



Grant Community High School District 124

Board of Education Regular Meeting

Thursday, December 19, 2019 7:00 PM

**GRANT COMMUNITY HIGH SCHOOL DISTRICT 124
BOARD OF EDUCATION REGULAR MEETING
THURSDAY, DECEMBER 19, 2019
7:00 PM - LIBRARY**

AGENDA

PUBLIC HEARING – E-LEARNING 6:45 PM

- I. Call to Order
- II. Roll Call
- III. Audience
- IV. Consent Agenda ** 7
 - Minutes of regular meeting held November 14, 2019
 - Minutes of closed meeting held November 14, 2019
 - December Bills Payable
 - November Treasurer's Report
 - Destruction of closed meeting audio recording from June 21, 2018
- V. Superintendent's Report
 - A. Student Recognition 83

Emma Lancaster will be in attendance so that we may recognize her accomplishments in being selected December Student of the Month.
 - B. Fall Athletic Accomplishments 85

Athletic Director Tom Ross will be in attendance to share highlights from our fall athletic programs.
 - C. Future Ready Update
 - D. Student Performance Update 91

Greg Urbaniak will review student performance on the fall PSAT/SAT suite of assessments as well as provide longitudinal data for each grade level.
 - E. Student Privileges ** 96

Principal, Jeremy Schmidt, will present the recommendations of a Student Privilege Exploratory Committee to pilot the flexible use of study hall time for senior students that meet grade, attendance, and behavior expectations this spring.
 - F. School Board Policy Modifications - First Reading ** 98

I am recommending changes to the following School Board Policies based on direction from the Illinois Association of School Boards and legal counsel. The Board may determine to review as a first reading or take action if no additional time to consider is necessary. Rather than provide the typical brief recap of each change, I am sharing a copy of the PRESS release. With the extensive number of changes, I thought you might find the legislative details more helpful in this case.

 - 2:20 Powers and Duties of the School Board; Indemnification
 - 2:70 Vacancies on the School Board – Filling Vacancies
 - 2:100 Board Member Conflict of Interest

2:105	Ethics and Gift Ban
2:110	Qualifications, Term, and Duties of Board Officers
2:200	Types of School Board Meetings
2:220	School Board Meeting Procedure
2:260	Uniform Grievance Procedure
4:15	Identity Protection
4:30	Revenue and Investments
4:60	Purchases and Contracts
4:80	Accounting and Audits
5:10	Equal Employment Opportunity and Minority Recruitment
5:20	Workplace Harassment Prohibited
5:30	Hiring Process and Criteria
5:50	Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco and Cannabis Prohibition
5:90	Abused and Neglected Child Reporting
5:120	Employee Ethics; Conduct; and Conflict of Interest
5:250	Leaves of Absence
5:290	Employment Termination and Suspensions
5:330	Sick Days, Vacation, Holidays, and Leaves
6:60	Curriculum Content
6:150	Home and Hospital Instruction
6:300	Graduation Requirements
7:20	Harassment of Students Prohibited
7:150	Agency and Police Interviews
7:180	Prevention of and Response to Bullying, Intimidation, and Harassment
7:270	Administering Medicines to Students
8:30	Visitors to and Conduct on School Property

G. Resolution to Adopt E-learning **

257

The State of Illinois now provides schools with the flexibility to utilize e-learning days in lieu of emergency days (Public Act 101-0012). Up to a maximum of five (5) e-learning days may be used annually in place of emergency days. With faculty and students each having possession of a district provided computer, we feel we are well positioned to extend educational experiences beyond the walls of the classroom. We have been working with all district stakeholders over the past 7 months to design an E-learning Plan, which we are presenting for your consideration this evening. The recommended E-learning Plan is attached, but here are a few highlights:

- An e-learning day may be utilized on severe weather days when it is possible for the decision to be made regarding closure by 8:00 P.M. the evening prior.
- If it is necessary to close school without ample warning, an e-learning day will not be used and the district will utilize the emergency days reserved at the end of the year.
- E-learning days will be limited in use. If consecutive emergency days are necessary, it is not likely that consecutive e-learning days will take place.
- It is advised that families and staff plan their annual calendar incorporating the potential use of all emergency days rather than plan for e-learning days to be utilized.
- Student learning activities shall be valuable learning experiences, tied to the existing curriculum, and each learning activity is expected to be the length of a

typical class period.

