTotal:	\$59.23
Vendor Total:	\$59.23
Grand Total:	\$59.23

End of Report

**MARENGO COMMUNITY HIGH SCHOOL DISTRICT 154**

24-Nov-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 November 2025 to be paid on November 24, 2025, not including the second payroll for November

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

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

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

**Nov-25**

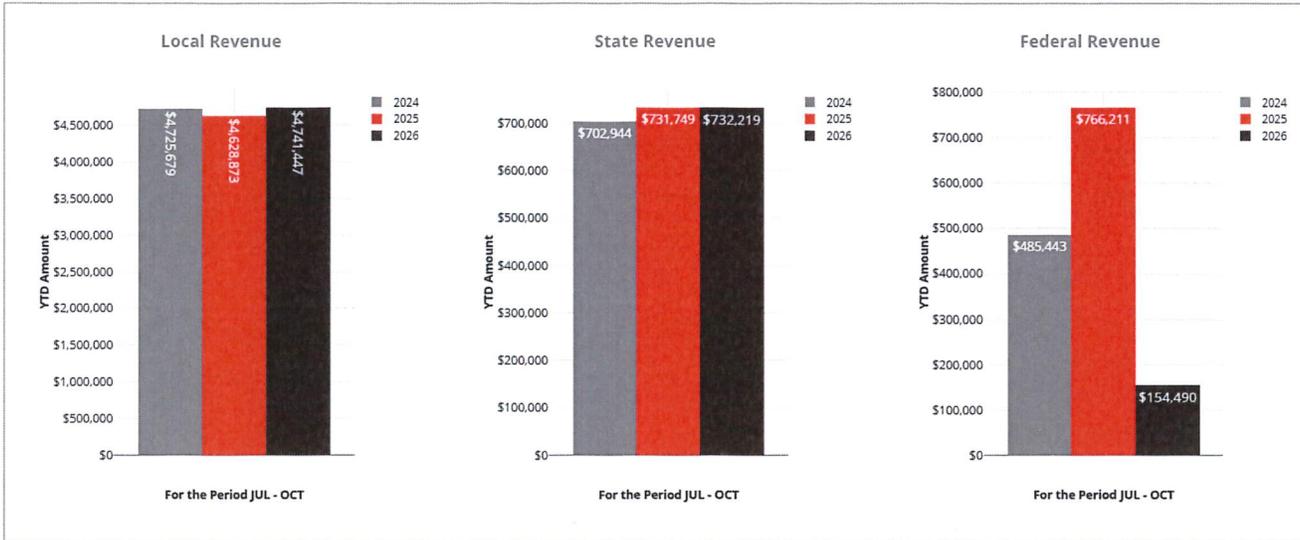
	<b>District Bills</b>	<b>Payroll 1</b>	<b>Payroll 2 *</b>	<b>P-Cards</b>	<b>EFT/ ACH</b>	<b>Totals</b>
Education Fund	\$ 268,726.81	\$ 347,460.73	\$ -	\$ 18,101.31	\$ 6,042.41	\$ 640,331.26
Building Fund	\$ 31,635.08	\$ 18,337.81	\$ -	\$ 5,696.58	\$ 18,250.40	73,919.87
Transportation Fund	\$ 18,547.63	\$ 7,765.52	\$ -	\$ 1,262.93	\$ -	27,576.08
Retirement Fund	\$ -	\$ 8,585.41	\$ -	\$ -	\$ -	8,585.41
Sub Total	<u>\$318,909.52</u>	<u>\$382,149.47</u>	<u>\$ 0.00</u>	<u>\$25,060.82</u>	<u>\$24,292.81</u>	<u>\$750,412.62</u>
Tort Fund						-
Bond Fund						-
Capital Projects				-	-	-
Totals	<u>318,909.52</u>	<u>382,149.47</u>	<u>-</u>	<u>25,060.82</u>	<u>24,292.81</u>	<u>750,412.62</u>

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

Marengo CHSD 154  
Year to Date Revenue Overview - Operating Funds\*  
October 2025



<p>Local Revenue</p> <p><b>\$4,741,447</b></p> <p>42.39% of Budget</p>	<p>State Revenue</p> <p><b>\$732,219</b></p> <p>22.08% of Budget</p>	<p>Federal Revenue</p> <p><b>\$154,490</b></p> <p>24.34% of Budget</p>
--	--	--



	FY 2024 YTD Amount	FY 2025 YTD Amount	FY 2026 YTD Amount	FY 2026 Annual Budget	FY 2026 % YTD Budget
<b>LOCAL REVENUE</b>					
1100 Ad Valorem Taxes	\$3,959,260	\$3,845,450	\$4,119,597	\$9,337,786	44.12%
1200 Payments in Lieu of Taxes	\$472,431	\$299,465	\$231,527	\$669,595	34.58%
1500 Earnings on Investments	\$127,809	\$281,107	\$167,875	\$443,265	37.87%
1600 Food Service	\$67,086	\$70,068	\$65,034	\$215,700	30.15%
1900 Other Revenue from Local Sources	\$21,801	\$27,523	\$58,141	\$195,015	29.81%
ALL OTHER LOCAL REVENUE	\$77,292	\$105,260	\$99,273	\$324,419	30.60%
<b>TOTAL LOCAL REVENUE</b>	<b>\$4,725,679</b>	<b>\$4,628,873</b>	<b>\$4,741,447</b>	<b>\$11,185,780</b>	<b>42.39%</b>
<b>STATE REVENUE</b>					
3000 Unrestricted Grants-in-Aid	\$377,217	\$463,926	\$553,824	\$2,030,687	27.27%
3100 Special Education	\$184,815	\$156,647	\$82,757	\$865,469	9.56%
3300 Bilingual Education	\$6,824	\$5,022	\$6,158	\$25,000	24.63%
3500 State Transportation Reimbursement	\$118,226	\$84,241	\$77,730	\$324,301	23.97%
ALL OTHER STATE REVENUE	\$15,862	\$21,913	\$11,750	\$70,701	16.62%
<b>TOTAL STATE REVENUE</b>	<b>\$702,944</b>	<b>\$731,749</b>	<b>\$732,219</b>	<b>\$3,316,158</b>	<b>22.08%</b>
<b>TOTAL FEDERAL REVENUE</b>	<b>\$485,443</b>	<b>\$766,211</b>	<b>\$154,490</b>	<b>\$634,766</b>	<b>24.34%</b>
<b>TOTAL REVENUE</b>	<b>\$5,914,066</b>	<b>\$6,126,833</b>	<b>\$5,628,156</b>	<b>\$15,136,704</b>	<b>37.18%</b>
<b>OTHER FINANCING SOURCES</b>	<b>\$80</b>	<b>\$1,025</b>	<b>\$0</b>	<b>\$2,000</b>	<b>0.00%</b>
<b>TOTAL REVENUE &amp; OTHER FINANCING SOURCES</b>	<b>\$5,914,146</b>	<b>\$6,127,858</b>	<b>\$5,628,156</b>	<b>\$15,138,704</b>	<b>37.18%</b>

**Revenue Insight:**

Operating Funds (excluding transfers) YTD revenues totaled \$5,628,156 through October 2025, which is -\$498,677 or -8.9% less than the amount received last year for this period. The YTD difference is driven by a decrease in 4000 Federal Sources of -\$611,721, an increase in 1000 Local Sources of \$112,574, and an increase in 3000 State Sources of \$470.

\*Operating Funds = Educational, Operations & Maintenance, Transportation, Illinois Municipal Retirement & Social Security, Working Cash, Tort



Marengo CHSD 154  
Year To Date Expense Overview - Operating Funds\*  
October 2025



Salaries and Benefits

**\$2,969,525**

29.06% of Budget

Purchased Services

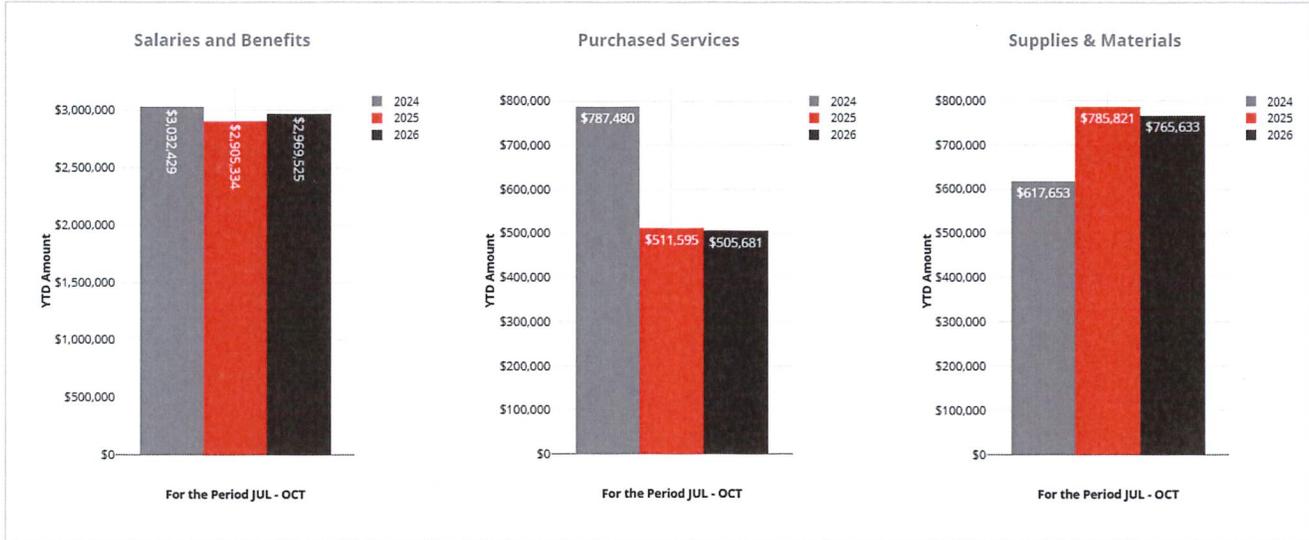
**\$505,681**

31.82% of Budget

Supplies & Materials

**\$765,633**

39.87% of Budget



	FY 2024 YTD Amount	FY 2025 YTD Amount	FY 2026 YTD Amount	FY 2026 Annual Budget	FY 2026 % YTD Budget
<b>SALARIES AND BENEFITS</b>					
100 Salaries	\$2,475,475	\$2,240,072	\$2,289,297	\$7,962,825	28.75%
200 Benefits	\$556,954	\$665,262	\$680,228	\$2,255,775	30.15%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>\$3,032,429</b>	<b>\$2,905,334</b>	<b>\$2,969,525</b>	<b>\$10,218,600</b>	<b>29.06%</b>
<b>OTHER EXPENSES</b>					
300 Purchased Services	\$787,480	\$511,595	\$505,681	\$1,589,366	31.82%
400 Supplies & Materials	\$617,653	\$785,821	\$765,633	\$1,920,268	39.87%
500 Capital Outlay	\$43,093	\$488,188	\$56,776	\$485,000	11.71%
600 Other Objects	\$461,295	\$463,927	\$387,272	\$1,948,066	19.88%
700 Non-Capitalized Equipment	\$79,745	\$113,201	\$67,447	\$175,640	38.40%
800 Termination Benefits	\$0	\$0	\$0	\$0	\$0
<b>TOTAL OTHER EXPENSES</b>	<b>\$1,989,266</b>	<b>\$2,362,732</b>	<b>\$1,782,809</b>	<b>\$6,118,340</b>	<b>29.14%</b>
<b>TOTAL EXPENSES</b>	<b>\$5,021,695</b>	<b>\$5,268,066</b>	<b>\$4,752,334</b>	<b>\$16,336,940</b>	<b>29.09%</b>
<b>OTHER FINANCING USES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>TOTAL EXPENSES &amp; OTHER FINANCING USES</b>	<b>\$5,021,695</b>	<b>\$5,268,066</b>	<b>\$4,752,334</b>	<b>\$16,336,940</b>	<b>29.09%</b>

**Expense Insights:**

Operating Funds (excluding transfers) YTD expenses totaled \$4,752,334 through October 2025, which is -\$515,731 or -10.9% less than the amount spent last year for this period. The YTD difference is driven by a decrease in 500 Capital Outlay of -\$431,412, a decrease in 600 Other Objects of -\$76,655, and an increase in 100 Salaries of \$49,225.

\*Operating Funds = Educational, Operations & Maintenance, Transportation, Illinois Municipal Retirement & Social Security, Working Cash, Tort



MARENGO COMMUNITY HIGH SCHOOL TREASURER'S REPORT

October 2025							
NOW Account	TOTAL	EDUCATION	BUILDING	TRANSPORT	RETIREMENT	TORT	SITE
<b>Beginning Balance</b>	\$ 75,101.29	\$ 64,503.05	\$ 5,045.61	\$ 5,045.61	\$ 507.02	\$ -	\$ -
Total Receipts + Interest	\$ 1,276,087.07	\$ 1,042,722.25	\$ 148,307.61	\$ 35,017.98	\$ 34,736.73	\$ -	\$ 15,302.50
<b>Total Available</b>	\$ 1,351,188.36	\$ 1,107,225.30	\$ 153,353.22	\$ 40,063.59	\$ 35,243.75	\$ -	\$ 15,302.50
Disbursements	\$ 1,293,767.32	\$ 1,088,238.31	\$ 121,944.14	\$ 33,038.62	\$ 35,243.75	\$ -	\$ 15,302.50
New CD purchase	\$ -						
<b>Ending Balance</b>	\$ 57,421.04	\$ 18,986.99	\$ 31,409.08	\$ 7,024.97	\$ -	\$ -	\$ -
Interest earned in Sweep Account \$9,607.41							
	<b>Fund</b>	<b>Acct #</b>	<b>Start Date</b>	<b>Mature Date</b>	<b>Amount</b>	<b>Rate</b>	
	ED	MM80912397			\$ 5,284.86	1.97	
	ED	SWEEP20322773220			\$ 4,399,075.62	1.80	
	ED	PMA1371250	11/27/2023	11/26/2025	\$ 948,300.00	4.22	
	ED	PMA1388301	9/17/2025	12/18/2025	\$ 989,700.00	3.92	
	ED	PMA1381338	6/11/2025	6/11/2026	\$ 960,400.00	4.02	
	ED	PMA 111436461	7/16/2025	7/16/2026	\$ 950,000.00	4.07	
			<b>Total Education Investments</b>		<b>\$ 8,252,760.48</b>		
	<b>Fund</b>	<b>Acct #</b>	<b>Start</b>	<b>Mature</b>	<b>Amount</b>	<b>Rate</b>	
	BLDG	SWEEP20322773220			\$ 736,504.86	1.80	
			<b>Total Building Investments</b>		<b>\$ 736,504.86</b>		
	<b>Fund</b>	<b>Acct #</b>	<b>Start</b>	<b>Mature</b>	<b>Amount</b>	<b>Rate</b>	
	TRANS	SWEEP20322773220			\$ 713,059.46	1.80	
			<b>Total Transportation Investments</b>		<b>\$ 713,059.46</b>		
	<b>Fund</b>	<b>Acct #</b>	<b>Start</b>	<b>Mature</b>	<b>Amount</b>	<b>Rate</b>	
	RETIREMENT	SWEEP20322773220			\$ 267,664.85	1.80	
	<b>Fund</b>	<b>Acct #</b>	<b>Start</b>	<b>Mature</b>	<b>Amount</b>	<b>Rate</b>	
	TORT	SWEEP20322773220			\$ 131,819.95	1.80	
	<b>Fund</b>	<b>Acct #</b>	<b>Start</b>	<b>Mature</b>	<b>Amount</b>	<b>Rate</b>	
	SITE	SWEEP20322773220			\$ 280,015.75	1.80	
			<b>TOTAL INVESTMENTS</b>		<b>\$ 10,381,825.35</b>		



• *Change in the Value of Your Account*

	Oct 01, 2025 to Oct 31, 2025	Jan 01, 2025 to Oct 31, 2025
<b>Beginning Market Value</b>	<u>\$1,700,306.74</u>	<u>\$1,663,697.52</u>
Deposits		
Cash	0.00	1,560.91
Distributions		
Cash	0.00	-120,879.00
Bank Fees	0.00	-20,221.61
Change in Portfolio Value		
Income	2,106.59	34,117.48
Market Change	14,931.29	159,069.32
<b>Ending Market Value</b>	<b>\$1,717,344.62</b>	<b>\$1,717,344.62</b>

• *Realized Gain and Loss Summary*

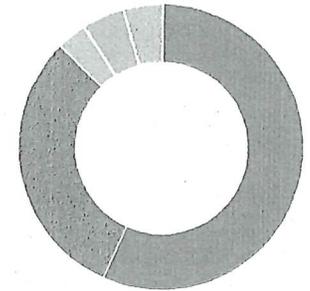
	Oct 01, 2025 to Oct 31, 2025	Jan 01, 2025 to Oct 31, 2025
Realized Capital Gain/Loss	<u>\$0.00</u>	<u>\$21,313.51</u>

• *Income Summary*

	Oct 01, 2025 to Oct 31, 2025	Jan 01, 2025 to Oct 31, 2025
Dividends	2,031.13	32,358.73
Mutual Fund Capital Gains Dividends	0.00	625.30
Interest	75.46	1,133.45
<b>Total Income</b>	<b>\$2,106.59</b>	<b>\$34,117.48</b>
Estimated Annual Income:	<b>\$46,200.42</b>	

• *Summary of Your Assets*

	Market Value on Oct 31, 2025	% of Your Account for Current Period
U.S. Equity Funds	733,704.23	42.72
International Developed	125,170.84	7.29
Emerging Markets	112,198.12	6.53
<b>Total Equity</b>	<b>\$971,073.19</b>	<b>56.55 %</b>
Taxable Funds	398,496.42	23.20
Extended Fixed Funds	129,893.05	7.56
<b>Total Fixed Income</b>	<b>\$528,389.47</b>	<b>30.77 %</b>
Long/Short Equity	24,730.65	1.44
Multi-Strategy	34,744.23	2.02
<b>Total Hedge Funds</b>	<b>\$59,474.88</b>	<b>3.46 %</b>
Miscellaneous	80,395.69	4.68
Unclassified	1,702.07	0.10
<b>Total Other</b>	<b>\$82,097.76</b>	<b>4.78 %</b>
Cash Equivalents	76,309.32	4.44
<b>Total Cash</b>	<b>\$76,309.32</b>	<b>4.44 %</b>
<b>Your Total Assets</b>	<b>\$1,717,344.62</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*

	Oct 01, 2025 to Oct 31, 2025	Jan 01, 2025 to Oct 31, 2025
<b>Beginning Market Value</b>	<b>\$145,779.61</b>	<b>\$144,413.01</b>
Distributions		
Cash	0.00	-10,100.00
Bank Fees	0.00	-1,992.75
Change in Portfolio Value		
Income	208.66	3,062.29
Market Change	1,096.41	11,702.13
<b>Ending Market Value</b>	<b>\$147,084.68</b>	<b>\$147,084.68</b>