- The district will provide a practice e-learning opportunity this school year, on a regularly scheduled school day when school is in session, for students and staff to practice e-learning.

All requirements for approval have been met by the district. Recommend approval of the Resolution to Adopt E-learning Program in Lieu of the District's Scheduled Emergency Days as presented.

H. Transitions Program - Informational Only

261

The Transition Program is a special education program that is offered to students with disabilities who require continued support after completion of their four years of high school. These students may need further instruction and guided practice in the areas of work-based learning, independent living, and community access to further their independence as determined by the student's IEP team. The students in the program have a range of abilities and the goal of the program is to help each student reach their highest level of independence in these areas. We currently contract with SEDOL for the Transition Program. I'd like to review with you a proposed plan to provide these educational services in-district and associated cost savings.

I. Residency - Informational Only

Students have the right to attend school in the district in which they reside with their parent or legal guardian. With an increasing trend of residency-related cases requiring investigation, we have a measure for the Board of Education to consider. To ensure we are enrolling and educating only those students who reside in-district, we are requesting to purchase a subscription-based residency validation program, CLEAR, from Thomson Reuters. We've considered many options, including returning to an in-person or online residency process. However, that process does not lend itself to families proving residency with unique living arrangements. The CLEAR program will provide us the opportunity to verify residency, through reliable public and proprietary information, prior to enrollment and periodically throughout their four years. The site-license to run residency reports once per year for all students, prior to the start of a school year, is \$234 per month. The site license to perform unlimited searching throughout the school year (new students, transfer students, returned mail, etc.) is \$289 per month. Both require a 12-month subscription. With a cost to educate a student at approximately \$15,000 per year, we feel this would be a sound investment to strengthen our residency measures and ensure all students reside in the district.

J. Overnight Travel **

263

The Speech Team is requesting an overnight trip from January 24 to January 25, 2020. They will be attending a two-day speech tournament held at Downers Grove South High School. Recommend approval of the overnight trip as presented.

K. Personnel ** **REVISED**

264

Recommend the employment of the following individuals:

- Greg Wodzien, 2020 Summer School Supervisor
- **Alexander West, Full-time Internal Substitute Teacher, \$150/day, beginning January 6, 2020**
- Lynsea Volbrecht, Asst. Girls's Basketball coach
- Colt Foerch, Asst. Baseball coach
- Nicole Frett, Asst. Softball coach

- Kim Schmidt, Bus Driver, \$19.35/hr., starting 1/28/2020

Recommend accepting the resignation letters from:

- Dawn Falco, custodian, effective 12/5/2019. She will remain a bus driver.

Notification of FMLA from Jacqueline Hernandez, between February 3, 2019 - May 6, 2020

- L. Principal's Report 266
Mr. Schmidt will give his monthly Principal's Report.

VI. Business Affairs

- A. 2019 Final Tax Levy ** 268

Last month, I presented the tentative 2019 Certificate of Tax Levy.

Attached, please find the final 2019 Certificate of Tax Levy, along with the Resolution to Spread a Tax Levy for Year 2019, the Resolution to Levy Certain Special Taxes for Special Education District IMRF Purposes, and the Resolution for Levying for Working Cash Fund Purposes for the Year 2019. There has been no change to what was presented last month. Dr. Sefcik and I will present a few facts and figures to support our recommendation. Recommend approval of the 2019 Final Tax Levy.

- B. School Maintenance Project Grant ** 285

The Illinois State Board of Education has opened up the School Maintenance Project Grant. The School Maintenance Project Grant is a dollar for dollar state matching grant program providing awards up to \$50,000 to grantees, exclusively for the maintenance or upkeep of buildings or structures for educational purposes. There is no limit to the cost of a project; however, grant awards will not exceed \$50,000. I have listed several projects for consideration by the state including the turf replacement, track resurfacing, front parking lot re-pavement, bleachers in the West Gym, East Gym floor, and updating all outside doors and elevators to the fob system. The grant application must be presented to the Board for approval prior to submitting. Recommend approval of the School Maintenance Project Grant Application.

- C. Resolution for Fund Transfer from Operations & Maintenance to Capital Projects ** 287

As part of the 2019-20 budget, a transfer from the Operations and Maintenance Fund to pay for one- time facility renovation and upgrade expenses is needed. This resolution explains the \$1,800,000 accounting transfer from O&M to Capital Projects. These funds will be used to pay for the construction this past summer in the hallway where the Project Lead the Way and Technology Services Internship rooms are. Recommend approval of Resolution for Fund Transfer from Operations and Maintenance to Capital Projects.

VII. Other Business

VIII. Closed Session

- A. Student disciplinary cases 5 ILCS 120/2 (c)(9) **
- B. The appointment, employment, compensation, discipline, performance or dismissal of specific employees. 5 ILCS 120/2(c)(1) **
- C. Semi-annual review of closed session minutes. 5 ILCS 120/2 (c)(21) **

IX. Action Items from Closed Session Discussion

- A. Potential Board action regarding personnel **

B. Potential Board action regarding placement of students **

C. Potential Board action on semi-annual review of closed session minutes **

X. Adjourn

** Indicates possible action item in open session

The next regular Board of Education meeting will be held on Thursday, January 16, 2020

GRANT COMMUNITY HIGH SCHOOL DISTRICT 124 MINUTES OF BOARD OF EDUCATION MEETING NOVEMBER 14, 2019

CALL TO ORDER AND ROLL CALL

A Regular Meeting of the Board of Education of Grant Community High School District 124, County of Lake, State of Illinois, was held on Thursday, November 14, 2019 and called to order at 7:00 p.m. in the Library of Grant Community High School, 285 E. Grand Avenue, Fox Lake. All those in attendance stood to recite the Pledge of Allegiance.

On Roll Call, the following Members were found to be present:

Steve Hill, President
Paul LaRoche, Vice President
Ruth Michniewicz, Secretary
Ivy Fleming, Member
John Jared, Member
Kathy Kusiak, Member
Bob Yanik, Member

Members absent:

Administration present:

Dr. Christine A. Sefcik, Superintendent
Mrs. Beth Reich, Business Manager
Mr. Jeremy Schmidt, Principal
Mr. Tom Ross, Athletic Director

AUDIENCE

Jeremy Anderson and family

CONSENT AGENDA

Minutes of regular meeting held October 17, 2019

Minutes of closed meeting held October 17, 2019

November Bills Payable

October Treasurer's Report

Destruction of closed meeting audio recording from May 17, 2018

** A motion was made by Mr. LaRoche, second by Mrs. Michniewicz to approve the Consent Agenda as presented.

Votes were taken by roll call. Votes were cast as follows:

Aye: Michniewicz, LaRoche, Fleming, Jared, Kusiak, Yanik, Hill

Nay: None

Absent:

Motion – **Passed**

SUPERINTENDENT'S REPORT

Student Recognition

Dr. Sefcik said that Luke Bedrosian had an athletic conflict and if it was over early enough, he would attend, otherwise he will be invited again for the December Board meeting.

Faculty Recognition

Dr. Sefcik asked Mr. Schmidt to introduce the first Excellence in Education Award winner of the school year, Jeremy Anderson, Dean of Students. In the presence of Mr. Anderson's family, Mr. Schmidt detailed many of the reasons for selecting Jeremy including his leadership with the NLCC Deans' Conferences, Parent University sessions, and CPI training to name a few. He is part of the newly formed MTSS Guiding Coalition, PBIS Coach, member of the Discipline Committee, and runs the Deans' Twitter handle. He is a dedicated, hard worker that rises up to challenges and sees the big picture and uses his unique perspective to affect positive change. Dr. Sefcik also praised Jeremy saying he is one of the most valuable staff members in the District. The Board applauded and thanked Jeremy for his valuable contributions to Grant.