• *Realized Gain and Loss Summary*

	Oct 01, 2025 to Oct 31, 2025	Jan 01, 2025 to Oct 31, 2025
Realized Capital Gain/Loss	\$0.00	\$1,524.29

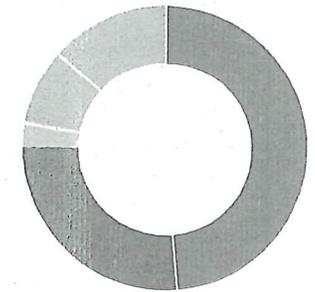
• *Income Summary*

	Oct 01, 2025 to Oct 31, 2025	Jan 01, 2025 to Oct 31, 2025
Dividends	198.10	2,894.39
Mutual Fund Capital Gains Dividends	0.00	45.73
Interest	10.56	122.17
<b>Total Income</b>	<b>\$208.66</b>	<b>\$3,062.29</b>
<b>Estimated Annual Income:</b>	<b>\$3,977.85</b>	



• Summary of Your Assets

	Market Value on Oct 31, 2025	% of Your Account for Current Period
U.S. Equity Funds	53,784.47	36.57
International Developed	9,188.28	6.25
Emerging Markets	8,313.59	5.65
<b>Total Equity</b>	<b>\$71,286.34</b>	<b>48.47 %</b>
Taxable Funds	29,249.27	19.89
Extended Fixed Funds	9,534.03	6.48
<b>Total Fixed Income</b>	<b>\$38,783.30</b>	<b>26.37 %</b>
Long/Short Equity	1,815.18	1.23
Multi-Strategy	2,396.05	1.63
<b>Total Hedge Funds</b>	<b>4,211.23</b>	<b>2.86 %</b>
Miscellaneous	12,469.99	8.48
Unclassified	278.18	0.19
<b>Total Other</b>	<b>12,748.17</b>	<b>8.67 %</b>
Cash Equivalents	20,055.64	13.64
<b>Total Cash</b>	<b>\$20,055.64</b>	<b>13.64 %</b>
<b>Your Total Assets</b>	<b>\$147,084.68</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  
October 1, 2025 - October 31, 2025



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MARENGO COMMUNITY HIGH SCHL #2  
FRANKS FAMILY  
110 FRANKS RD  
MARENGO-IL 60152-3425



BROKERAGE MARENGO COMMUNITY HIGH SCHOOL

▶ **Account Number: 647-272396**

**Your Account Value: \$176,187.52**

Change from Last Period: ▲ \$1,910.01

	This Period	Year-to-Date
<b>Beginning Account Value</b>	<b>\$174,277.51</b>	<b>\$175,119.45</b>
Subtractions	-217.85	-22,366.53
Change in Investment Value *	2,127.86	23,434.60
<b>Ending Account Value **</b>	<b>\$176,187.52</b>	<b>\$176,187.52</b>
Accrued Interest (AI)	0.00	
<b>Ending Account Value Incl. AI</b>	<b>\$176,187.52</b>	

\* 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/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. Forms adv part 2a, 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 31, 2025 which may affect your account. Visit Orion.Com for current form adv.

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INVESTMENT REPORT  
October 1, 2025 - October 31, 2025



Envelope # BSJXPCBBBLHXR

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MARENGO COMMUNITY HIGH SCHOOL

110 FRANKS RD

MARENGO IL 60152-3425

John Swanson Trust



BROKERAGE MARENGO COMMUNITY HIGH SCHOOL

▶ Account Number: 676-541856

Your Account Value:

**\$100,136.11**

Change from Last Period:

▼ \$3,645.46

	This Period	Year-to-Date
Beginning Account Value	\$103,781.57	\$99,931.60
Subtractions	-4,163.60	-10,543.92
Change in Investment Value *	518.14	10,748.43
<b>Ending Account Value **</b>	<b>\$100,136.11</b>	<b>\$100,136.11</b>
Accrued Interest (AI)	0.00	
Ending Account Value Incl. AI	\$100,136.11	

\* 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/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. Forms adv part 2a, 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 31, 2025 which may affect your account. Visit orion.Com for current form adv.

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.



450222101022051004

MR\_CE\_BSJXPCBBBLHXR\_BB888 20251031 S P 033215 FIEL4W06 015468



INVESTMENT REPORT  
October 1, 2025 - October 31, 2025



Envelope # BSJXMFBBBGCFZ

0033217 02 AB 0.641 02 TR 00258 FIEL4W06 000000  
MARENGO COMMUNITY HIGH SCHOOL  
SWANSON FAMILY  
110 FRANKS RD  
MARENGO IL 60152-3425



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

Your Account Value: **\$98,361.72**

Change from Last Period: ▲ \$1,025.60

	This Period	Year-to-Date
Beginning Account Value	\$97,336.12	\$86,588.70
Subtractions	-121.67	-453.35
Change in Investment Value *	1,147.27	12,226.37
<b>Ending Account Value **</b>	<b>\$98,361.72</b>	<b>\$98,361.72</b>
Accrued Interest (AI)	0.00	
Ending Account Value Incl. AI	\$98,361.72	

\* 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/Agent

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

Phone: (800) 333-4573

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47700487090061004

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INVESTMENT REPORT  
October 1, 2025 - October 31, 2025

Envelope # BSJXPCBBBFKZP

0033216 02 AB 0.641 02 TR 00258 FIEL4W06 000000  
MARENGO COMMUNITY HIGH SCHOOL  
110 FRANKS RD  
MARENGO IL 60152-3425



American Legion



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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BROKERAGE MARENGO COMMUNITY HIGH SCHOOL

▶ Account Number: 676-541852

Your Account Value:

**\$91,235.92**

Change from Last Period:

▲ \$328.50

	This Period	Year-to-Date
Beginning Account Value	\$90,907.42	\$92,402.26
Subtractions	-113.63	-10,454.61
Change in Investment Value *	442.13	9,288.27
<b>Ending Account Value **</b>	<b>\$91,235.92</b>	<b>\$91,235.92</b>
Accrued Interest (AI)	0.00	
<b>Ending Account Value Incl. AI</b>	<b>\$91,235.92</b>	

\* 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.

MR\_CE\_BSUXPCBBBFKZP\_BB888 20251031 S P



U07897957500051004



INVESTMENT REPORT  
October 1, 2025 - October 31, 2025



Envelope # BSJXMFBBBJNXP

0033219 02 AB 0.641 02 TR 00258 FIEL4W06 000000

MARENGO COMMUNITY HIGH SCHOOL

110 FRANKS RD

MARENGO IL 60152-3425

*American Legion*

BROKERAGE MARENGO COMMUNITY HIGH SCHOOL

▶ Account Number: 648-028843

Your Account Value:

**\$103,007.80**

Change from Last Period:

▲ \$1,115.83



	This Period	Year-to-Date
Beginning Account Value	\$101,891.97	\$91,156.60
Subtractions	-127.37	-475.27
Change in Investment Value *	1,243.20	12,326.47
<b>Ending Account Value **</b>	<b>\$103,007.80</b>	<b>\$103,007.80</b>
Accrued Interest (AI)	0.00	
Ending Account Value Incl. AI	\$103,007.80	

\* 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/Agent

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

Phone: (800) 333-4573

Advisor/Agent Message

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HR650250R120251024

033219 FIEL4W06 015489 S P

MR\_CE\_BSJXMFBBBJNXP\_BB BBBB 20251031

# APPLICATION FOR APPROVAL OF TEN-YEAR SAFETY SURVEY REPORT

(23 IL. Adm. Code Part 180, Sections. 180.310, 180.320, 180.330, 180.340)

<i>NAME OF SCHOOL BUILDING</i> Marengo High School	<i>SURVEY YEAR</i> 2025
<i>NAME AND NUMBER OF SCHOOL DISTRICT</i> Marengo CHSD 154, 1540	<i>COUNTY</i> McHenry
<i>ARCHITECT NAME</i> Willam H. R. Taylor	<i>FIRM</i> GreenAssociates, Inc
<i>FIRM ADDRESS</i> 1437 Harmony Court, Itasca, IL 60143	<i>TELEPHONE NUMBER</i> 847-317-0852

I certify that the survey referred to herein was prepared by me and to the best of my knowledge is a true and accurate.

Building in Full Compliance.

Building Not in Compliance

2/12/2025      Willam H. R. Taylor  
*Date*                      *Printed Name Architect/Engineer*

\_\_\_\_\_  
*Date*                      *President of Board of Education*

\_\_\_\_\_  
*Date*                      *Secretary of Board of Education*

11/30/2026      001-020318  
*Expiration Date*      *License Number*

*[Seal and Signature]*

Failure to submit accurate and complete safety survey reports as required shall subject a school district to the recognition provisions of 23 Illinois Administrative Code 180.

# REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number \_\_\_\_\_

---

## PART I. CERTIFICATION OF ESTIMATED COSTS

### This is to certify that:

The Marengo High School school, located at 110 Franks Road Marengo, Illinois, and under the management and control of the Board of Education of School District # 1540, McHenry County, was surveyed by me on 2/12/2025.

All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

**The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 8,047,406.40.**

<i>Name of Architect/Engineer</i> William H. R. Taylor	<i>Name of Firm</i> GreenAssociates, Inc
<i>Phone Number</i> 847-317-0852	<i>Fax Number</i>
<i>License Number</i> 001-020318	<i>Expiration Date</i> 11/30/2026
<i>Email Address</i> btay@greenassociates.com	
<i>[Seal and Signature]</i>	

---

## PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- a. Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- b. The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- c. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.
- d. The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- f. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

h. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

(35-76) (7/07) Prescribed by ISBE for ISBE Use

Date November 24, 2025

To: Regional Superintendent of Schools  
of McHenry County

**NOTICE OF APPOINTMENT OF SCHOOL TREASURER**

Please be advised that the Board of Education of Marengo Community High School  
School District No. 154 of McHenry County, Illinois has this day in compliance with  
the provisions of 105 ILCS 5/8.1 of the School Code of Illinois appointed  
Jennifer Kasch whose address is 21115 Peggy Court  
Marengo, Illinois, as our School Treasurer for a term of 1  
year(s), beginning November 24, 20 25, and ending June 30, 20 26.

Complying with the provisions of 105 ILCS 5/8.2 of the above mentioned Statutes,  
we have fixed the amount of bond for the treasurer in the amount of  
\$ 4,000,000.00 which said bond being a surety bond, we have duly approved  
and one copy of said bond is herewith transmitted to you for your approval and files.  
Second copy to be approved and returned to school district.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

School District No. 154, McHenry County, Illinois

Name of firm or persons acting as Surety on Bond: Ohio Casualty Insurance

Term of bond: From Upon Cancellation, 20 25 to                     , 20 26.

Name and address to which checks are to be mailed:

Ms./Mrs/Mr.

Jennifer Kasch

110 Franks Road

Marengo, IL 60152

\_\_\_\_\_

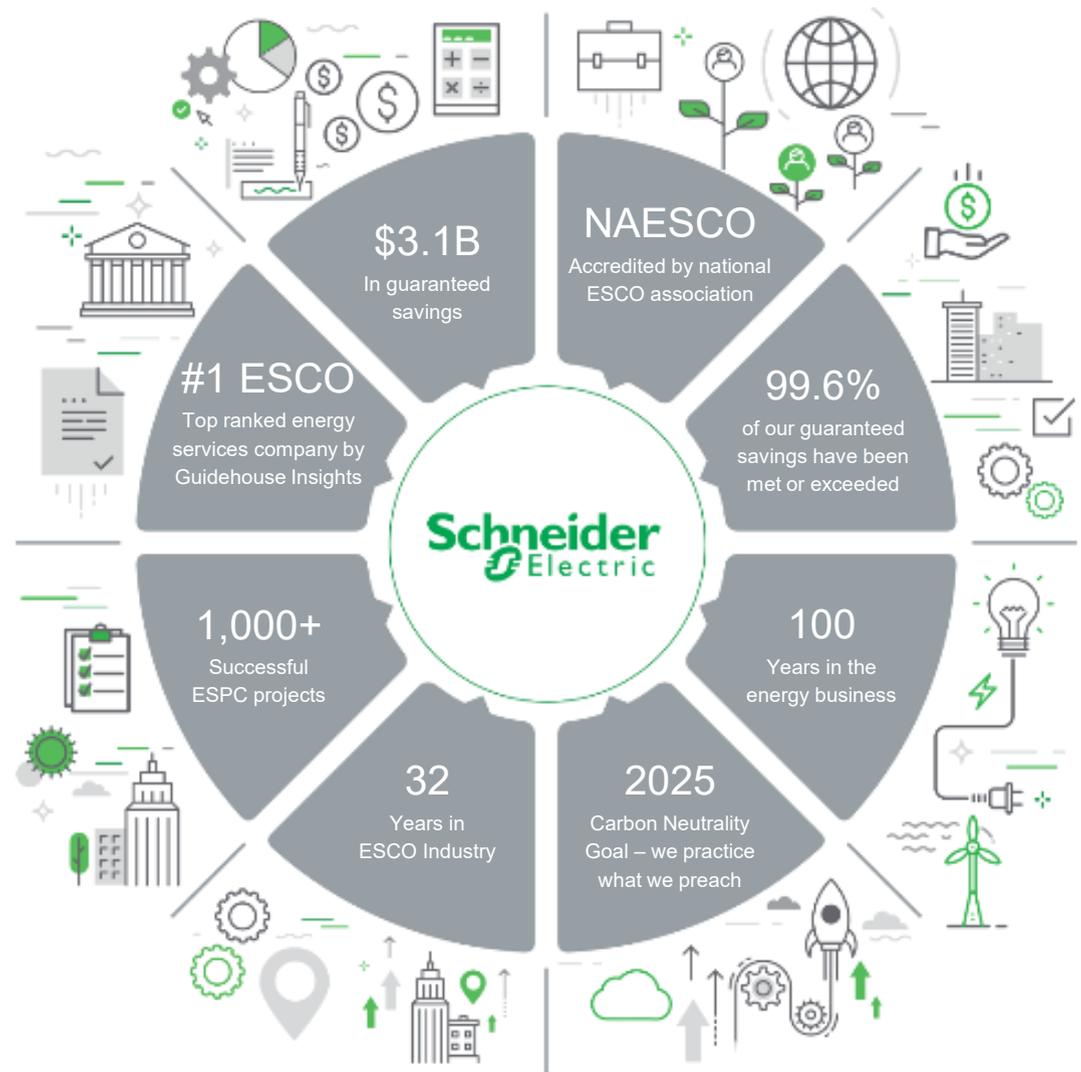


## Marengo CHSD #154

# Capital Recovery & Reinvestment Program

November 24<sup>th</sup>, 2025 – School Board Meeting

Community High School



**EcoStruxure™**  
Innovation At Every Level

**SQUARE D™**  
by Schneider Electric

**APC®**  
by Schneider Electric

Life Is On

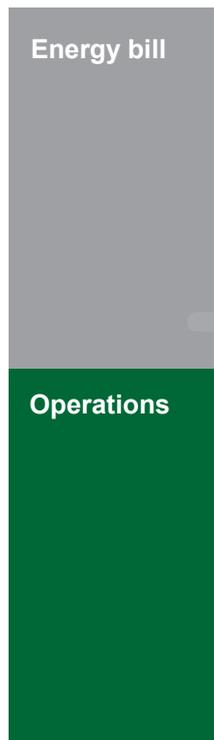
**Schneider Electric**

# Our Comprehensive Approach

Accomplishing more with less



## CURRENTLY



## AFTER



Guaranteed savings repurposed to cover initial project investment over 20-year partnership

- **Reinvest** energy and maintenance expenses from outdated technologies into needed facility modernizations and upgrades
- **One partner** to manage entire program around achieving specific outcomes, including energy audit, design, approvals, implementation, fund sourcing, savings guarantee, support services & performance guarantee
- **Guarantee:** savings are guaranteed over a term of up to 20 years

### Enabling Legislation

50 ILCS 515: Guaranteed Savings Contracts

# Program Roadmap



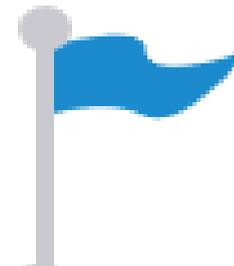
## Business Case

Determine project alignment & viability

Explore scope opportunities, quantify savings potential & identify potential funding sources

## Design Phase (Investment Grade Audit)

Design & develop comprehensive scope, turnkey price, annual savings & funding strategy.