Board of Education Recognition

Dr. Sefcik reported that November 15, 2019, has been designated as School Board Member Day in Illinois. This year's theme "Transform Vision into Reality" is fitting as the Board, through their leadership, continually and collectively supports the vision of the District to provide excellent educational opportunities for the students of Grant Community High School. To celebrate, cake will be available at a break prior to closed session.

Curriculum Proposals – 2021/22

Dr. Sefcik said they are planning ahead for curriculum changes effective with the 2021/22 school year. If approved, the preparation of curriculum and instruction to effectively deliver the courses will take place. Proposed new courses include:

- AP Computer Science Principles
- AP Music Theory
- Honors Journalism
- Introduction to Teaching

Additionally, there is one title change recommended for 2021/22:

- Journalism (change from Publications – Newspaper)

** A motion was made by Mr. Yanik, second by Mrs. Michniewicz to approve the curriculum changes for 2021/22 as presented.

Votes were taken by roll call. Votes were cast as follows:

Aye: LaRoche, Fleming, Jared, Kusiak, Yanik, Hill, Michniewicz

Nay: None

Absent:

Motion – **Passed**

DMGroup Update

Dr. Sefcik reported that the Guiding Coalition met with DMGroup to continue to develop a new tiered model of intervention supports (MTSS). The *Guide for Developing a Vision for the New Academic MTSS Framework* was provided for review. The next meeting with DMGroup is scheduled for December 18th.

Joint Annual Conference / IASB Resolutions Committee Report

Dr. Sefcik informed the Board that the Joint Annual Conference is just a week away. She said the IASB Delegate Assembly will meet on Saturday, November 23rd at 10:30 am and it would be ideal to have a representative attend as a delegate. She thanked Bob Yanik for serving as delegate last year and asked for a volunteer to attend this year. Kathy Kusiak volunteered to be this year's delegate. Discussion was held regarding the Board's position on resolutions that will be presented.

School Board Policies

Dr. Sefcik stated that School Board Policy 7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment* must be revisited a minimum of every two years. There are a few minor modifications to be made to the policy that are recommended by IASB.

** A motion was made by Mrs. Michniewicz, second by Mr. Yanik to approve the modifications to SBP 7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment* as presented.

Votes were taken by roll call. Votes were cast as follows:

Aye: Fleming, Jared, Kusiak, Yanik, Hill, Michniewicz, LaRoche

Nay: None

Absent:

Motion – **Passed**

School Report Card

Dr. Sefcik provided the Illinois School Report Card that was released on October 30. The District earned a Commendable designation again this year. The District is working to improve student learning and preparing students for college and/or career by strengthening our instructional program through our work with DMGroup. Some of the highlights of the Report Card include:

- 94% student attendance
- 89% of freshman are on track to graduate on time
- 90% graduation rate
- 78% of students enroll in college
- 425 students took early college coursework while at Grant
- 1,077 college credits earned through successful AP tests
- 20 average class size

E-learning Plan – Draft Only

Dr. Sefcik informed the Board that Public Act 101-0012 of the General Assembly allows for the establishment of an e-learning plan to address student learning in a remote environment. Faculty and students now have access to a district provided computer, so we have the capacity to extend educational experiences outside of the District walls. The E-learning Plan has been jointly developed by faculty and staff and a public hearing is required before approval, which is planned for December 19 at 6:45pm. Dr. Sefcik also provided information about how other staff members throughout the building will be impacted and options on E-learning days. This portion is still in development. A copy of the resolution that will be presented next month was included for review.

Calendar 2020/21

Dr. Sefcik recommended approval of the 2020/21 school calendar. The first day of student attendance is noted on August 12, 2020, and the last day of school will be May 21, 2021, with graduation occurring on May 23, 2021. Both winter and spring breaks follow the recommended calendar from the Regional Office of Education and has been discussed with the feeder districts.

** A motion was made by Mr. LaRoche, second by Mr. Jared to approve the 2020/21 school calendar as presented.

Votes were taken by roll call. Votes were cast as follows:

Aye: Jared, Kusiak, Yanik, Hill, Michniewicz, LaRoche, Fleming

Nay: None

Absent:

Motion – **Passed**

Foundation Gala Update

Dr. Sefcik reported on the success of the Gala held on November 2nd. There were 246 guests for dinner, silent and live auctions, and dancing. The transition to Handbid was well received and went smoothly. The amount raised was up by \$6,900, an increase from last year to total \$35,343. Funds from the event support students in financial need and provide student scholarships. She thanked the Board members that attended.