# Utility Analysis



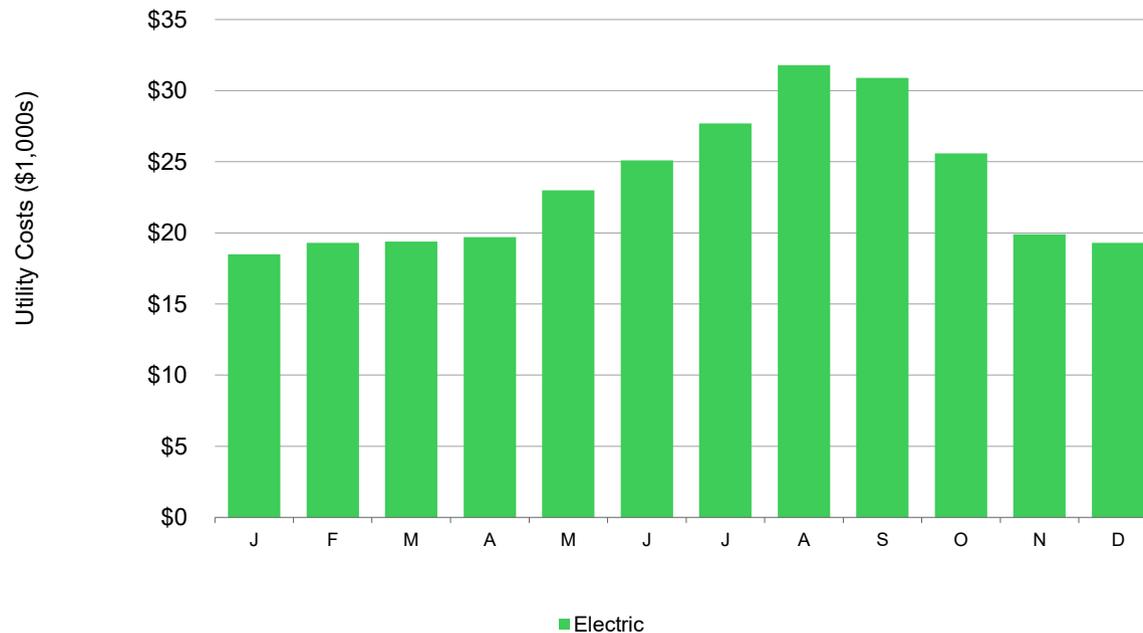
**\$280,200**

Annual Electric

**\$1.25**

Electric Utility Cost per Square Foot

Baseline - Utility Costs



Potential to assess more savings and solutions throughout an IGA

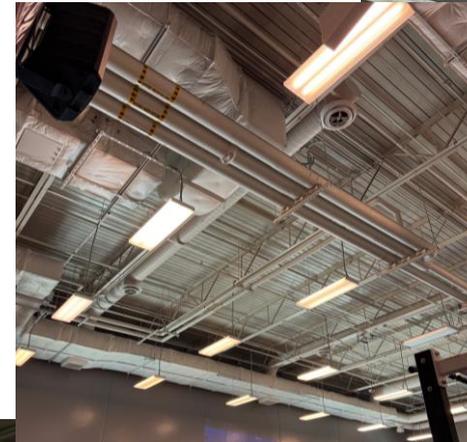
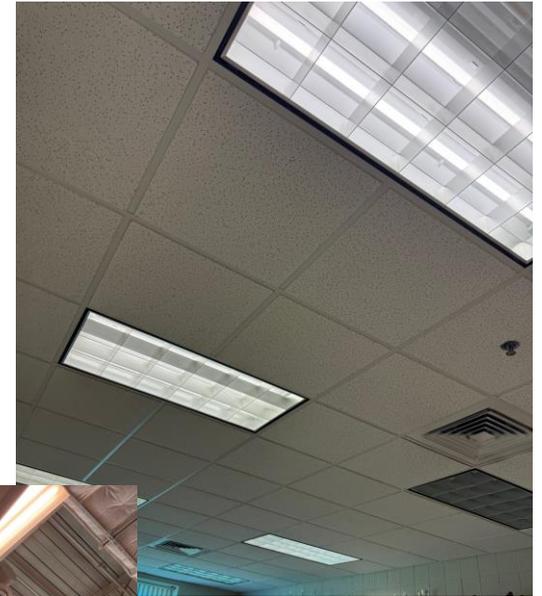
# LED Retrofits

## Current Condition

- Many interior spaces are yet to be converted to LED
- Mixture of fixtures in many cases

## Recommendations

- Standardize on LED approach for each type of area throughout multiple buildings
- Provide lighting control in targeted areas that make sense

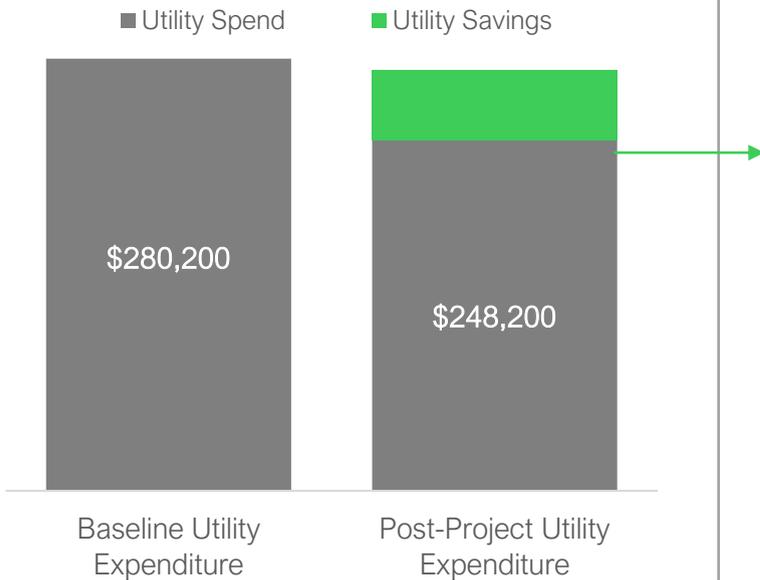


# Economic Impact Summary

Lighting only



## Annual Utility Impact



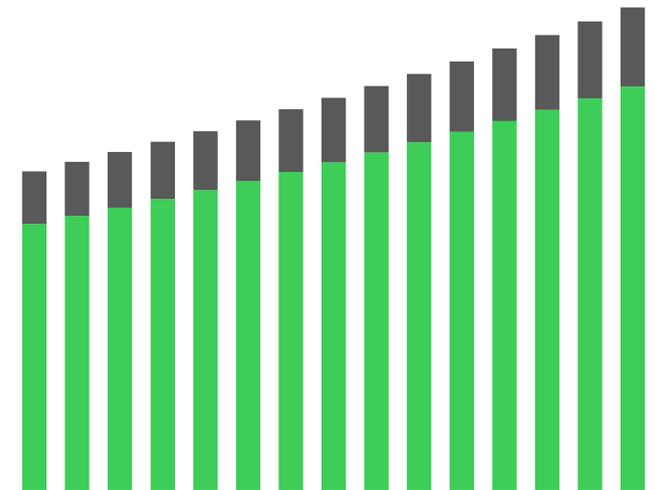
**\$27K - 32K**  
Potential Annual Utility Savings

**\$5K - 10K**  
Potential Annual O+M Savings



**\$880K - 1.1M**

In guaranteed savings across 20 years



**Estimated Economic Impact: \$450K - \$650K**

**Projected ComEd Rebates: \$50K - \$75K**

# Looking Ahead

---

## Next Steps & Action Items

- ✓ Nov 5<sup>th</sup> *Presentation to Administration*
- ✓ Nov 24<sup>th</sup> Present analysis to School Board
- Dec 15<sup>th</sup> Select Schneider as Marengo CHSD #154's partner
- December Enter Investment Grade Audit to start design of project (4-6 Months)
- March/April Contract Approval
- 2026 Construction



IGA Fee if Marengo CHSD #154 does not move forward with any project:  
**\$11,216.80**



## **Athletic Department Presentation to BOE (11/24/25)**

1. Thank you for the opportunity to be the AD
  - A. Open Door Policy
  - B. Feedback (Positive, Negative, and Constructive)
2. Athletic Department Goals
  - A. Have a positive experience
  - B. Make that part of the student athlete's day the best
  - C. Increase participation across all Activities and Sports
  - D. Compete (KRC Cup Standings)

### 3. Winter Sports Roster Sizes

<b>Sport</b>	<b>Average</b>	<b>2025-26</b>	<b>2024-25</b>	<b>2023-24</b>	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>
G. Bowling	11	<b>8</b>	12	10	13	10	8	10	16
B. Bowling	19	<b>21</b>	23	17	15	14	18	14	28
Cheer Winter	19	<b>15</b>	23	16	20	20	24	17	15
G. Wrestling	6	<b>14</b>	4	1					
B. Wrestling	26	<b>36</b>	41	30	21	16	17	24	22
G. Basketball	28	<b>25</b>	28	43	26	25	20	27	27
B. Basketball	41	<b>45</b>	39	42	39	43	36	38	44
<b>Average</b>	<b>145</b>	<b>164</b>	<b>170</b>	<b>159</b>	<b>134</b>	<b>128</b>	<b>123</b>	<b>130</b>	<b>152</b>

4. KRC updates
  - A. G. Wrestling as a KRC Sport
  - B. Bass Fishing as a KRC Sport
5. Hall of Fame update (2026 Inductees)
  - A. Becky Weinhandl
  - B. Roger Volkening
  - C. Roger Cannon
  - D. Cora Pingel
  - E. Jerry Trickett
  - F. Kathy (Denison) Carlson
  - G. January 10th @ Joe's Place
6. IHSA Postseason Hosts
  - A. Girls Golf Regionals
  - B. Volleyball Super-Sectional
  - C. Boys Basketball Regionals

7. Fall Sports Recap
  - A. Football... Playoffs
  - B. Volleyball... +3 Spots in KRC
  - C. Golf... Sectional Qualifiers
  - D. Tennis... Cary Grove Sectional
  - E. Soccer... Improvement
  - F. Cross Country... 2A Sectional Qualifier
  
8. 2 HUGE THINGS Happened
  - A. Hole in One → Kiley Brady
  - B. 300 Game → Hunter Muench
  
9. Upcoming Winter Dates
  - A. Dec. 6th & 8th: Freshman Boys Basketball Tournament
  - B. Dec. 20th, 22nd, 23rd & 27th: 75th EC Nichols Tournament
  - C. Jan. 16th: FNBO Challenge @ Harvard
  - D. Feb. 23rd, 25th & 27th: IHSA Boys Basketball Regionals



# 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

October 30, 2025

Dear Principal Mullens,

Please accept this letter as my formal notification that I will be resigning from my position as the High School Chemistry Teacher at Marengo Community High School. My final day of employment will be May 22, 2026 (unless snow days are used), which aligns with the conclusion of the current academic year.

This was not an easy decision, as I deeply value my time and relationships here. I am stepping away from my professional role to dedicate more time and focus to my family, specifically to spend more time with my daughter during her critical developmental years.

I want to express my sincere gratitude for the opportunities I have been given over the past four years. It has been a privilege to teach AP and accelerated chemistry, foster a love for science in my students, and contribute to the vibrant community at Marengo Community High School. I am proud of the achievements of my students!

I am committed to ensuring a seamless transition and will do everything in my power to assist in training my replacement. I will complete all necessary curriculum mapping, finalize grades, and prepare comprehensive materials for the incoming teacher before the end of the school year.

Thank you again for your understanding and support. I wish Marengo Community High School and all of my colleagues and students the very best for future success!

Sincerely,

Perlina Fortinberry, M.S.  
MCHS Science and Math Teacher  
[fortinberryp@mchs154.org](mailto:fortinberryp@mchs154.org)

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



# 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

November 17, 2025

I would like to recommend to the Marengo Community High School District #154 Board of Education and Superintendent Engelbrecht the hiring of Miss Jasmine Krueger for our math vacancy. She has been working for MCHS as a long term substitute in this capacity since the middle of September. Miss Krueger has done an exceptional job with our students.

Sincerely,

Jay Mullens  
Principal

**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:** NOVEMBER 24, 2025

I would like to recommend the following for hire for the 2025-26 SY:

Megan Costa, Volunteer Cheerleading

**INTERGOVERNMENTAL COOPERATION AGREEMENT  
FOR MUTUAL ASSISTANCE IN RESPONSE TO CRISES  
IN THE PUBLIC SCHOOLS OF MCHENRY COUNTY, ILLINOIS**

**Recitals**

WHEREAS, natural and human-made catastrophic events are occurring with increasing frequency in schools throughout the United States;

WHEREAS, McHenry County School Districts have not been subject to such occurrences, but recognize it is in the best interests of their students, staff and communities that they join together to plan for such occurrences and be prepared to assist each other during catastrophic events which exceed the capacity of an individual school district or cooperative to respond effectively on its own;

WHEREAS, the assistance to be provided under this Intergovernmental Cooperation Agreement (“Agreement”) includes personnel, equipment and staging facilities appropriate to the nature of the catastrophic event;

WHEREAS, the foregoing purposes are best accomplished through this Agreement, with participating school districts making good faith efforts to provide assistance during catastrophic events pursuant to the terms of this Agreement, but without incurring liability if, in their sole discretion, they are unable or unwilling to do so;

WHEREAS, many school districts and cooperatives have, or will develop, emergency assistance agreements with local law enforcement, fire departments and other governmental entities and nothing in this Agreement is intended to replace, supersede or take precedence over such agreements; and

WHEREAS, the program to accomplish the foregoing will be called the **McAid Alliance** (“McAid”).

NOW THEREFORE, the undersigned public agency does hereby enter into this Agreement with each and every other public agency which signs a counterpart copy of this Agreement and contracts as follows:

**1. Parties.** The parties to this Agreement are:

a. the McHenry Regional Office of Education (the “ROE”);

b. the Boards of Education of school districts in McHenry County, Illinois (“School Boards”, “School Board”, “School District” or “School Districts”) which are listed on the attached Exhibit 1 (or hereafter accepted as a New Party pursuant to paragraph 6) and have approved this Agreement in accordance with paragraph 6 below; and

c. the governing entities of McHenry County special education and other cooperatives (“Cooperative” or “Cooperatives”) which are listed on the attached Exhibit 1 and have approved this Agreement in accordance with paragraph 6 below. Collectively the foregoing are the “Parties” to, or the “Participants” in, this Agreement.

d. For clarification purposes of this Agreement, the McHenry County State’s Attorney’s Office (“State Attorney” or “SAO”) shall not be considered a “Party” under this Agreement. Rather, the SAO shall be considered a “Cooperating Agency.”

**2. Legal Authority and Purpose.**

a. This Agreement is made in the exercise of the Parties’ rights and powers granted under Article VII, Section 10 of the Constitution of the State of Illinois, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 and all other rights and powers vested in the Parties by their respective governing statutes.

b. The purpose of this Agreement is to develop and implement programs (the

“Programs”) designed to provide mutual aid in crises, primarily arising out of disaster or violence in McHenry County School Districts and Cooperatives. The programs are also designed to provide training and professional development to prepare member personnel for response and recovery activities. Under no circumstances will an employee of a Party act under this Agreement in a capacity as a first responder by performing emergency rescue or response services ordinarily performed by police, fire or other governmental emergency service providers.

c. The Parties expressly agree that this Agreement does not create a separate legal entity within the meaning of the applicable provisions of the Intergovernmental Cooperative Act (5 ILCS 220/1, et seq.). The cooperative body or Advisory Panel established under this Agreement exists solely as a joint advisory and coordinating mechanism to carry out the purposes of this Agreement and shall not constitute a separate public body.

### **3. Administration.**

a. This Agreement shall be managed by the ROE, by its Regional Superintendent of Schools (the “RSS”) acting as chair of an Advisory Panel (the “Advisory Panel”). The Advisory Panel shall consist of the following members:

- 1) the RSS or designee;
- 2) one superintendent selected by the superintendents of participating School Districts with a student enrollment of 1000 or less
- 3) one superintendent selected by the superintendents of participating School Districts with a student enrollment of more than 1000 but less than 3000;
- 5) one superintendent selected by the superintendents of participating School Districts with a student enrollment of more than 3000

6) not more than one superintendent selected by the RSS to ensure the Advisory Panel has members from an elementary district, a high school district and a unit district.

7) one administrator from the McHenry County Office of Emergency Management Agency; one representative of the McHenry County Fire Chiefs' Associations; and one representative of the McHenry County Police Chiefs' Association. The members identified in this subparagraph 7 are not parties to the Agreement or subject to dues. If one of the members identified in this subparagraph 7 are unable or unwilling to participate in the Advisory Panel, the Advisory Panel shall operate without that member.

b. For the purposes of this Agreement, management of this Agreement by the

ROE

includes the following duties: holding of funds, materials, and/or equipment received pursuant to the undertakings of this Agreement pursuant to paragraph 4 herein; creation and publication of meeting agenda(s), where required by Illinois law; designation of location, date, and time of meetings of the Advisory Panel or other members at large, where applicable; and any other duties provided by the rules, procedures, and/or bylaws established by the Advisory Panel not inconsistent with applicable Illinois law.

c. Attendance at meetings of the Advisory Panel shall be by the superintendent or director, or their designees.

d. The term of a superintendent and a director shall be one year beginning July 1 and ending June 30, except that the initial term shall extend from the date of selection through June 30, 2026.

e. The Advisory Panel shall establish the rules, procedures, and/or bylaws, not inconsistent with Illinois law or the purposes of this Agreement, for the operation of activities undertaken pursuant to this Agreement and meet at the call of the RSS or any four members with all members being notified, in writing, within a reasonable time prior to the call for a meeting.

f. The primary duty and authority of the Advisory Panel shall be to advise the RSS regarding implementation of this Agreement and to develop and implement the programs designed to achieve the purposes of this Agreement.

**4. Fiscal Matters.**

a. Within 30 days after becoming a Party to this Agreement, each School Board and Cooperative shall contribute \$250 toward the administration of this Agreement for the remainder of the 2025-26 school year. This fee will be used primarily to provide materials and equipment including, but not limited to, “call out” technology, reunification training and/or materials. Thereafter, at least 90 days before the start of the next school year, the ROE in collaboration with the Advisory Panel shall establish and administer a budget for the next school year and the contribution amount for the participating School Districts and Cooperatives not to exceed \$400.00.

b. The ROE and Advisory Panel shall seek funding through grants and similar sources of revenue as the primary sources of funds to develop and implement the programs and administer this Agreement.

c. At no cost to the School Districts and Cooperatives, the ROE shall perform its administrative duties under this Agreement.

d. At no cost to the School Districts and Cooperatives, the State's Attorney may, consistent with, and without exceeding, its statutory duties, assist in interagency cooperation with law enforcement and may present information on applicable laws and regulations as a Cooperating Agency. Each school district and cooperative shall remain responsible for securing and relying upon its own legal counsel for representation and legal advice specific to its operations, including those operations pursuant to this Agreement.

e. The programs shall be made available to the School Districts and Cooperatives without cost other than the annual cost determined by the ROE, pursuant to this paragraph 4.

f. Each School District, Cooperative, Cooperating Agency, or other member is responsible for any benefits, compensation, liability insurance and worker's compensation insurance for its personnel that are providing authorized mutual aid to another Party pursuant to this Agreement.

g. Each School District providing facilities, materials and/or equipment to another School District under the auspices of this agreement shall not charge for such facilities, materials or equipment and for the cost of loss or damage to the facilities, materials and/or equipment.

h. Nothing in this agreement shall operate to bar any recovery of funds from any third party, state, or federal agency under existing statutes, or other authority.

**5. Insurance, Liability, and Indemnification.**

a. Each Party is responsible for obtaining insurance coverage for its participation under this Agreement, which shall be primary, and which shall waive

subrogation against all other Parties. Each Party shall be responsible for Workers' Compensation insurance coverage of, and liability for, the Party's employees who participate in the Programs.

b. A Party shall not be liable to another Party:

1) for the acts or omissions of its employees providing assistance to another Party when requested under this Agreement;

2) for a Party's declination to provide assistance when requested by another Party under this Agreement.

For purposes of this paragraph 5.b., "liability" means liabilities, losses, damages, claims, demands, judgments, causes of action, costs, expenses, and reasonable attorneys' fees. Notwithstanding anything to the contrary, nothing in this Agreement voids or limits any liability protection established by law or any existing insurance coverage of the Party. Nothing in this Agreement, the actions of the ROE, the Advisory Panel or the development and implementation of the Programs shall create a duty or liability to any person or entity which is not a party to this Agreement or diminish any liability protection for the benefit of the Parties as established by law or afforded any Party's insurance coverage.

c. To the extent permitted by law and without waiving any immunities or defenses available under the Local Governmental and Governmental Tort Immunity Act (745 ILCS 10/1-101, et seq.), each Party agrees to indemnify, defend, and hold harmless the other Parties, and their respective boards of education, officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or resulting from the negligent or

wrongful acts or omissions of that Party, or of its officers, employees, or agents, in connection with activities undertaken pursuant to this Agreement.