National School Boards Association Conference

Dr. Sefcik provided the Board with information on the National School Boards Association Annual Conference that will be in Chicago this year from April 3 – 6, 2020. The District doesn't usually attend national conferences but because it's local, she is providing the information for the Board to consider. She added that if there is sufficient interest and a learning opportunity the Board finds valuable, an action item could be included next month.

Coaching Recommendation

Dr. Sefcik said that due to low participation last year, the number of coaches was reduced in the girls' basketball program by one coach. This year, the participation numbers have risen again to a total of 41 student-athletes. With this increased interest, the recommendation is to increase by one additional coach.

** A motion was made by Mrs. Michniewicz, second by Mr. Yanik to authorize one additional coach for the girls' basketball program.

Votes were taken by roll call. Votes were cast as follows:

Aye: Kusiak, Yanik, Hill, Michniewicz, LaRoche, Fleming, Jared

Nay: None

Absent:

Motion – **Passed**

Personnel

Dr. Sefcik made the following personnel recommendations:

Recommend employment of the following individuals:

- Linda Markiewicz, Food Service, \$10.40/hr., starting 11/5/2019
- Charles Cashmore, 2nd shift Custodian, \$13.25/hr., starting 10/21/2019
- Paul Marquez, Custodian, \$13.25/hr., starting 11/4/2019
- Raya Mayer, Custodian, \$13.25/hr., starting 11/11/2019

Recommend accepting the letter of resignation from Carol Sieckowski, Transportation, effective 12/20/2019.

Notification of FMLA request from Blair Schoell, Divisional Administrator, beginning October 28, 2019 on an intermittent basis for a total of 60 days.

** A motion was made by Mrs. Michniewicz, second by Mr. Yanik to approve the personnel recommendations as presented.

Votes were taken by roll call. Votes were cast as follows:

Aye: Yanik, Hill, Michniewicz, LaRoche, Fleming, Jared, Kusiak

Nay: None

Absent:

Motion – **Passed**

Principal's Report

Mr. Schmidt presented his monthly report which included information on Elyssa's Mission, Fall Blood Drive, Parent University, Parent-Teacher Conferences, and Student Future Scheduling Requests.

BUSINESS AFFAIRS

2019 Tentative Tax Levy

Mrs. Reich provided the tentative 2019 Certificate of Tax Levy for the Board's review. She noted that the two main components that affect what the District can request is the Consumer Price Index (CPI) which is 1.90% and the Equalized Assessed Value (EAV) of the property within the district. The County estimates the EAV as \$936,247,700, which is a 5.56% increase from the previous year. Additionally, the County is projecting new construction to be \$9,245,943. The final 2019 tax levy and resolutions will be presented in December.

5-Year Financial Projections

Mrs. Reich presented information on the 5-Year Financial Projections. She distributed a more in-depth report and highlighted the Educational Fund – page 4, the Operations and Maintenance Fund – page 8, and the Transportation Fund – page 14.

Property Tax Relief Grant

Mrs. Reich informed the Board that one part of the new evidenced-based funding from the state of Illinois that began in fiscal year 2019, is a property tax relief grant. The state is providing \$53.65 million for eligible school districts. In return for abating a portion of taxes, qualifying districts receive a state grant that is a portion of the tax relief they provide. Last year the District applied but didn't receive funds. She recommended applying again for the FY 2020 Property Tax Relief Grant.

** A motion was made by Mr. Jared, second by Mrs. Fleming to authorize the application for the Fiscal Year 2020 Property Tax Relief Grant.

Votes were taken by roll call. Votes were cast as follows:

Aye: Hill, Michniewicz, LaRoche, Fleming, Jared, Kusiak, Yanik

Nay: None

Absent:

Motion – **Passed**

Resolution Authorizing Transfer of Excess Bond Proceeds to the Operations and Maintenance Fund of Grant Community High School District #124

Mrs. Reich noted that there are funds still remaining in the Bond and Interest Fund. Since the bonds are paid off and our current long-range planning doesn't include any bond issuances, we can move those funds to the Operation and Maintenance Fund. The resolution is required to make the transfer.