**6. New Parties and Withdrawal of a Party.**

a. After the effective date provided in paragraph 11 below, a School District or Cooperative shall become a Party to this Agreement when the RSS receives this Agreement in counterpart, signed by its President and Secretary.

b. A Party may withdraw from this Agreement effective at the close of the day on June 30 of any year by giving at least 60 days' written notice of withdrawal to the RSS. Annual dues already paid would remain in McAid Alliance account if withdrawal takes place mid year.

c. The State's Attorney may withdraw as a Cooperating Agency from this Agreement upon 30 days' written notice to the RSS as chair of the Advisory Committee.

d. The dissolution of McAid Alliance created by ROE withdrawal would result in return of funds, less itemized expenses, to contributing Party members not to exceed the amount that the contributing Party member paid for dues for the corresponding year. Payment of a contributing Party member's dues, less any itemized expenses, shall be within a reasonable time after dissolution of McAid.

**7. Amendment and Termination.**

a. This Agreement may be amended or terminated by the affirmative vote of a majority of the Parties through an Advisory Panel meeting. Upon an affirmative vote by the Advisory Panel to terminate this Agreement, the Advisory Panel may determine the effective date of the termination to a future date and time; however, the effective date of termination upon an affirmative vote by the Advisory Panel shall not exceed 120 days

from the date of the affirmative vote. If, after an affirmative vote, the Advisory Panel does not provide an effective date for the termination of this Agreement, this Agreement shall be considered terminated effective the same day as the affirmative vote to terminate this Agreement.

b. This Agreement shall terminate without a vote of the Parties within 120 days after the number of School Districts or Cooperatives falls below 10 or the ROE withdraws from this Agreement as provided in Section 6 of this Agreement. During such 120-day period, the Advisory Panel shall wrap up the business under this Agreement and the Programs.

**8. No Authority to Sue or Be Sued.** McAid, the Advisory Panel or any cooperating group formed under this Agreement shall not have the authority to sue or be sued, to enter into contracts on its own behalf, or to hold or transfer property in its own name. All activities undertaken pursuant to this Agreement shall be carried out by the parties individually or jointly, through their respective governing boards, officers, or employees, consistent with their legal power and authorities.

**9. Entire Agreement.** It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous Agreements presently in effect between the parties relating to the subject matter hereof. This Agreement may be amended by mutual consent of all of the parties, which shall be in writing and signed and executed with the same formality with which this instrument was executed.

**10. Governing Law and Venue.** The Parties agree this Agreement has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or

claims arising under this Agreement shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The parties further agree that the exclusive venue for all such disputes shall be the Circuit Court of the 22nd Judicial Circuit of McHenry County, Illinois, and the parties hereby consent to the personal jurisdiction thereof.

**11. Effective Date.** This Agreement shall become effective when the State’s Attorney and the ROE approve and sign this Agreement and the RSS receives this Agreement, in counterparts, signed by the President and Secretary of the Boards of Education of the participating School Districts and governing entities of the Cooperatives listed on the attached Exhibit 1.

McHenry County State’s Attorney

McHenry Regional Office of Education

By: \_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Board of Education of

Cooperative Governing Board of

\_\_\_\_\_,  
McHenry County, Illinois

\_\_\_\_\_

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

Dated; \_\_\_\_\_

**Exhibit 1 - List of Agency & Cooperatives**

Each McHenry County area public school district may participate in the McAid Alliance program. The primary staff member will be the member of the McHenry County ROE School Safety Task Force.

Participating districts are as follows:

<i>District #</i>	<i>District name</i>	<i>Member</i>
2	Nippersink School District	
3	Fox River Grove School District	
12	Johnsburg School District	
15	McHenry School District	
18	Riley Community Consolidated School District	
19	Alden-Hebron School District	
26	Cary Community Consolidated School District	
36	Harrison School District	
46	Prairie Grove School District	
47	Crystal Lake Consolidated School District	
50	Harvard Community Unit School District	
154	Marengo Community High School District	
155	Community High School District	
156	McHenry High School District	
157	Richmond-Burton Community High School District	
158	Huntley Community School District	
165	Marengo-Union Elementary Community School District	
200	Woodstock Community School District 200	
SEDOM	Special Education District of McHenry County	
ROE	McHenry County Regional Office of Education (ROE #44)	

Comprehensive School Threat Assessment Guidelines (CSTAG)

1. What is a Threat Assessment?

**Purpose:** A structured process to evaluate the context of a student's communication of intent to harm someone and to guide intervention and support to prevent violence.

- **What is a Threat?** A communication (spoken, written, gestured, digital) of intent to harm someone. This includes implied threats and planning/preparing for a violent act.
- **When to Assess:** Conduct a threat assessment if there is *some reason to be concerned* about the behavior. When in doubt, conduct an assessment.
- **When Not to Assess:** Not necessary for clearly insignificant behavior (e.g., playful joking).
- **Team Approach:** Threat assessment is a team process, with a leader responsible for reviewing documentation.

2. The 5-Step Threat Assessment Protocol

Step	Action	Outcome
<b>Step 1:</b>	<b>Evaluate the threat.</b> Obtain a detailed account from the person who made the threat, the intended victim, and witnesses. Is there communication/behavior suggesting intent to harm?	<b>Yes</b> → Go to Step 2 <b>No</b> → No Threat
<b>Step 2:</b>	<b>Attempt to resolve the threat as transient.</b> Is the threat an expression of humor, anger, or frustration that can be easily resolved? Does the person retract or apologize, indicating no future intent to harm?	<b>Yes</b> → <b>Transient Threat</b> (Case resolved; add services as needed). <b>No</b> → Go to Step 3.
<b>Step 3:</b>	<b>Respond to a substantive threat.</b> Intent to harm is present or unclear, requiring protective action.	<b>Serious Substantive:</b> Threat to hit, fight, or beat up. <b>Very Serious Substantive:</b> Threat to kill, rape, or cause very serious injury with a weapon. → Go to Step 4
<b>Step 4:</b>	<b>Conduct a safety evaluation (for Very Serious Substantive Threats only).</b> Screen for mental health services, involve law enforcement for planning/criminal activity, and	<b>Case resolved as serious/very serious substantive threat;</b> add services as needed.

Step	Action	Outcome
	develop a safety plan.	
<b>Step 5:</b>	<b>Implement and monitor the safety plan.</b> Document the plan, maintain contact with the student, and revise as needed.	<b>Ongoing monitoring</b>

### 3. Threat Classifications

Classification	Definition
<b>Not a Threat</b>	Communication or behavior is easily recognized as harmless or anger/frustration that doesn't meet the threshold.
<b>Transient Threat</b>	No sustained intent to harm. Easily resolved (e.g., retraction, apology).
<b>Serious Substantive Threat</b>	Intent to harm is present or not clear, requiring protective action. Threat to hit, fight, or beat up.
<b>Very Serious Substantive</b>	Threat to kill, rape, or cause very serious injury with a weapon. <b>Requires a formal safety evaluation (Step 4).</b>

### 4. Key Assessment Tools (Forms)

- **Threat Report:** Documents the incident (who, what, where, when) and reviews records (prior threats, discipline, academic, etc.).
- **Interviews:** Structured questions for the **Subject** (person making the threat), the **Target** (victim), and **Witnesses** to get exact statements and context.
- **Key Observations:** A checklist to help determine if the threat is **less serious** (e.g., subject apologizes, retracts) or **more serious** (e.g., specific plan, preparation, access to weapons, prior conflict).
- **Observations Suggesting Need for Intervention:** Factors to consider for planning intervention (e.g., history of violence, preoccupation with violence, depression, lack of family support).
- **Safety Planning Interview (for Very Serious Substantive Threats):** In-depth interviews to assess **Treatment and referral needs** (suicide risk, mental state) and **Threat reduction** (motive, intentions, risk factors). Includes questions for the subject, parent/guardian, and staff.
- **Threat Response/Safety Plan:** A checklist of common actions (e.g., parent conference, counseling, suspension, law enforcement consultation) and the case resolution plan.

## 5. Safety Evaluation and Safety Planning

For **Very Serious Substantive Threats**, a safety evaluation is conducted to develop a formal **Safety Plan**.

Goal	Actions
<b>Protect Potential Victims</b>	Take precautions, warn the intended victim and parents (Step 3 in The 5-Step Threat Assessment Protocol).
<b>Address Student Needs</b>	Screen for mental health services/counseling, refer as needed (Step 4 in The 5-Step Threat Assessment Protocol).
<b>Develop Safety Plan</b>	A plan that reduces risk and addresses student needs. May include:
	- Law enforcement investigation.
	- Reviewing an existing Individualized Education Plan (IEP).
	- Behavior Support Plan (BIP) or 504 plan modification.
	- School-based and community-based services.

[1\\_Complete\\_Document\\_CSTAG forms PDF fillable 5-4-25 \(DOWNLOAD FIRST\).pdf](#)

Training and certification completed by Peter Byrne 2025-26 school year.



# Marengo Park District

Serving the Community Since 1938

## INTERGOVERNMENTAL AGREEMENT BETWEEN THE MARENGO PARK DISTRICT AND THE MARENGO COMMUNITY HIGH SCHOOL DISTRICT NO. 154 FOR THE PURCHASE OF FUEL

This **Intergovernmental Agreement (“Agreement”)** is made and entered into this \_\_\_ day of \_\_\_\_\_, 2025, by and between the **Marengo Park District (“Park District”)**, an Illinois park district organized and operating under the Illinois Park District Code (70 ILCS 1205/1-1 et seq.), and the **Marengo Community High School District No. 154 (“School District”)**, a public school district organized and operating under the Illinois School Code (105 ILCS 5/1-1 et seq.). The Park District and School District are hereinafter collectively referred to as the “Parties.”

### RECITALS

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and the **Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.)** authorize units of local government to cooperate in the performance of their respective duties; and

WHEREAS, the School District maintains fuel storage and dispensing facilities for its vehicles and equipment; and

WHEREAS, the Park District operates vehicles and equipment requiring gasoline and diesel fuel and seeks to purchase such fuel through the School District to achieve cost savings and operational efficiency; and

WHEREAS, the School District is willing to allow the Park District to obtain fuel from its facilities and to bill the Park District monthly for actual usage;

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, the Parties agree as follows:

### 1. Purpose

The purpose of this Agreement is to permit the Park District to purchase **gasoline and diesel fuel** through the School District’s existing fuel purchasing program and utilize the School District’s fuel storage and dispensing facilities.

### 2. Term

This Agreement shall commence on \_\_\_\_\_, 2025, and shall continue in effect until terminated by either Party pursuant to Section 9 of this Agreement.

### **3. Fuel Access and Use**

- a. The Park District may access the School District's fueling station(s) for the purpose of fueling Park District vehicles and equipment, at mutually agreed-upon times.
- b. Only authorized Park District personnel may dispense fuel, and all usage shall comply with School District procedures and safety regulations.
- c. The Park District shall ensure that fuel is used exclusively for official Park District purposes.

### **4. Tracking and Billing**

- a. The **School District shall track the Park District's fuel usage**, including the number of gallons of gasoline and diesel dispensed.
- b. The School District shall **bill the Park District monthly** for the actual gallons used, at the **same per-gallon rate** the School District pays its fuel supplier, including any applicable taxes or fees.
- c. The Park District shall remit payment within **30 days** of receipt of the monthly invoice.

### **5. Maintenance and Compliance**

- a. The School District shall maintain its fuel storage and dispensing equipment in compliance with all applicable local, state, and federal regulations.
- b. Expenses to maintain and or repair fuel storage and dispensing equipment shall be shared at a percentage rate based on fuel usage by each of the Parties. The School District shall bill the Park District for maintenance and repairs if incurred. At the time of the initial agreement the electronic fuel management system is new (Less than 12 months old) and in good working condition.

### **6. Incident Reporting and Liability for Fuel Spills**

- a. The Park District is required to notify the School District immediately upon the discovery of any spills, leaks, or malfunctions related to the fuel storage and dispensing equipment.
- b. The party operating or causing the incident with the fuel storage and dispensing equipment (whether deliberate or accidental) shall be responsible for all costs. This includes the full expense of immediate and long-term cleanup of fuel and property, as well as any associated fees, penalties, or fines.
- c. The School District will bill the Park District for any expenses, fees, or fines the School District incurs as a result of the Park District's use of the equipment.

### **7. Insurance and Liability**

- a. Each Party shall maintain insurance coverage customary for Illinois public entities, including general liability, property, and automobile insurance.
- b. Each Party shall be responsible for the acts and omissions of its own officers, employees, and agents.
- c. The Park District agrees to **indemnify, defend, and hold harmless** the School District and its officers, employees, and agents from any and all claims, damages, or liabilities arising out of the Park District's use of the fuel or fuel facilities.

### **8. Records and Audit**

The School District shall maintain accurate records of fuel usage and billing. The Park District shall have the right to review such records upon reasonable notice for audit or verification purposes.

**9. Termination**

Either Party may terminate this Agreement at any time upon **thirty (30) days' written notice** to the other Party. Upon termination, the Park District shall promptly pay all outstanding invoices.

**10. Entire Agreement**

This Agreement constitutes the entire agreement between the Parties regarding the subject matter herein and supersedes all prior discussions or understandings, whether written or oral.

**11. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the **State of Illinois**.

**12. Execution**

This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the date first written above.

**MARENGO PARK DISTRICT**

By: \_\_\_\_\_

Name: Marty Mohr

Title: President, Park Board of Commissioners

Date: \_\_\_\_\_, 2025

**MARENGO COMMUNITY HIGH SCHOOL DISTRICT NO. 154**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

# **MCHS**

## **Educational Support Personnel Handbook**



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## **INTRODUCTION**

This Extra Support Personnel (ESP) Handbook is provided to help familiarize you with the District's policies, programs and services, so that you can make the most of your career while employed in our district. The handbook summarizes what you need to know and is designed for quick reference.

In this handbook, the terms "District #154" or "District" refers to Marengo Community High School District #154.

This handbook will answer many of your questions about District policies. It also highlights certain characteristics of employment at District #154 and summarizes some of the guidelines and rules of the District. No employee handbook can answer every question you might have regarding your employment. Note that the full facts and details about the policies, procedures and benefits summarized in this handbook are contained in formal written documents on file in the District Office.

Please keep in mind that this handbook is provided for general information only, and nothing in it is intended or should be interpreted, as a binding contract or promise of any kind. Other handbooks, manuals or other guidelines may be provided by the administration, which may apply to your position. District #154 has the right to modify or eliminate the benefits and guidelines described in this handbook or any other handbook, manual or any other guidelines at any time, without prior notice. District Board Policy Manuals are available in the District Office.

To this end, please read the employee handbook carefully. Feel free to discuss with your Principal/Supervisor any questions you may have regarding the information contained in this handbook or your employment in general. If you need additional information, you should call the Superintendent and or his/her designee.

As a member of District #154, you are an integral and valued part of our continued success. The following values are crucial to both our business and work environments therefore we want to stress the importance of every employee striving for these values.

- **Integrity:** Above all we are committed to integrity in all that we do, always, everywhere.
- **Respect:** We respect every individual. We draw strength from equal opportunity and diversity, at the same time supporting personal growth and development. We value and we all benefit from the inclusive spirit of each individual.
- **Teamwork:** Teamwork is the essence of our ability to succeed as a school district. Our overriding loyalty is to the good of the whole organization, requiring us to learn from each other and to share our skills and resources for the education of the children we serve.
- **Professionalism:** In service to the parents, community and children we are committed to the highest standards of professionalism, pursuing innovation, deploying imagination, open to new ideas and acting decisively and consistently. We are determined to deliver outstanding service so that our relationships with our students and parents remain close and enduring.

Ultimately the children's education is the reason we are here and all our efforts need to be centered to the goal of what's best for educating our children.

**EMPLOYEE CLASSIFICATIONS**

For purposes of clarity, district employees shall be defined as follows:

1. Regular Full-Time, Twelve (12) Months: Employed at least eight (8) hours per day and forty (40) hours per week for a twelve (12) month work year.
2. Regular Full-Time, 180, 200, 220 Day Employee: Employed for an average of thirty (30) hours or more per week for the year (365 days).
3. Regular Part-Time: Employed 180 days; employed for an average of less than thirty (30) hours per week for the year (365 days).
4. Part-Time: Individuals temporarily employed.

**Regular Full-Time**

Generally, employees who are scheduled to work 30 hours per week or more are considered by the District to be regular full-time employees; anything less is part-time. Regular full-time employees are paid on an hourly basis. Regular full-time employees are eligible to participate in all District benefit programs, subject to the terms, conditions and limitations of each program.

Non-exempt employees (as defined by the Fair Labor Standards Act): are required to receive overtime pay (1-1/2 times their regular rate of pay) for hours worked in excess of 40 hours in any workweek.

Overtime beyond the 40 hour workweek should receive prior approval from the Superintendent following a recommendation from the employee's supervisor. Full-time support staff will receive additional compensation/compensatory time for prescheduled overtime work or for work performed on a day other than a normal workday, beyond their 40 hours worked that week. The district prefers to use compensatory time (trade time) of 1 ½ hours for each hour that is worked overtime. Pay for work will be at the employee's regular rate until the total number of hours worked reaches forty hours (40) for the week. Beyond forty (40) hours will be calculated at a rate of one and one-half times the individual's regular hourly rate of pay (daily rate divided by the number of hours per day (8) = hourly rate). Support staff employed by the District for more than one position (example – custodian/bus driver) on a permanent basis shall not be approved for a workweek in excess of forty hours, and therefore shall not be eligible for the overtime rate of pay. The official workweek for all employees begins at 12:01 a.m. on Sunday and ends at 12:00 midnight the following Saturday.

In emergency cases, if an employee works on a day when they had a prescheduled day off (example – vacation, personal day, etc.), the prescheduled day will be cancelled, the employee will be paid their normal rate of pay and the day may be rescheduled for a later date. The District Office will need to be informed when this happens.

Exempt employees: (as defined by the Fair Labor Standards Act): are not required to be paid overtime under the Fair Labor Standards Act.

**Regular Part-Time**

Generally, employees who consistently average less than 30 hours per week for the year (365 days) are considered by the District to be regular part-time employees. The Superintendent will make recommendations to the Board to determine hours based on District needs and budget consideration. Part-time employees are paid on an hourly basis.