** A motion was made by Mrs. Fleming, second by Mr. LaRoche to approve the Resolution Authorizing Transfer of Excess Bond Proceeds to the Operations and Maintenance Fund of Grant Community High School #124.

Votes were taken by roll call. Votes were cast as follows:

Aye: Michniewicz, LaRoche, Fleming, Jared, Kusiak, Yanik, Hill

Nay: None

Absent:

Motion – **Passed**

OTHER BUSINESS

Dr. Sefcik reported that FOIA requests were received and fulfilled from: SmartProcure and DRG Holdings, LLC.

She indicated that the white envelopes contained the Joint Conference badges and materials.

CLOSED SESSION

- ** At 8:05 p.m. a motion was made by Mr. LaRoche, second by Mr. Yanik to go into closed session for the purpose of discussing student disciplinary cases 5 ILCS 120/2 (c)(9); and the appointment, employment, compensation, discipline, performance or dismissal of specific employees 5 ILCS 120/2 (c)(1).

Votes were taken by roll call. Votes were cast as follows:

Aye: LaRoche, Fleming, Jared, Kusiak, Yanik, Hill, Michniewicz

Nay: None

Absent:

Motion – **Passed**

- ** At 8:35 p.m. a motion was made by Mr. Yanik, second by Mr. LaRoche to end closed session and return to open session.

Votes were taken by roll call. Votes were cast as follows:

Aye: Fleming, Jared, Kusiak, Yanik, Hill, Michniewicz, LaRoche

Nay: None

Absent:

Motion – **Passed**

ACTION ITEMS FROM CLOSED SESSION

- ** A motion was made by Mr. LaRoche, second by Mr. Yanik to approve placement for Student #2019-20/03 to the ROE Safe School for the remainder of the 2019/20 school year.

Votes were taken by roll call. Votes were cast as follows:

Aye: Jared, Kusiak, Yanik, Hill, Michniewicz, LaRoche, Fleming

Nay: None

Absent:

Motion – **Passed**

- ** A motion was made by Mr. LaRoche, second by Mr. Jared to approve placement for Student #2019-20/04 to the ROE Safe School for the remainder of the 2019/20 school year.

Votes were taken by roll call. Votes were cast as follows:

Aye: Kusiak, Yanik, Hill, Michniewicz, LaRoche, Fleming, Jared

Nay: None

Absent:

Motion – **Passed**

- ** A motion was made by Mr. Yanik, second by Mr. Jared to approve the Notice to Remedy for David Heasley.

Votes were taken by roll call. Votes were cast as follows:

Aye: Yanik, Hill, Michniewicz, LaRoche, Fleming, Jared, Kusiak

Nay: None

Absent:

Motion – **Passed**

ADJOURN

** At 8:38 p.m. a motion was made by Mr. LaRoche, second by Mr. Hill to adjourn the meeting.

Steve Hill, President

Ruth Michniewicz, Secretary

Grant Community High School District 124
AP Invoice Listing Report
December 19, 2019