**JOB CLASSIFICATIONS****BUSINESS OFFICE**

Administrative Assistant/Treasurer  
 Bookkeeper  
 Business Manager  
 Payroll Administrator

Pre-School Teacher  
 Program Assistant  
 Special Program DRS Coordinator  
 Translator/Program Assistant

**CAFETERIA**

Assistant Cook  
 Head Cook  
 Kitchen Assistant

**SECRETARIAL**

Administrative Secretary  
 Athletic Secretary  
 Attendance Secretary  
 Special Education Secretary  
 Dean's Assistant  
 Registrar/Secretary  
 Main Office Secretary

**FACILITIES**

Custodian  
 Facility Operations Supervisor  
 Head Groundskeeper  
 Assistant Groundskeeper  
 Lead Custodian  
 Maintenance  
 Summer Cleaning Supervisor

**TECHNOLOGY**

Chief Technology Officer  
 Network Administrator  
 Technology Assistant  
 IT Help Desk Supervisor

**PARAPROFESSIONAL**

Assisted Study Hall Coordinator  
 Copy Room  
 Health Aide  
 Job Coach  
 Media Assistant

**TRANSPORTATION**

Bus Aide  
 Bus Driver  
 Bus Mechanic  
 Transportation Supervisor  
 Transportation Director

**REST AND MEAL BREAKS****Full Time Employees**

Typically, luncheon breaks are 30 minutes. In some cases, employees may be asked to take a shorter lunch period because of the nature of the work or heavy work volume.

Additionally, employees may take a 15-minute break, in the morning and in the afternoon. Fifteen minute breaks may be combined into one 30-minute break per day. Breaks should not interrupt the smooth operation of your department or division and may not be taken during the first or last scheduled hour of the work day, nor be combined with lunch. Employees may on occasion, be asked to take their break at a different time because of unusually heavy workloads.

Your supervisor will determine all rest and meal breaks.

**Part Time Employees**

Typically, luncheon breaks are 30 minutes. ~~You must clock-out during lunch breaks.~~  
 15-minute breaks must be onsite and are paid (you do not need to punch out).

- If you are working 4 to 5 hours 59 minutes you may receive a 15 minute paid break.
- If you are working 6 to 7 hours 29 minutes you may receive a 15 minute paid break and an optional 30 minute unpaid lunch (Supervisor Approved).

- If working 7 ½ hours or more you will receive two 15 minute paid breaks and a required 30 minute unpaid lunch.

**Lactation Policy**

We will accommodate employees who desire to express breast milk during working hours by providing a reasonable amount of break time to be used for this purpose. In the event that an employee requires additional time other than the scheduled rest or meal periods, additional unpaid time off will be provided for this purpose.

**Smoking Policy**

The Smoke-free Illinois Act prohibits smoking in virtually all public places and workplaces. Employees may not smoke or use tobacco products on school property or at school events. No additional breaks beyond those indicated above may be taken for the purpose of using tobacco. Please dispose of any litter appropriately.

**ATTENDANCE AND TARDINESS**

You are a critical part of our educational system and we cannot function unless you are here to serve our students. Therefore, we must be able to count on you to be at work when you are scheduled to be, and to be at work on time, and to stay until the end of your shift. If you must be absent or late, you are required to call your Supervisor or the Payroll Administrator as soon as possible before your starting time. Please do not deviate from your scheduled hours unless you have prior approval from your supervisor. Timecard employees must have their supervisor's signature on timecards.

Please note that a permanent record of your attendance is maintained and may be reviewed by your Supervisor or any Administrator. Excessive absences, tardiness, and/or leaving early could result in disciplinary actions including termination of your employment.

**Absenteeism**

Generally, the District may request ~~for~~ a signed doctor's note after three consecutive days or five incidents of absences. Employees unable to produce a medical reason for excessive absenteeism may be subject to progressive discipline. Excessive absences will also be addressed in the employee's performance evaluation.

**Late Arrival/Early Departure**

If an employee is going to be late for work he or she should call their Supervisor or the Payroll Administrator to advise on the expected arrival time. If the employee needs to leave before the end of the shift, he or she must receive approval from their Supervisor in advance.

**Emergency Days**

On emergency days your supervisor may require your attendance at work to facilitate the continued operation and maintenance of facilities and property, or to meet scheduling needs. Time and a half will be paid for hours worked on emergency days and "additionally granted days off" **only** if the employee's regularly scheduled hours are worked for the remainder of the week. Should your presence be required by your supervisor on a holiday (except ~~Casimir Pulaski Day~~ floating holidays) double time will be paid.

**eLearning Days**

Upon the request of your supervisor, you may be required to work on eLearning days (plowing, payroll, bills, board packet, etc.). If this occurs, then you will be granted proportional flex hours that must be used during the same week.

### Sick Leave

All first year **full-time employees who work six hours a day, five days per week**, shall be entitled to one day of sick leave after completing one calendar month of employment. An additional day of sick leave shall be added for each full calendar month of employment until the completion of the tenth full calendar month of employment. Three (3) sick days per year may be used as personal days; personal days are non-accumulative. The decision to grant a personal leave shall rest with the Superintendent. All personal leaves must be requested as soon as possible and at least twenty-four hours before the absence is to begin, except in extreme emergencies. Sick days are to be used for purposes of illnesses or for medical reasons pertaining to the immediate family as well as birth, adoption or placement for adoption. Immediate family shall be inclusive of the following: self, spouse, domestic partner, siblings, spouse's or domestic partner's siblings, children, stepchildren, parents, grandparents and parental in-laws. Sick days may be used for loss of immediate family members to attend or to make arrangements for appropriate services. In the event of an extended illness, the district may require proof of a current physical exam by a physician of their choice. Domestic Partner shall be defined as in Exhibit F – Blue Cross Blue Shield definition.

#### All ESP full-time employees shall be entitled to:

- A. Ten (10) sick days per year for the first 5 years.
- B. Starting the sixth year a full time employee will be eligible for fifteen (15) sick days per year.
- C. After twenty-five years of continuous service a full time employee will receive twenty (20) sick days per year.
- D. Sick days shall accumulate to a maximum of two hundred and forty (240) days or the number of days worked in their contract year. Three (3) sick days per year may be used as personal days; personal days are non-accumulative.
- E. Employees who use more sick days than accumulated prior to termination within a school year shall have the wages for the unearned sick days deducted from remaining salary or reimburse the District for overpayment of wages.

Eligible employees may use unpaid family and medical leave, guaranteed by the Federal Family and Medical Leave Act, for up to a combined total of 12 workweeks in a 12-month period measured backward from the date an eligible employee uses any FMLA leave. Employees are required to use any accrued paid time off towards their FMLA leave. District #154 will follow all FMLA laws.

When you return to work following an absence of three or more consecutive days related to an illness, the District may require a doctor's release or other confirmation of treatment from your health care provider.

If you fail to report to work for two consecutive working days without notifying your Supervisor, this will be considered job abandonment, and may lead to suspension and/or recommendation to the Board of Education for termination.

Part-time employees who work less than 600 hours are not entitled to sick leave with pay. Part-time employees who work more than 600 hours per year will receive a prorated number of sick days

based on number of days worked (i.e. if employee works three days per week then employee receives 60% of sick days granted per length of service).

**Catastrophic Sick Bank**

The Marengo Education Association (MEA) shall manage the sick bank and report all action to the Superintendent to be recorded in each employee’s personnel file. The MEA shall be solely responsible for determining which employees may receive sick bank benefits.

At the beginning of each year each bargaining unit member may designate one (1) sick day to be used in a sick bank. The sick bank will be audited annually (more often if necessary) by a representative of the MEA and the results will be reported to the Board of Education for verification of the number of days available. The MEA will defend and indemnify the Board of Education members of the administration in any action brought as a result of the administration of the sick bank.

The sick bank will follow these procedures:

- (a) A member may not use the sick bank during his/her first year of contribution.
- (b) New members must contribute for three (3) years.
- (c) A member may use days from the sick bank only after all of his/her accumulated sick days have been used.
- (d) A member may use two (2) days from the bank for every year of participation in the sick bank with a maximum of twenty-five (25) work days per year.
- (e) A member may then use up to fifteen (15) additional sick bank days with a catastrophic illness or injury, but never to exceed twenty-five (25) in total per year. An individual may never use more than 100 days in total. Any day used under section (e), days will be repaid to the sick bank at a minimum rate of two sick per year.
- (f) Once a member contributes to the sick bank he/she must contribute as required in letter “h” below in order to use the bank. If a member fails to contribute, all personally donated days will be counted as days used by the member and therefore lost, and may not rejoin the sick bank.
- (g) A member leaving the district may not add or withdraw sick bank days or count any of the donated days for retirement credit.
- (h) When the number of days drop below two times the current membership of the sick bank each member will contribute (1) sick day at the beginning of the next school year.
- (i) Part time employees sick bank member days will be prorated equal to employment status.

**Vacation Policy**

Twelve-month **full-time** employees shall be eligible for paid vacation days according to the following schedule:

	<u>Length of Employment</u>	<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		

Beginning of year 2	End of year 8	0.83 Days	10 Days per year
Beginning of year 9	End of year 20	1.25 Days	15 Days per year
Beginning of year 21	Subsequent years	1 day per year, maximum 5 days	20 Days per year

The Superintendent will determine the procedure for requesting vacation. The final decision to grant vacation days shall rest with the Superintendent. All vacation days must be requested as soon as possible and at least twenty-four hours before the vacation is to begin, except in extreme emergencies.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g, allowing it to schedule school on a holiday listed below, twelve-month District employees will be paid for, but will not be required to work on:

- |   |   |
|---|---|
| New Year’s Day  | Independence Day                                    |
| Martin Luther King Jr.’s Birthday                                     | Labor Day   |
| President’s Day   | Columbus Day  |
| Casimir Pulaski’s Birthday (floating)                                 | Veteran’s Day (when it falls on Mon-Fri - floating) |
| Non Student Attendance Day on Good Friday                             | Thanksgiving Day                                    |
| Memorial Day  | Christmas Day                                       |
| Juneteenth National Freedom Day (when it falls on Mon-Fri - floating) |   |

If an above holiday falls on a day a regular part-time employee is scheduled to work but will not be required to work, they will paid equivalent to their regular hours.

**Jury Duty**

District #154 considers jury duty a privilege and obligation of every good citizen. You will be excused from work for the hours required for jury duty service. You will also receive your full salary in addition to jury pay provided to you. The following are the necessary steps to be taken:

- Notify your Principal/Supervisor of the jury summons on the first working day after you receive it; and
- Give your Principal/Supervisor your release form once jury duty is over. Also, remember to indicate jury service time on your absence request form.

**Victims’ Economic Security and Safety Act (VESSA)**

VESSA provides up to twelve (12) weeks of unpaid leave in any 12-month period to a qualified employee who is the victim of domestic or sexual violence or who has a family or household member who is the victim of domestic or sexual violence, providing the employee is not the perpetrator.

The leave may be taken for the following purposes:

- Seeking medical attention for or recovery from physical or psychological injuries
- Obtaining service from a victim services organization
- Obtaining psychological or other counseling

- Participating in safety planning, temporarily or permanently relocating, or taking other actions to address safety issues including economic security issues

VESSA leave may run concurrently with sick leave and/or FMLA leave; however an employee who exhausts FMLA for non-VESSA reasons is still eligible for VESSA leave.

The employee must provide 48 hours notice for the leave if practical. VESSA leave may be requested on the Staff Absentee Form. The District may require certification stating why the leave is needed. Health insurance is maintained during VESSA in the same manner as before the leave.

### **Family and Medical Leave Act (FMLA)**

The District will comply with all federal regulation governing Family Medical Leave (FMLA). Employees who have completed at least one year of service with the District and have worked at least ~~4,000~~ 1,250 hours during the previous 12-month period are eligible for up to 12 weeks of unpaid leave per 12 month period under the Family and Medical Leave Act for any one or more of the following reasons:

- To care for a child born to the employee or placed with the employee for adoption or foster care within 12 months after the birth or placement.
- Because of a serious health condition that makes the employee unable to perform the essential functions of the employee's position; or
- To care for the employee's spouse, son/daughter (minor or incapable of self-care), or parent who has a serious health condition which requires attendance by the employee.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

### **Military Reserve or National Guard**

If you belong to a Military Reserve or National Guard unit of a branch of the United States Armed Forces, your obligation may include a 10-day paid training period. As soon as you know the date of this training, notify your Supervisor and District Administrators. If you need to be away for longer than the 10 days that the District provides, you may use your available vacation time.

### **Military Active Duty**

Should you be called to active military duty in a branch of the United States Armed Forces, please notify your Supervisor and the Personnel Administrator immediately. Before your leave begins, you will be paid for any vacation you have earned but not taken. Employees who are on active military duty in a branch of the United States Armed Services will continue accruing retirement benefits.

Any certified or non-certified employee who is a member of any reserve component of the United States armed services who is mobilized to active military duty on or after August 1, 1990, will receive the same regular compensation and health insurance or other benefits the employee was receiving at the time of the call minus the amount of the employee's base pay for military service for the duration of the active military service.

There is no statutory obligation to pay employees who are called to active service under other circumstances. Such employees may avail themselves of paid or unpaid leave provisions in a relevant Professional Negotiation Agreement or policy. Wages and leave provisions applicable to

persons called to active service are mandatory subjects of bargaining and if the provisions of a relevant Professional Negotiation Agreement are more generous, the Professional Negotiation Agreement controls.

38 U.S.C. 4321  
20 F.F.R. 1002.181 et. seq.  
105 ILCS 5/10-20.7b

### **Family Military Leave**

The Illinois Family Military Leave Act entitles eligible employees, who are the spouses or parents of a person called to state or federal military service lasting longer than 30 days, to take up to 30 days of unpaid, job protected leave during any twelve (12) month period when the federal or state deployment orders are in effect.

To be eligible for Family Military Leave, you must have been employed by the District for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the leave. You are not entitled to Family Military Leave unless you have exhausted all accrued vacation leave, personal leave and any other leave to which you are entitled, except sick leave. In addition, if you request Family Military Leave, the District will require you to provide certification by the proper military authority that verifies your eligibility for Family Military Leave.

You must give 14 days' notice of the need for Family Military Leave if the leave will consist of 5 or more consecutive days' duration. If you request Family Military Leave for less than 5 consecutive days, you must provide as much advance notice as is practicable. During any Family Military Leave, you shall be eligible to continue your benefits at your own expense.

Upon your return to work at the District, you will be restored to your prior position or to an equivalent position with equivalent employment benefits and pay.

### **Leaves of Absence**

See IL School Code 105 ILCS 5/24-6.1

In special situation leaves of absence may be granted to full-time or part-time employees at the discretion of Superintendent of Schools, as approved by the Board of Education.

All personal leaves of absence will be without pay, and are available only to those employees with a minimum of one year of service. An employee must use any earned vacation or other time off prior to beginning a personal leave. Further, benefits, including accrual of paid time off, will not remain in force during a personal leave. If an employee desires to continue insurance coverage during a personal leave, they will be required to convert to COBRA coverage.

### **School Visitation Leave**

Employees are eligible for up to eight (8) hours of unpaid leave per school year to attend school conferences or special classroom activities that cannot be scheduled during non-work hours. School activities do not include extracurricular activities, such as school sporting events, fund-raisers, etc. No more than four of the eight hours of leave may be taken on any one day.

Eligible employees must:

- Have worked an average of at least 20 hours per week during the six month period immediately preceding the leave request; and

- Have exhausted all accrued vacation days, personal and compensatory time prior to requesting a leave.

An employee requesting a leave must provide a written request to his/her Supervisor at least seven days in advance. In an emergency situation such as school disciplinary matters, only 24 hours notice is required. Employee are required to submit written documentation within two working days of the leave, the leave will be treated as an unexcused absence.

Request for leaves can be denied if it would result in more than 5% of the staff in the area being absent due to school leave.

### **EDUCATIONAL REIMBURSEMENT PROGRAM**

District #154 offers full-time employees a valuable benefit and opportunity to continue their education and receive reimbursement. The following guidelines outline the parameters:

- To provide employees with the education and training needed to offer efficient and professional service to students
- Enables District #154 to attract and retain talented and motivated full-time employees
- Fulfill the District's need for specially educated or trained employees in certain positions
- Develop employees for promotion

Employees receiving course approval should be advised that the District does not guarantee promotions, transfers or salary increases as a result of participation in this program. Job performance and demonstrated potential for positions of increased responsibility, as well as the availability of such positions, will continue to be a major determinant in these decisions.

### **Covered Expenses**

Educational reimbursement is provided for *tuition and the cost of one book* at an accredited Illinois educational institution. The cost of miscellaneous fees/charges (i.e. registration fees, lab fees) paid in connection with the course are not covered under the program. Fees for educational entrance exams are not covered under the program.

- Employees will be reimbursed for up to three credits in any one term or semester at the per credit rate negotiated in the teacher's negotiated contract.

### **Eligibility Criteria**

Participation in the Employee Educational Reimbursement Program requires that the employee:

- Must be a full-time, non-temporary employee on active status
- Must have one (1) full year of continuous service prior to submission of the reimbursement request
- Must have satisfactory performance in current position
- Must receive a grade of "C" or better, an equivalent numerical grade or "Pass" in a Pass/Fail system
- Is employed by the District from the first to the last day of the course(s).

### **HEALTH BENEFITS**

#### **Medical**

Marengo Community High School District #154 offers a high deductible HSA medical plan. The district will contribute to each employee's HSA per the teacher's negotiated contract. You must open a Health Savings Account at a bank of your choice so the contributions from the district may be deposited into your account. You may waive this coverage.

### **Eligibility**

In general, full-time employees are eligible for coverage on the first day of the month after the first day of employment. You may choose to cover your eligible dependents through the same medical option under which you are covered. Eligible dependents are your spouse and your unmarried children to the age of 26.

### **HSA**

The deductibles for the HSA are as follows:

Single	\$2500
Employee with spouse	\$5000
Employee with children	\$5000
Family	\$5000

\*\*\*THESE DEDUCTIBLES ARE SUBJECT TO CHANGE\*\*\*

You will receive COBRA information by mail within 60 days of your termination date.

### **Dental Plan**

Dental coverage is offered to full-time employees and their dependants. Refer to Dental Plan document for benefit provisions.

### **Life and Accidental Death & Dismemberment Plans**

District #154 also offers full-time employees, at no cost, Life and Accidental Death and Dismemberment coverage to help protect your family's financial future if you die or become dismembered. Coverage provided includes Basic Term Life and Accidental Death and Dismemberment. Optional Supplemental Life Insurance is also available to employees, including coverage for spouse and/or child, at the employee's expense.

### **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

In the event that your employment terminates, whether voluntary or involuntary, you will be offered, in accordance with COBRA, the opportunity to continue on the District provided health insurance coverage at your own expense, depending on the qualified beneficiaries and the qualifying events (circumstances under which you left the District). This coverage may be offered for 18 months (and in some cases, up to 36 months) if you retire, resign or are discharged for any reason other than gross misconduct.

### **ILLINOIS MUNICIPAL RETIREMENT FUND – IMRF**

The District's defined benefit pension plan, Illinois Municipal Retirement Plan (IMRF), provides retirement benefits to employees who are in an IMRF-covered position that is expected to exceed 600 work hours per year.

Employees participating in IMRF are required to contribute 4.50 percent of their annual covered salary. The employee rate is established by State Statute. The District is required to contribute at an actuarially determined rate. The Illinois Pension Code outlines the benefit provisions of IMRF.

Optional retirement savings opportunities are available through 403B tax-deferred annuity plans. The District allows investments through their Third Party Administrator (at their expense). A list of approved vendors may be obtained in the District Office.

### **RETIREMENT ENHANCEMENT OPTION**

This enhancement is available only for eligible ESP who submit their irrevocable retirement notice in writing as follows: 1) by June 1st of the year prior to the last year of employment to be eligible for the one-year salary enhancement, 2) by June 1st prior to the first year of the last two years of employment preceding retirement to receive a two-year salary enhancement, 3) by June 1st prior to the first year of the last three years of employment preceding retirement to receive a three-year salary enhancement, and 4) by June 1st prior to the first year of the last four years of employment preceding retirement to receive a four-year salary enhancement.

Eligible employees are those ESP who will be at least FIFTY-FIVE (55) years of age and have at least 15 years of full-time consecutive service in IMRF with Marengo Community High School on their retirement date. If an eligible employee provides the required notice as stated above, the employee will receive a 6% pay increase each year for a maximum of 4 years. The employee's notice of retirement must state the employee will retire on June 30 of the retirement year. The employee shall receive the annual board approved increase on July 1 and shall receive the remaining balance of the 6% increase as an addition to their final paycheck at the end of each fiscal year. The notice must be in writing and is irrevocable.

ESP staff may revoke his/her election to retire only in the case of death or total disability of a member of the immediate family or at the discretion of the Superintendent.

\*A cap of 6% on any employee who is in the retirement pipeline (an employee who has put in notice of intent to retire). Any increase they would have received that was greater than 6% will be paid in one lump sum in the October following retirement.

### **STAFF DRESS GUIDELINES**

All staff of District 154 serve as role models for the students with whom they work. Consistent with these roles, staff will dress in a manner that is appropriate, professional, and non-disruptive in light of their job duties and the impressionable youth they serve. In general, clothing must be neat, well fitting and casual-professional attire. Your attire helps to portray a level of professionalism necessary to maintain the respect of staff, students, and parents. It is recognized that under certain circumstances (physical education, career or technical education classes) specific types of attire are necessary.

- Safe footwear shall be worn at all times.
- Coats intended as outdoor articles of clothing shall not be worn.
- Hats, bandanas, other headgear, and sunglasses are not to be worn in the building.
- Undergarments are not to be seen.
- Intentionally altered clothing, unbuttoned or unzipped attire, and ill-fitted garments are not acceptable. Shirts/tops and all dresses may not expose the midriff, back, or cleavage when sitting or standing.
- Dresses, skirts and similar clothing must be of appropriate length.
- Items considered sleepwear or lounging pants shall not be worn.
- Clothing shall be free of distracting embellishments.
- No tank tops or tube tops are permitted.
- All clothing should be clean and in good condition.

Exceptions may be made for special days such as “school spirit days” designated by an administrator. All final decisions regarding the appropriateness of dress by staff will be at the discretion of the principal or his/her designee.

The district will purchase and provide custodial staff with jackets and shirts. In addition, the district will reimburse custodial staff up to \$125 per year for the purchase of pants. Employee must turn in itemized receipts prior to reimbursement. **An employee who completes less than six (6) months of service after the district renders payment for clothing, training, and/or training materials will reimburse the district 100% of the total cost.**

### **YOUR PERSONNEL FILE**

District #154 maintains a personnel file for each employee. Your personnel file includes information relating to your hiring, training, performance, salary increases and other changes in your status.

Your personnel file is the property of District #154. The information contained in your personnel file is generally treated by the District as “confidential” and as such, access to your personnel file is restricted. Generally, only administrators and other personnel who have legitimate business reasons to review information contained in your personnel file will be granted access. Of course, personnel files are also subject to review by federal, state and local regulatory agencies.

You may review your own personnel file by making a written request to the Superintendent or his/her designee. The Superintendent or his/her designee will then contact you to arrange a mutually convenient time to review your personnel file.

Errors found in personnel documents should be brought to the attention of the Superintendent or his/her designee. If you disagree with information contained in the personnel record, a written statement explaining your position may be submitted to the Superintendent or his/her designee, and will become a part of your personnel file. All employees are permitted to have copies when a request is made in writing.

It is important that the information contained in your personnel file is current and accurate. As such, you must provide your Supervisor with up-to-date information regarding the following:

- Name, current home address and telephone number
- Emergency contact information
- Military status (if applicable)

### **Changing Address/Phone Number**

Employees should contact the District Office directly regarding all changes that might affect their benefits, payroll withholding or personnel record, including change in beneficiary, birth of a dependent, and educational degrees.

It is your responsibility to inform the administrators of any changes in the above information. To change your home address, please complete a change of address form and send to the District Office.

### **References**

It is the District's hiring procedure to check the employment references and other qualifications of applicants when a job offer is made. When unusual circumstances make these impossible, offers of employment may be made contingent upon satisfactory reference checks. Documentation relating

to all reference checks is maintained in your personnel file. Falsification of any information constitutes grounds for immediate termination. Under no circumstances should an employee release any information about any past or present employee without administrative approval.

### **Background Checks and Other Security Measures**

For security purposes and as required by the School Code, all employees of the District must undergo a background check. Information obtained from background checks are forwarded directly to the Office of the Superintendent. The District uses a third party vendor to conduct background checks on all new employees.

### **Medical-Physical Examinations**

The district may require some employees to have a ~~medical physical~~ examination during their employment. The exam is to determine if you are able to perform your job duties. If a ~~medical physical~~ examination is required, ~~you can choose your own Certified Doctor and be reimbursed up to \$100 (proof of medical exam visit and paid invoice must be submitted to receive reimbursement) or use the district's recommended health care professional (the district will be billed directly in this case). it will be performed at the district's provider and billed directly to the district.~~ Any job offer would be contingent upon successful completion of the ~~medical physical~~ exam.

### **ID/SWIPE CARDS**

To ensure maximum security on District premises, employees are issued an employee identification card with their photograph. Employees are also issued a swipe card to gain access to the building.

If your ID or swipe card is lost or stolen, you must report it immediately to your supervisor and the District Office. You should also request a replacement card if your card is damaged or if your name changes.

Employees who leave the District must return their ID/~~access~~ swipe cards at the time of their exit interview or on their last day worked.

### **WAGE ASSIGNMENTS AND DEDUCTIONS**

The District will comply with wage assignments and legally ordered deductions (e.g. child support payments), as required by law. The District will withhold deductions from paychecks as it is legally obligated.

### **PAYROLL DEPOSIT**

Employees must have their check directly deposited into a checking or savings account. Having your salary directly deposited into your account eliminates the possibility of your check being lost or stolen. Instead of receiving a check each payday, you will receive a pay statement identifying your earnings for the pay period, deductions made from your gross earnings, ~~benefits received from the district~~, and your net pay for the pay period. Pay dates are the 15th and 30th of each month. Should a pay date fall on a weekend or holiday pay checks will be issued on the workday prior to the pay date.

### **USE OF CREDIT AND PROCUREMENT CARDS (P-CARD)** **(Policy 4:55)**

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose;

they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder, other than the Superintendent, may charge no more than \$500 in a single purchase and no more than \$1000 within a given month without prior authorization from the Superintendent.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

### **PERFORMANCE EVALUATION PROCESS** **(Policy 5.320)**

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board policies as well as in compliance with State law and any applicable collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable collective bargaining agreement.

**Progressive Discipline**

Any act or failure to act that violates the policies in this handbook along with other handbooks, manuals or guidelines which may apply to your position or is otherwise improper, illegal, dangerous or inappropriate may be grounds for disciplinary action. Additionally, other handbooks, manuals or other guidelines may be provided by your Supervisor, which may apply to your position.

Your employment with the District is “at will.” This means that you and District #154 both have the right to end your employment for any reason, at any time, with or without notice. That said, the District has initiated progressive disciplinary guidelines, and reserves the sole right to determine what behavior violates the District policies. Further, disciplinary action, up to and including termination of employment, is at the sole discretion of the District.

Generally, when it is determined that disciplinary action is necessary, the District will apply a policy of progressive discipline, but the District is not restricted from following a different course of action, if necessary. Progressive discipline generally requires that, when disciplinary action is necessary, you may first receive an initial written warning, signed by you and your supervisor, which outlines the nature and severity of the policy violation or performance issue. Should a similar violation occur, or should performance issues persist, you may be given further written warnings, which again details the nature and severity of the policy violation, and indicates that any further violation may result in the termination of your employment.

Progressive discipline does not apply, and may not be used, in all situations involving the violation of District policies and guidelines. Certain situations may warrant more severe action, up to and including immediate termination. Should you have any questions regarding progressive discipline, please contact either your building principal or Supervisor.

Misconduct that can result in immediate termination without warning includes, but is not limited to:

- Working while impaired or dysfunctional because of the use of alcohol (level of 0.04 - highest driving standard used by the State of Illinois or above), drugs or controlled substances. This includes after-hours events on or off District premises.
- Selling, purchasing, using or possessing illegal drugs on District premises or while on District business
- Misappropriation of District property, including but not limited to cash, negotiable assets, credit cards, business expense accounts, pagers, cell phones, computers (including hardware, software and licenses that apply) or other District property.
- Inappropriate use of the District’s intranet/internet site(s).
- Insubordination.
- Release of confidential District, student or employee information, public discussion of student relationships or District activities, or communication of material, non-public inside information.
- Dishonesty, including but not limited to the falsification of any records.
- Abusive conduct toward others, including but not limited to fighting, threatening or blatantly disrespectful behavior.
- Willful violation of Equal Employment Opportunity policies, including but not limited to sexual, racial ethnic harassment.
- Willful damage to District, or employee property.
- Gambling on District premises or through District equipment.
- Willful violation of District or departmental policies or rules.

- Breach of trust.
- Inappropriate contact with students.
- Conviction for a crime of dishonesty.
- Failure to report to work without notifying your supervisor.
- An additional incident of misconduct or recurrence of unsatisfactory performance of the same nature, which occurs after the employee has already completed the disciplinary process (initial and final warning).
- Violation of the standards of conduct.
- Unsatisfactory criminal background or reference checks.
- Gross negligence or gross misconduct.
- Violation of school code and regulations
- As indicated, this list is not all-inclusive.

### **JOB POSTING SYSTEM**

Employees are encouraged to apply for internal positions through the Job Posting System. To be considered for a posted position, you must:

- Meet the minimum qualification for the posted job;
- Have satisfactory performance in your current position

The District personnel administrator will review credentials of applicants who meet these minimum requirements and will recommend candidates for an interview with the hiring Principal/Supervisor.

If you decide to apply for a position through the internal Job Posting System (and assuming you are fully eligible), please observe the following process:

- Notify your Principal/Supervisor that you are interested.
- Submit a letter of interest and include a copy of your most recent resume if available to the Personnel Administrator

If selected, you may be called to interview with the hiring administrator. It is important to inform your current Principal/Supervisor of any hiring decisions as soon as possible.

### **EMPLOYEE TRANSFERS**

Employees who transfer to a new position should have access to the appropriate training and resources needed to learn the functions of the new position. Supervisors should communicate performance objectives and expectations clearly to the transferring employee. However, unlike new hires into the District, the transferred employee is not subject to a probationary period.

### **VOLUNTARY TERMINATION**

If, for any reason, you consider resigning your employment at District #154, we suggest you discuss this matter with your Supervisor or the Superintendent. If after your meeting you decide to resign, we request that you give your Supervisor two-weeks advance, written notice.

### **INVOLUNTARY TERMINATION**

Involuntary termination of your employment may occur, within the discretion of the administration, based on work performance, misconduct, failure to adhere to District policy, procedures or guidelines, or other circumstances where the administration believes termination is appropriate.

### **REDUCTION IN FORCE (RIF)**

The District reserves the right to reduce staff when in its judgment the best interests of the District are served by such action. Dismissals will be determined by seniority within an assigned category and are based on, but not limited to, lack of work, position elimination, work volume decrease, reorganization or downsize of the workforce or the unavailability of a position upon return from an extended leave of absence. Dismissal for reduction in force requires 30 days.

### **EXIT INTERVIEW**

On or before your last day of work, you may have an exit interview with your administrator. At that time, you must turn in any District #154 property in your possession such as your ID/access card. You will also be informed of your right to continue medical and dental coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

All other District equipment (computers, cell phones, etc.) must be returned to the supervisor or District Office on or before the last day of work.

### **UNUSED ACCRUED VACATION**

Pay for accrued but unused vacation days will be included in your final pay. If you leave the District prior to the end of the payroll cycle and receive pay for the entire payroll period those extra days will be applied to accrued but unused vacation time. This may not be indicated as vacation time on your pay check.

### **FEDERAL COMPLIANCE POLICIES**

#### **Equal Employment Opportunity and Affirmative Action**

It has been, and will continue to be the policy of District #154 to comply with the concepts and practices of Equal Employment Opportunity (EEO) and Affirmative Action. As such, it is the policy of District #154 not to discriminate against any person on the basis of race, color, sex, disability, age, national origin, creed veteran status, political affiliation or any other characteristic protected by law with respect to recruitment, hiring, training, promotion and other terms and conditions of employment. Similarly, the District will continue to administer all other personnel matters (such as compensation, benefits, transfers, layoffs, District sponsored training, tuition reimbursement, and social and recreation programs) in accordance with this policy.

#### **GENERAL PERSONNEL – Equal Employment (Policy 5.10)**

It is the policy of this District to provide, through a positive Affirmative Action Program, equal opportunities for employment, retention, and advancement of all people regardless of race, color, creed, national origin, alien age, political affiliation, sex, age, disability, or veteran status. Furthermore, it is the goal of this Affirmative Action Program to achieve a racial and ethnic balance among district employees that reflects the composition of the total student population of the District.

The purpose of this policy is to accomplish the following:

- To provide all students with an opportunity to relate to and learn with members of various racial and ethnic backgrounds and to increase knowledge and enhance intercultural understanding.
- To have adult success models representative of the student body in terms of race, sex, and ethnic background.
- To insure equal opportunities for the employment, promotion, and transfer of all persons.

The Board of Education encourages all personnel in the District to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all people regardless of race, creed, color, national origin, gender, age, ancestry, marital status, mental or physical disability unrelated to ability.

Therefore, the Board of Education establishes a program of Affirmative Action in order to insure that all personnel policies relevant to recruitment, employment, and promotions of employees of the District will provide equal opportunities for all persons in order to achieve these goals.

The District's Affirmative Action Program (AAP) is designed to provide guidance with respect to the District's commitment to fully implementing its EEO and affirmative action policy.

Further, it is the policy of the District to comply voluntarily with the concepts and practices of affirmative action.

### **Diversity Vision Statement**

The Board and Administration of District #154 believe in the value of a diverse workforce. Embedded in each of our values is recognition of and appreciation for the diverse ethnic, cultural and varied perspectives that each employee contributes to the overall success of the district. We are committed to ensuring an atmosphere of fair and equitable treatment of every person. We know that we can achieve success only when we maintain a workplace atmosphere where all staff and students are comfortable and are given the opportunity to do their very best.

We encourage diverse points of view that lead to consensus and contribute to the achievement of our goals. The success of our district depends on the success of each employee. We value and celebrate our differences.

### **New Employee Orientation Period**

All new ESP employees of District #154 are subject to a Probation Period of ~~25~~ 30 calendar days. The probation period is an opportunity for new employees to prove their ability to perform the duties of the position for which they were hired. During this period, the employee's work performance is carefully evaluated by their Supervisor to determine their suitability for continued employment. New employees will have the opportunity to evaluate the District as well. If at any time during the probation period the employee's work habits, behavior, attendance or performance is deemed by the administration to be unsatisfactory, the Board, upon recommendation from the Superintendent, shall have the authority to discharge the employee without cause during that period.

Successful completion of the probation period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only "for cause." Nothing in the School Board Policy is intended or should be construed as altering the employment at-will relationship.

### **STANDARDS OF CONDUCT POLICY**

As an employee of the District, you must exercise good judgment in your dealings with the District and its constituents (students, parents and community members) consistent with the high degree of trust and confidence that is placed in you by the District. The need for the stringent application of this principle is heightened by the necessity that the District, in turn, exercises the highest degree of ethical conduct in its dealings with its students, parents and community members. This can be accomplished only through your individual commitment to the District's Values: Integrity, Respect, Teamwork and Professionalism.

The District's standards of conduct are necessarily strict because they are intended for the benefit and protection of the District and its employees. No attempt to delineate guidelines for proper conduct can hope to cover every potential situation which may arise during your service with the District. Any questions concerning the standards of conduct should be referred to the Board of Education, Superintendent or his/her designee. Violations of the standards of conduct policy are grounds for disciplinary action, including dismissal. The standards of conduct set forth herein must be applied fully and fairly.

**Conflicts of Interest**

Employees shall not at any time engage in any non-District employment that would affect their usefulness as an employee with the District or would make time and/or energy demands upon them which would: interfere or conflict with the performance of their regular assigned duties; compromise or embarrass the District; or adversely affect their employment status or professional standing.

Employees shall not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

**Ethics and Conflicts of Interest**

No employee of the Board of Education shall engage in, or have direct or indirect financial interest in any activity that conflicts, or raises a reasonable question of conflict with their duties and responsibilities. If you discover that you will derive personal gain or benefit from any transaction between the District and any individual or firm, you must immediately refer the matter and disclose all pertinent facts to the Superintendent or his/her designee.

Employees shall not use any information originating directly from the District concerning students or employees, in any type of work in which they may be involved in addition to their school employment.

You may not engage in personal activities that conflict with the best interests of the District. Persons found to be engaged in activities in conflict with the best interests of the District could be subject to disciplinary action.

**Disclosure or Use of Confidential Information**

In the normal course of business, employees may be given or may acquire information about the District, and its students, which is not available to the general public. This information is confidential and may include disciplinary, medical, psychological or other information. All employees are responsible for respecting and maintaining the confidential nature of such information.

The duty to protect the confidential information of the District, its students, and employees includes exercising extreme care in how and where District employees discuss, document, and store information.

Whether orally or in writing, confidential information may only be disclosed within the District to those who need to know the information to perform their job functions. Confidential information may not be disclosed outside of the District except for legitimate and legal business purposes.

**Solicitation and Distribution  
(Policy 5.140)**

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent.

**Solicitation from Outside**

Generally, solicitation by outside organizations and/or individuals for donations from district staff and students is not permitted. Not-for-profit organizations desiring to solicit donations will make an annual written request to the Superintendent of Schools for consideration by the Board of Education.

Any type of merchandise sale not related to a district function by an outside organization or individual is not allowed in the District.

In order to maintain a businesslike work environment, solicitation and distribution by employees (other than of the District's products and services) are not allowed on work time (does not include break periods and/or meals times). This applies to any solicitation of employees by other employees during any work time. Solicitation may include, but is not limited to, requesting contribution (except for District-sponsored charitable efforts), signatures, promoting membership in any organization, and purchasing or selling products.

**Your Duty to Report Abuses Of The Standard Of Conduct Policy or Other Illegal Or Unethical Conduct.**

All employees have a special obligation to advise the District of any suspected abuses of District policy and guidelines, including suspected criminal or unethical conduct. If you believe there has been any violation of health and safety, environmental, government compliance or any other laws or District policies, it is your obligation and duty to make a report to an appropriate individual in the District. You may also make reports by contacting the Personnel Administrator, Superintendent, Board and/or Regional Superintendent of Schools and you will not be subjected to any form of retaliation for reporting suspected abuses.

**Investigations of Reported or Suspected Misconduct**

We have a special duty to safeguard the District's proprietary and confidential information, assets and property. In the event of an investigation regarding possible wrongdoing, you must cooperate fully.

Information relating to any investigation, including information provided by the employee and their participation in the investigation, is considered confidential, and will only be revealed to individuals not associated with the investigation on a need to know basis.

**POLICY AGAINST DISCRIMINATION AND WORKPLACE HARASSMENT: NON-DISCRIMINATION  
(Policy 5.10)**

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered

designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District’s nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District’s Title IX Coordinator.

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

**Nondiscrimination Coordinator:**

Julie Amendt  
 Name  
110 Franks Road  
 Address  
Marengo, IL 60152  
815-568-6511  
 Telephone

**Complaint Managers:**

Julie Amendt  
 Name  
110 Franks Road  
 Address  
Marengo, IL 60152  
815-568-6511  
 Telephone

David Engelbrecht  
 Name  
110 Franks Road  
 Address  
Marengo, IL 60152  
815-568-6511  
 Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

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

## **SEXUAL HARASSMENT (Policy 5.20)**

### **Workplace Harassment Prohibited**

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

### **Sexual Harassment Prohibited**

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

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

### **Making a Report or Complaint**

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

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

Whom to Contact with a Report or Complaint

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

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

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

**Nondiscrimination Coordinator:**

Julie Amendt  
Name  
110 Franks Road  
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815-568-6511  
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**Complaint Managers:**

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815-568-6511  
Telephone

Julie Amendt  
Name  
110 Franks Road  
Address  
Marengo, IL 60152  
815-568-6511  
Telephone

Investigation Process

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

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

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

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

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

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

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

#### Enforcement

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

#### Retaliation Prohibited

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

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

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

#### Recourse to State and Federal Fair Employment Practice Agencies

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

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

### **SUBSTANCE ABUSE**

#### **Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition**

All District workplaces are drug- and alcohol-free workplaces.

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being on call for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to Ashley's Law, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

For purposes of this policy, a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, District premises means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. School grounds means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of this Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace,
  - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
  - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, Curriculum Content, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

### **E-Cigarette, Tobacco, and Cannabis Prohibition**

All employees are covered by the conduct prohibitions contained in policy 8:30, Visitors to and Conduct on School Property. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco has the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis has the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

### **District Action Upon Violation of Policy**

An employee who violates this policy may be subject to disciplinary action, including termination. In addition, or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate

State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

#### Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the Suspension of Policies subhead in policy 2:240, Board Policy Development.

### **CHILD ABUSE AND NEGLECT "MANDATED REPORTING"**

Any school employee who knows or suspects that a child's health or welfare has been or appears to have been harmed as a result of child abuse or neglect, has a legal responsibility and duty to report the case in accordance with these procedures. If you have any questions regarding your responsibilities or role, you must contact your immediate supervisor for assistance.

### **CHILD ABUSE – A WORKING DEFINITION**

1. Child abuse is the actual injury to a child (person under 18) by any adult.
2. Physical abuse involves the use of force, and includes inappropriate or too forceful discipline. Indicators to watch for include:
  - a. Bruises or cuts that are unusual in shape or size and located in sensitive areas like the face or the posterior body areas.
  - b. Swollen or stiff joints.
  - c. Burns that look like they may have come from cigarettes, scalding, or a specific instrument.
  - d. Absence of hair and/or swelling under the scalp.
  - e. Rope burns.
  - f. Belt, buckle, or electrical cord markings.

Note: Children should be examined in a private setting, by two adults with whom the child is comfortable. A child with very dark skin may need to be examined in a strong light with the skin stretched by bending or twisting. A child's expressed desire not to be examined should always be respected, and a report filed with DCS.

3. Sexual abuse is the use of a child for the purpose of sexual gratification by an adult. Sexual abuse may include but is not limited to:
  - a. Intercourse or penetration of a bodily orifice.
  - b. Fondling or disrobing a child
  - c. Voyeurism and exhibitionism.
  - d. Photographing a child in ways or circumstances the child finds uncomfortable.
  - e. Speaking or behaving in such a way as to attempt to sexually stimulate the child or the adult.

Behavioral indicators are rare and subtle, but may include refusal to change clothing, poor hygiene, developmentally inappropriate sexual behavior and marked change in behaviors, attitudes, etc.

4. Emotional abuse is the extreme belittlement and verbal abuse of a child or the extreme failure to provide the warm, loving environment that allows a child to mature and develop normally.
5. Neglect is the continuing failure to provide for the basic needs of the child. This includes:
  - Medical neglect is the failure to provide medical care for any condition which can cause damage if left untreated. This includes failure to treat or continue to treat common contagious conditions such as ringworm, impetigo, and conjunctivitis.

- “Fire law neglect” occurs when a young child is left to himself, or to supervise other young children for more than a short time.

NOTE: Any doubt about reporting suspected abuse or neglect shall be resolved in favor of the child. The report shall be made immediately and prior to the child’s leaving school. A school employee is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. Failure to report by any school employee may result in disciplinary action against the employee by the school system and civil and criminal action under the law.

### **OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA) COMPLIANCE**

The District complies with the regulations outlined in OSHA. The Act requires that an employer: provide a place of employment free from hazards; correct any known violations of safety standards; and maintain records and make periodic reports on work-related injuries or illnesses.

Employees who are aware of any defective equipment or furniture should report such findings to their building administrator.

### **ACCIDENT REPORTING & INVESTIGATION POLICY**

Beginning July 1, 2014 our Workers Comp Insurance Company, Sedgwick, is requiring that all work place injuries must be reported through the Company Nurse Hotline and Sedgwick will no longer accept initial Injury Reports directly from the District or its employees.

Reporting workplace injuries to Company Nurse is simple and streamlines information collection for the claims process. The Nurse Hotline also ensures that you will receive timely, professional medical triage and referrals to the appropriate level of care for their injury.

#### **When a workplace injury occurs the following procedures must be followed:**

- The injured employee should notify their Supervisor and then call Company Nurse prior to seeking treatment. (If injury is life or limb threatening, call 911 and only report to Company Nurse once the employee has been stabilized)
- A Company Nurse Report of Injury is emailed to the District Contact and to Sedgwick.
- The District will need to provide Sedgwick any other requested information to facilitate their completion and submission of the Illinois Form 45. Please note that reporting an injury to Company Nurse does not have any impact on compensability. Sedgwick will determine whether or not the incident is a covered loss under the Illinois Workers' Compensation Statute.
- All additional information, i.e. Employee's Report of Injury, can be faxed to 866-883-4469 or emailed to [8605CLIC@sedgwickcms.com](mailto:8605CLIC@sedgwickcms.com). Upon Sedgwick's receipt of reports from Company Nurse and the District, the Employee:
  - Will receive written acknowledgement of the claim from Sedgwick which includes claim information along with information pertaining to the handling examiner.
  - May be contacted by a Sedgwick examiner who is investigating the circumstances of the loss. The Sedgwick examiner is responsible for securing a high level of detail surrounding the event and any treatment in order to determine compensability.
  - May be asked to participate in a recorded statement regarding the facts of the incident as a portion of the investigation.
  - Depending on the circumstances of the loss, may be asked to complete a HIPPA compliant Medical Authorization Form as well as a list of treating providers.
  - Should direct inquiries related to authorization of current or future treatment, benefit payments, or payment of lost time to the Sedgwick handling examiner.

**TEMPORARY MODIFIED DUTY POLICY**

Marengo Community High School District #154 has adopted a Temporary Modified Duty (TMD) program allowing employees who have sustained work related injuries to temporarily return to alternative positions when they are unable to return to their regular duties. Marengo Community High School believes that returning employees to modified duties will help reduce problems or barriers that may result from being off work for a prolonged period of time.

**I. Eligibility**

Employees with work related injuries whose physicians have released them to return to duty with temporary restrictions will be considered for a TMD position.

**II. Wages and Hours while on TMD**

While performing in a TMD position, employees will receive the wages for the TMD position in accordance with normal wage and salary policy. In the instance a TMD employee works a P.M., night shift or weekend, the appropriate wage differential will be applied. Measures will be taken to assure the employee does not work more hours than they were scheduled for in their regular position.

**III. Return to Duty****A. Restrictions Not Conflicting With Regular Work Duties:**

Employees with restrictions that do not conflict with their regular work duties will be returned to their regularly assigned job duties and shift.

**B. Restrictions Limiting Regular Work Duties:**

Every effort will be made to reasonably accommodate employees with restrictions that limit their regular work assignment on a temporary, short-term basis. For example, accommodations may include reduced hours and/or temporary assignment in another job for which the employee qualifies. Each individual situation will be evaluated and arrangements will be made that recognizes both the employee's and employer's needs and adhere to all applicable laws and regulations. In some situations, accommodations may not be possible.

**IV. Refusal of TMD Position:**

In the instance an employee refuses a TMD position that is within his or her job knowledge, the employee's temporary total disability (TTD) compensation will cease.

**PHYSICAL SAFETY AND SECURITY**

- If you observe an unauthorized individual in an office or work area, immediately call your supervisor/manager.
- Any losses or thefts of personal belongings or District property should be reported to your immediate supervisor/manager.
- For your protection and the protection of our students, some offices and work areas are monitored by surveillance cameras.

**USE OF DISTRICT TECHNOLOGY EQUIPMENT AND PROPERTY (POLICY 6.235)****Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

**Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

**Acceptable Use**

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

**Internet Safety**

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and

5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### **Authorization for Electronic Network Access**

Each staff member must sign the District's Authorization for Electronic Network Access as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use. All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **INTERNET ACCEPTABLE USE POLICY**

#### **Acceptable Use of the Marengo Community High School Dist. 154 Network**

The following policy is intended for MCHS administration, faculty, students and staff.

#### **I. PURPOSE**

This policy, also referred to as the "Acceptable Use for Electronic Network Related Technologies and Access Policy" ("AUP") sets forth the standards governing Marengo Community High School District 154 use of the Marengo Community High School District 154 Electronic Network Related Technologies and Access system. This policy also sets forth the rules under which authorized users may continue their access to and use of these resources. This policy promotes the ethical, legal, and school-related use of the Marengo Community High School District 154 Network and ensures Marengo Community High School District 154 compliance with the Children's Internet Protection Act. Personal electronic devices will be governed under this policy when such devices are attached to the Marengo Community High School District 154 network, when used at school facilities, when used during instructional time, or when any District resources are used.

Authorized use of information resources must be consistent with the educational purposes for which these resources have been provided. Use of the Marengo Community High School District 154 Network is a privilege that is provided to help authorized users complete and deliver educational obligations. The Marengo Community High School District 154 Network provides authorized users with the means for communicating effectively with schools, teachers, administrators, the public, other government entities, and educational experts. These resources should be used in a manner that both enhances students' educational experiences and complies with this policy and regulations established from time to time by the Marengo Community High School District 154 Board of Education ("Board"). Marengo Community High School District 154 students, through their use of the Marengo Community High School District 154 Network, will gain skills and expertise that prepare them for an increasingly technology-oriented society.

#### **II. DEFINITIONS**

- A. Marengo Community High School District 154 Public Schools' Electronic Network Related Technologies and Access ("Marengo Community High School District 154 Network") is the system of computers, peripherals, terminals, servers, databases,

routers, hubs, switches and distance learning equipment connected to the Marengo Community High School District 154 Network. These components may function in conjunction with established hardware or wireless LAN running over outside lines, including, but not limited to T -1, BRI, PRI, VPN, Dialup, Distance Learning Equipment, owned or leased by Marengo Community High School District 154.

- B. Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.
- C. Cyber-stalking is knowingly harassing another person or persons through the use of electronic communication.
- D. Damage means any impairment to the integrity or availability of data, a program, a system, or information.
- E. Distance Learning Equipment is a means for providing meetings, educational or professional coursework and workshops utilizing video and/or audio conferencing equipment, and/or media management systems to distribute video to individual classrooms and offices in schools.
- F. Electronic Mail (e -mail) consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments.
- G. Electronic Social Networking includes the use of any electronic form of communication including but not limited to chat rooms, email, forums, article forwarding, instant messaging, text messaging, twittering, blogs, wikis, message boards, document forwarding from home, libraries, or other outside sources and other uses of electronic communication for non-educational purposes.
- H. Hacking is any illegal or unlawful entry into an electronic system to gain unauthorized information or to damage or impair equipment or the functioning of the Network.
- I. Harass means to engage in a knowing and willful course of conduct directed at a specific person or persons that alarms, torments, or terrorizes that person or persons.
- J. Loss means any reasonable cost to any victim, including the cost of responding to an offense, conducting a damage assessment, and restoring the data, program, system, or information to its condition prior to the offense, and any revenue lost, cost incurred, or other consequential damages incurred because of interruption of service.
- K. Internet a collection of worldwide networks and organizations that contain millions of pages of information.
- L. Network is any hardware, infrastructure or interconnected device used to transfer voice, data of any type of electronic communication.
- M. Other Electronic Devices include, but are not limited to, cellular telecommunication devices such as cellular phones, pagers, text communication pagers, two-way text

paggers, and personal digital assistants that may or may not be physically connected to the network infrastructure.

- N. Password is a secret word or series of letters, numbers and/or other characters that must be used to gain access to a network, a service or the Internet, and/or to modify certain software (such as parental controls).
- O. Authorized User is anyone who has signed the current network acceptable use policy and has had it accepted by the Marengo Community High School District 154 school district superintendent or his/her designee.
- P. Unauthorized access entails approaching, trespassing within, communicating with, storing data in, retrieving data from, or otherwise intercepting and/or changing computer resources or data of any type without authorization.
- Q. Website is a page and/or a collection of "pages" or files on a network that are linked together
- R. Storage device is any electronic item capable of containing electronic data including but not limited to USB drives, flash media devices, compact discs (CDs), digital video disc (DVD), magnetic media drives or solid state drives.

### III. GENERAL PROVISIONS

#### A. AUTHORIZED USERS

All authorized users shall adhere to the provisions of this policy as a condition for continued use of the Marengo Community High School District 154 Network. It is a general policy of Marengo Community High School District 154 to promote the use of technology in a manner that is responsible, ethical, legal and appropriate.

#### B. DISCLAIMER

Pursuant to the Children's Internet Protection Act, Marengo Community High School District 154 uses filtering software to screen Internet sites for offensive material. Users are cautioned that many internet sites contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals /Dating; Lingerie/Swimsuit; Racism/Hate; Tasteless; and Illegal/Questionable. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board will not be liable. To minimize these risks, use of the Marengo Community High School District 154 Network is governed by this policy.

### IV. TERMS AND CONDITIONS FOR STUDENT USE OF THE MARENGO COMMUNITY HIGH SCHOOL DISTRICT 154 NETWORK

#### A. ACCEPTABLE USES

Marengo Community High School District 154 authorized users may use the various resources provided by the Marengo Community High School District 154 Network to pursue educationally-related activities. Teachers and other staff are to help guide students in their use of the Marengo Community High School District 154 Network, equipment and resources so that students will learn how network resources can provide valuable educational information.

In addition to using the Marengo Community High School District 154 Network strictly for educational pursuits, authorized users will be expected to follow generally accepted Rules of Network Etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Keep personal information, including the logins, passwords, addresses, and telephone numbers of students or colleagues confidential.
4. Use these resources so as not to disrupt service to other authorized users.
5. Do not upload post, e-mail, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.
6. Respect limited network resources by removing unused files and keeping files organized.
7. Do not forward or receive messages or materials that are not educationally related.
8. Do not use the District resources for personal advantage or gain.
9. Storage devices may be used for the transfer of data for class related activities.

#### B. UNACCEPTABLE USES

Improper use of the Marengo Community High School District 154 Network is prohibited. Actions that constitute unacceptable uses of the Marengo Community High School District 154 Network and are not specifically addressed elsewhere in this policy or in the student handbook include, but are not limited to:

1. Use of the Marengo Community High School District 154 Network for, or in support of, any illegal, unethical, or unlawful purposes.
2. Use of the Marengo Community High School District 154 Network for, or in support of, any salacious, obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If an authorized user inadvertently accesses such information, he or she must immediately disclose the inadvertent access to a teacher or to the school principal. If reported to the teacher, the teacher must immediately report to the principal. Other authorized users must report incidences to the network administrator. This will protect the user against allegations of intentionally violating this policy.
3. Use of the Marengo Community High School District 154 Network for soliciting or distributing information with the intent or effect of inciting violence, cause personal harm or bodily injury, or to harass or "stalk" (cyberstalking) another individual.
4. Use of the network or resources to bully any individual.
5. Unauthorized and/or non-educational uses of the Marengo Community High School District 154 Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.
6. Student use of network tools for personal rather than educational purposes.
7. Use of profanity, obscenity or language that is generally considered offensive or

- threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
8. Plagiarizing any information gained on or through use of the MARENGO COMMUNITY HIGH SCHOOL DISTRICT 154 Network or any other network access provider.
  9. Use of copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws.
  10. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores.
  11. Use of the Marengo Community High School District 154 Network for financial gain or for the transaction of any business or commercial activities.
  12. Use of the Marengo Community High School District 154 Network in a way that such use results in damage to the network.
  13. Any form of unauthorized access, as stated above or otherwise.
  14. Unauthorized wireless transmissions.
  15. Use of personal networking devices excluding those used issued by MCHS.
  16. Storage devices may not be used to transfer data other than that which is directly related to classroom or school activities.

#### C. SECURITY

All student authorized users are to report promptly any violations of this policy to their teacher or school principal. Teacher or school principal will report such violations to the Director of Technology or designee of Marengo Community High School District 154 in order to ensure network security.

In order to maintain the security of the Marengo Community High School District 154 System, authorized users are prohibited from engaging in the following actions:

1. Use of any unauthorized personal equipment attached, connected, and/or installed to district network.
2. Use of a personal storage device that contains files other than those directly needed for a class. Examples of files not allowed are: .com, .exe, .bat, .mp3 (unless needed for an academic project). Drives which appear to have hacker related software will be turned over the Marengo Community Police Department.
3. Intentionally disrupting the use of the Marengo Community High School District 154 Network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
4. Disclosing the contents or existence of Marengo Community High School District 154 computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.
5. Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.
6. Network security is a high priority. If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another

individual's account. Attempts to log on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

## V. ONLINE ACTIVITIES

### 1. Educational Purposes

Authorized users may create webpages as a part of a class activity. Material presented on a class website must meet the educational objectives of the class activity. Marengo Community High School District 154 has the right to exercise control over the content and/or style of the student webpages.

Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes.

### 2. Online Content

Students creating online content for classroom related web pages should go to <http://www.mchs154.org> for the directions and procedures they need to follow in developing their online material. All created online material must abide by the Multi Media Fair Use Guidelines.

### 3. Electronic Social Networking

While home-based web sites, message boards, blogs, forums, and other uses of home-based computers may be regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

Using a non district computer such that the use results in material and/or substantial disruption to the school or poses demonstrable threat of disruption will constitute grounds to investigate whether the action is the basis for discipline. The school will implement appropriate consequences as defined in the acceptable use policy and the student discipline code.

## VI. MONITORING

The Marengo Community High School District 154 Network is routinely monitored to maintain the efficiency of the system. Authorized users should be aware that use of the Marengo Community High School District 154 Network, including their use of e-mail, is subject to monitoring by Marengo Community High School District 154 staff that abides by the requirements of all applicable state and federal laws. Any activities related to or in support of violations of this policy and/or the Marengo Community High School District 154 District Handbook may be reported and will subject the user to disciplinary action specified either in the Marengo Community High School District 154 Handbook or in this policy. The district reserves the right to access and disclose the contents of any account or electronic data stored on its system, without prior notice or permission from the user.

## VII. ASSUMPTION OF RISK

Marengo Community High School District 154 will make a good faith effort to keep the Marengo Community High School District 154 Network system and its available information accurate. However, authorized users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, Marengo

Community High School District 154 does not warrant that the Marengo Community High School District 154 Network will be error free or free of computer viruses. In making use of these resources, authorized users agree to release the Board and Marengo Community High School District 154 from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the Marengo Community High School District 154 Network. Authorized users further acknowledge that the information available through interconnecting networks may be inaccurate. Marengo Community High School District 154 has no ability to maintain such information and has no authority over these materials. Marengo Community High School District 154 makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the Marengo Community High School District 154 Network from outside networks. Use of the Marengo Community High School District 154 Network is at the risk of the authorized user.

#### VIII. INDEMNIFICATION

The authorized user indemnifies and holds the Board and District Marengo Community High School District 154 harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing the Marengo Community High School District 154 Network that cause direct or indirect damage to the user, Marengo Community High School District 154, or third parties.

#### **COMMUNICATIONS** **EXPECTATIONS AND RESPONSIBILITIES**

1. All employees are required to know and use our email system.
2. Upon arrival at school, or as soon thereafter as work duties allow, all employees are required to check their voicemail, email and mailbox.
3. Before leaving at the end of the day, all employees are required to check their voicemail, email, and mailbox.

Note: If the nature of your responsibilities does not allow you to do items 2 and 3 above, you must check your voicemail, email, and mailbox once per day.

#### **TELEPHONE USE AND ETIQUETTE**

When you conduct business by telephone, you are representing the District. Your telephone professionalism and manner indicate the District's ability and willingness to serve its members and the general public. Therefore, all calls should be handled with courtesy. You may sometimes be unsure of an answer to an inquiry. If you do not know who to transfer the call to, take the caller's name and telephone number and have the appropriate person return the call. It is important that a caller not be forwarded from person to person without receiving an answer to their question.

The District telephones are to be used for District business. Personal calls should be kept to a minimum in order to keep telephone lines available for District business, and should be made during your break time or other non-working hours whenever possible. During business hours, the use of personal cell phones, should be kept to a minimum; however, use of such devices may be prohibited during work hours.

#### **APPROPRIATE USE OF SCHOOL COMMUNICATIONS**

It is important to clarify the acceptable use of school communication systems, such as voicemail, email, telephone, mailboxes, etc. Here are several principles to use as a guide.

1. Occasional use of school communication systems for personal reasons is acceptable. However, the key word is “occasional.”
2. You cannot control what you receive, but you must control what you send. If you receive something inappropriate, delete it or dispose of it, and inform the sender that you do not wish to receive such communications.
3. Regardless of the communication medium, send messages to others on a “need to know” basis as opposed to sending messages meant for a few to all box holders.
4. Using school communications to make a profit or to conduct business is unacceptable. It is acceptable to advertise items for sale or services you may offer in a designated area in the staff lounge/workroom.
5. Use of school communications to share beliefs of a personal, religious, or political nature is inappropriate.
6. Use of school communications to build staff morale, advertise staff functions, etc., is acceptable. However, be cautious about the type of humorous or entertaining message you access or share. Obviously, anything with sexual, racist, sexist, homophobic, etc, overtones is unacceptable.

### **Web Policy**

The Marengo Community High School District 154 world wide web home page (<http://www.mchs154.org>) is an official publication of the Marengo Community High School District 154. Unless otherwise indicated, all materials appearing on the home page or subsequent pages of specific departments, including text and photographs, are copyrighted and should not be reproduced without written permission from the Superintendent or designee. At no time may any employee alter the website without permission from the Superintendent or designee.

### **Sanctions**

Violators of this policy will be subject to the existing ~~student or~~ employee disciplinary procedures of Marengo Community High School District 154. Sanctions may include the loss of computing privileges. Illegal acts involving Marengo Community High School District 154 computing resources may also subject users to prosecution by state and federal authorities. To report violations or request further information, please contact Superintendent or designee.

### **EMAIL RETENTION POLICY (Policy 5.130-AP)**

E-mail messages are text documents which are created, stored, and delivered in an electronic format. As such, e-mail messages are similar to other forms of communicated messages, such as correspondence, memoranda, and letters. E-mail use within the school shall be used for official business only. Users should take note that the information generated on e-mail may be a public record subject to public inspection.

Email, including attachments that are sent or received by the District or District employees may be, depending on their content, subject to disclosure under the Freedom of Information Act and/or discovery in litigation as evidence in support of a claim. Where e-mail communication is between a sender and a recipient, the sender’s copy is designated as the copy of record. In other words, it is the sender’s copy to which any retention requirements should apply. All other copies are merely “duplicates” and can be disposed of at will. Cases where this principle does not apply include e-mail received from other agencies or from the public. Employees must use the same standards of

judgment, propriety, and ethics with email as they do with other forms of school business-related communications.

Accordingly, employees have the same responsibilities for email messages as they do for any other communication and must distinguish between record and non-record messages. This allows for the proper storage or disposal of email. However, no District record, no matter its form, may be destroyed if it is subject to a litigation hold. See administrative procedure 2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules.

### **Non-Record Messages**

Email messages are “non-record messages” if they do not evidence the District’s organization, function, policies, procedures, or activities; or contain informational data appropriate for preservation. These are generally informal or preliminary drafts, notes, recommendations, or memoranda that do not contain official action.

### **Examples Of E-Mails That Generally Don’t Constitute Public Records**

- Personal e-mail messages and announcements not related to school business
- Copies or extracts of documents e-mailed for convenience or reference
- Internal e-mails created by employees on work-related topics which do not facilitate action (i.e., cover notes, etc.)
- E-mails containing drafts, notes or inter-office memoranda that are not retained by the school in the ordinary course of business

### **Official Record Messages**

Email messages are “official record messages” if they are evidence of the District’s organization, function, policies, procedures, or activities or contain informational data appropriate for preservation.

### **Examples Of E-Mails That Generally Constitute Public Records**

- E-mail created or received by school employees in connection with school business
- E-mail that facilitates action, such as initiating, authorizing or completing a transaction in connection with school business

### **Examples Of E-Mails That May Constitute Public Records**

- E-mail that provides substantive comments on an action taken by the school (i.e., comments add to a proper understanding of the execution of the final school action)
- E-mail providing documentation of significant official decisions and commitments reached orally and not otherwise documented in the schools files

### **Retention**

Generally, e-mail messages are temporary communications which are non-vital and may be discarded routinely. However, depending on the content of the e-mail, it may be considered public record. Accordingly, employees have the same responsibilities for e-mail messages as they do for any other public record and must distinguish between records and non-public record information. Non-public record messages should be deleted from files as soon as they have fulfilled their purpose. These are records that are not required to be kept under law or whose preservation is not necessary or convenient to conduct school business. On the other hand, messages determined by users to be records should be properly preserved and disposed of as specified in the schools approved records retention schedule. Examples of messages considered to be records might include policy documents or contract related documents.

Messages and attachments should be reviewed at minimum every 15 days and, if they are determined to be records, printed fully (including time, date, sender and receiver) and retained in paper format. The school may delete all messages from the server thirty (30) days after they have been opened. Factors to consider in deciding whether a document is a record are:

1) Is it in connection with the transaction of public business (this eliminates all e-mails which do not relate to public business, i.e., personal notes, etc.)?

2) Is it official documentary material (a draft of a letter vs. the letter itself)?

3) Is it FOIAable? For example, “preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated” need not be produced under FOIA, “except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body.”

Therefore, unless staff wishes to keep their preliminary drafts, notes, etc., there seems to be no point in keeping these documents and presumably they may be destroyed if paper or deleted if e-mail.

4) Is the material “appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein”? These would eliminate the necessity of keeping documents which do not reflect the official actions of the school, but rather the comments or actions of individuals which reflect not the policy of the school but the thought of the individual.

5) Does the document have any historical significance? Is the document evidence of the function, policies, decisions, procedures or other activities of the school or of just an individual?

6) Even if a document is a record it need not be kept forever. There are timetables within which records may be destroyed. Each school should refer to its own records retention schedule to determine how long a particular record must be retained.

7) Many e-mail documents rapidly become stale and do not reflect “function, policies, decisions, procedures, etc.” when a matter is finalized. Therefore, the school can simply keep the final document.

8) Are the records duplicative? Only one copy need be retained.

NOTE: A public record that is stored and accessible after this time is still a public record and must be produced upon request, if it does not fall within one of FOIA’s exemptions.

### **STUDENT RECORDS/CONFIDENTIALITY**

It is important to note that student records include all records relating to an individual student, except those notes or records maintained for personal use by teachers or other certified personnel and records available only to persons involved in the psychological treatment of a student. Please refer to the student records policy for more complete information but use the following as a guide for best practice.

Confidentiality is paramount. Given this, at no time should students enter grades for a teacher or grade the works of other students, other than in-class exchange of short quizzes or assignments.

This does not prohibit peer review, peer editing, tutorial review for evidence of understanding or other input on speeches, presentations, etc.

A student's teacher and others who may work with the student, including educational assistants have what is called legitimate educational purpose to have access to a student's file and special education file (including IEP).

Student files may be reviewed, but for security reasons, files may not be removed from the **building main** offices. Important information regarding a student (such as a letter about a change in family circumstances or the child's medical condition) should be placed in the student's file or in a professional's personal notes. For questions contact either your principal or the Counseling Director.

## **MEDIA RELATIONS**

### **PUBLIC INFORMATION PROGRAM – News Media Relations (Policy 8.10)**

The media represent the public interest in reporting information concerning the District's schools. It is in the interests of both the educational community and the citizens/taxpayers that there is free and open communications with the media.

Individuals must channel outgoing information to the media through the Superintendent of Schools.

District employees should not answer, or attempt to answer, any questions posed to them by any media representative. Rather, all inquiries by the media **MUST** be directed through the Superintendent of Schools.

## MARENGO COMMUNITY HIGH SCHOOL DISTRICT #154

I have received the ***MCHS Extra Support Personnel Handbook***. I have read the guidelines and understand the policies and expectations described therein.

**PLEASE NOTE:** This form must be signed ***AND RETURNED*** within five (5) business days.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

**cc: personnel file**

## ATHLETIC SECRETARY

**Job Goals:** To effectively provide secretarial services for the Athletic Director.  
To maintain accurate records for the Athletic Department.  
To ensure the efficient operation of the Athletic Office.

**Reports to:** Athletic Director & Principal

**Responsibilities:** **Daily/Weekly:**

1. Answer/return phone calls.
2. Assist in scheduling of athletic contests with other schools.
3. Create and email contracts for **sports and activities**.
4. **Enter all events in the google calendar for interoffice**
5. **Update and communicate event cancellations and changes**
6. **Run weekly sports schedules for the Athletic Trainer, Maintenance and AD office**
7. **Send email confirmation to** schools of upcoming games.
8. **Check Arbiter and confirm events via email with officials** to remind them of their **Marengo dates.**
9. **Add** information to the shared Spreadsheet w/ the Business Manager for checks for officials and tournaments.
10. **Enter in shared spreadsheet with business office- all home tournaments/Invites team fees-send invoices of outstanding fees to schools at the end of the sports season**
11. Email rosters to schools.
12. Monitor submission of scores by coaches
13. Post/Send Athletic Announcements and emails on **SNAP** Athletics.
14. Gather monthly newsletter information.
15. **Run ineligibility and F report from IC and send to coaches**
16. Enter IHSA weekly athletic eligibility in Infinite Campus.
17. Provide athletic eligibility count for end of year report.
18. Create roster **programs** for home events
19. Prepare Pass-Gate list and gate boxes for home events
20. **Monitor ML Schedule request and approve as needed**
21. **Enter and update the school calendar for school website(via ML Schedules)**
22. Other duties as assigned

**Sport Season:**

1. Verify athletes have current physicals on file at the beginning of each season.
2. Verify athletes are registered in **SNAP** Athletics at the beginning of each season.
3. Enter physical dates in **SNAP** Athletics.
4. **Assist** with picture day at the beginning of each season.
5. **Prepare cutlines and pictures for yearbook**
6. Send picture and roster information for fall, winter and tournament programs.
7. Update coaches information on the IHSA website.
8. Verify Coaches CPR training is current at the beginning of each season.
9. Prepare programs and **trophies** for tournaments.
10. **Enter is spreadsheet athletic schedule and** coordinate with Transportation for all away contests.

11. Coordinate with various Officiating Organizations to ensure officials are scheduled for events.
12. Work with Administration for the Scheduling of event workers for sports and activities
13. Type and send letters to parents about uniforms that have not been returned.
14. Assign student lockers and roll over locker combinations for new year.
15. Ensure facility schedule is accurate on ML Schedules.
16. Schedule activity bus/vehicle use for school trips/athletic events.
17. Coordinate Senior Nights for all sports throughout the year and send invites to parents and order flowers.
18. Track student athletic participation throughout high school career via spreadsheet
19. Create and distribute to coaches- athletic award cards per athlete and sport.
20. Inventory awards and order awards as needed at the end of school year
21. Prepare end of season certificates
0. Type award letters and send them to parents at the end of each season.
0. Prepare award programs and awards at the end of each season.

**Senior Athletic Award Banquet:**

1. Prepare names and mail invitation to parents for the senior banquet
2. Order awards and plaques w/ name plates
3. Record RSVPs and athlete accolades
4. Rent tables and linens
5. Order flowers
6. Print All Academic Certificates
7. Banquet day set up and clean up

**Evaluation:** Performance of this job will be evaluated in accordance with the Board Policy  
**Revised:** September 28, 2020

## **PAYROLL ADMINISTRATOR**

**Primary Duties:** To assist in the administration of the District's business affairs in order to provide maximum educational services for the financial resources available.

**Reports To:** Business Manager and Superintendent

**Responsibilities:**

1. Maintain individual payroll records including procedures for making deductions for non-sick leave absences and for payment of overtime.
2. Receive and compute payrolls, making deductions for income tax, retirement, annuities, health and medical insurance, and the like.
3. Maintain records covering payroll deductions.
4. Maintain employee records for all employees including address, phone number, tax exemptions, etc.
5. Maintains a daily employee attendance log and substitute record.
6. Arrange for substitute teachers for absences as necessary.
7. Process field trip request forms, workshop requests and staff absentee reports.
8. Record and maintain log of teacher sign-outs.
9. Maintain sick leave and personal/emergency leave for each employee along with the sick leave bank for teachers on the payroll software.
10. Maintain files on W-4's, 10-month pays, IMRF, TRS, etc.
11. Maintain Days Worked Report for all substitutes.
12. Monitor employee 403B and HSA contributions to ensure they do not exceed the legal yearly limits.
13. Complete employee verification requests.
14. Prepare notice of employee separations and continued employment notifications for possible unemployment verification.
15. Prepare forms relating to payroll matters, which include withholdings for state, federal, annuities, IMRF, insurance, credit union, teachers' retirement and miscellaneous items. Remit such forms to appropriate offices.

16. Process the enrollment and changes to employee insurance plans.
- ~~17. Assist in the monthly reconciliation of fund balances to bank statements.~~
18. Reconcile custodial and kitchen staff time cards with contract.
19. Maintain the business office filing system and process ~~incoming~~ correspondence as instructed, ~~including retiree insurance information.~~
20. Process student calculator rental agreements and distribute calculators.
21. Cover Main Office Secretary desk when absent as needed.

Assistant Treasurer Duties:

22. Counts and records money received in Main Office and verifies amounts recorded by Main Office Secretary.
23. Counts activity money received and verifies amounts recorded by sponsors.
24. Prepares activity and district deposit forms (parking, lunch, registration, etc.).
25. Prepares Yearbook distribution lists.
26. Balance IC reports/payments/deposits.
27. Adjust student fees (free/reduced) and post payments.
28. Distribute cash boxes for athletic events and balance cash boxes after events (Settler's Day, E.C. Nichols, Activity sales, etc.)
29. Mail IOUs periodically.
- ~~30. Reconciles the activity funds monthly balance with the district business manager.~~
31. Verify statements of pay, salary statements, and contracts and update payroll amounts.
32. Provide EIS reporting information to treasurer.

Assist the Business Manager with the following tasks:

33. Complete W-2's and distribute to employees. Prepare W-2 and appropriate forms to file with Internal Revenue Service, Social Security Administration, and Illinois State Income Tax Office.
34. Complete necessary retirement documents for TRS and IMRF as needed.

35. Act as liaison between TRS and teachers; IMRF and non-certified staff.
36. Prepare and submit the necessary forms for qualifying employees for IMRF.
- ~~37. Assist in preparing annual inventory of equipment and supplies.~~
38. Keeps records of and is custodian of school keys.
39. Perform other duties as assigned.

Revised: ~~October 26, 2020~~ November 24, 2025