Total Invoices:	521	\$1,245,032.32
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FD	SOURCE	2019-20 ANNUAL BUDGET	November 2019-20 MONTHLY ACTIVITY	2019-20 FYTD ACTIVITY	2019-20 BALANCE	2019-20 FYTD %
10	EDUCATION FUND					
10	REVENUE FROM LOCAL SOURCES	16,607,473.00	225,550.41	8,161,464.41	8,446,008.59	49.14
10	FLOW THROUGH	0.00	0.00	0.00	0.00	0.00
10	STATE SOURCES	16,892,495.00	454,339.17	1,818,655.69	15,073,839.31	10.77
10	FEDERAL SOURCES	937,344.00	32,492.39	214,152.48	723,191.52	22.85
10	TRANSFERS	0.00	0.00	0.00	0.00	0.00
10	EDUCATION FUND	34,437,312.00	712,381.97	10,194,272.58	24,243,039.42	29.60
20	OPERATIONS & MAINTENANCE FUND					
20	REVENUE FROM LOCAL SOURCES	4,420,574.00	53,059.59	2,178,682.51	2,241,891.49	49.29
20	STATE SOURCES	0.00	0.00	0.00	0.00	0.00
20	TRANSFERS	0.00	264,052.92	264,052.92	-264,052.92	0.00
20	OPERATIONS & MAINTENANCE F	4,420,574.00	317,112.51	2,442,735.43	1,977,838.57	55.26
30	DEBT SERVICE FUND					
30	REVENUE FROM LOCAL SOURCES	1,000.00	0.00	0.00	1,000.00	0.00
30	TRANSFERS	0.00	0.00	0.00	0.00	0.00
30	DEBT SERVICE FUND	1,000.00	0.00	0.00	1,000.00	0.00
40	TRANSPORTATION FUND					
40	REVENUE FROM LOCAL SOURCES	486,064.00	6,593.93	243,069.92	242,994.08	50.01
40	STATE SOURCES	1,350,000.00	0.00	291,552.62	1,058,447.38	21.60
40	TRANSFERS	0.00	0.00	0.00	0.00	0.00
40	TRANSPORTATION FUND	1,836,064.00	6,593.93	534,622.54	1,301,441.46	29.12
50	I.M.R.F./SOCIAL SECURITY FUND					
50	REVENUE FROM LOCAL SOURCES	839,809.00	8,752.88	398,299.25	441,509.75	47.43
50	I.M.R.F./SOCIAL SECURITY F	839,809.00	8,752.88	398,299.25	441,509.75	47.43
60	CAPITAL PROJECTS FUND					
60	REVENUE FROM LOCAL SOURCES	0.00	0.00	0.00	0.00	0.00
60	TRANSFERS	1,800,000.00	0.00	0.00	1,800,000.00	0.00
60	CAPITAL PROJECTS FUND	1,800,000.00	0.00	0.00	1,800,000.00	0.00
70	WORKING CASH FUND					
70	REVENUE FROM LOCAL SOURCES	383,891.00	3,225.73	185,966.50	197,924.50	48.44
70	WORKING CASH FUND	383,891.00	3,225.73	185,966.50	197,924.50	48.44
Grand Revenue Totals		43,718,650.00	1,048,067.02	13,755,896.30	29,962,753.70	31.46

FD	OBJ	OBJ	2019-20 ANNUAL BUDGET	November 2019-20 MONTHLY ACTIVITY	2019-20 FYTD ACTIVITY	2019-20 BALANCE	2019-20 FY %
10		EDUCATION FUND					
10	1---	SALARIES	14,260,407.00	1,221,500.32	5,754,501.46	8,505,905.54	40.35
10	2---	BENEFITS	3,165,591.00	207,871.86	1,140,433.36	2,025,157.64	36.03
10	3---	PURCHASED SERVICES	2,400,822.00	203,700.14	974,345.43	1,427,988.73	40.58
10	4---	SUPPLIES	1,610,292.00	97,394.51	763,582.30	798,931.97	47.42
10	5---	CAPITAL OUTLAY	346,493.00	9,923.00	149,480.99	156,399.52	43.14
10	6---	OTHER OBJECTS	2,732,146.00	72,353.79	1,173,647.77	1,557,800.71	42.96
10	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
10	8---	TUITION	0.00	0.00	0.00	0.00	0.00
10	----	EDUCATION FUND	24,515,751.00	1,812,743.62	9,955,991.31	14,472,184.11	40.61
20		OPERATIONS & MAINTENANCE FUND					
20	1---	SALARIES	1,080,962.00	89,393.39	431,153.65	649,808.35	39.89
20	2---	BENEFITS	218,471.00	12,672.08	63,360.43	155,110.57	29.00
20	3---	PURCHASED SERVICES	932,464.00	67,279.74	450,318.19	483,942.35	48.29
20	4---	SUPPLIES	861,000.00	33,479.50	270,476.20	590,580.76	31.41
20	5---	CAPITAL OUTLAY	377,177.00	34,491.50	404,529.83	-33,273.73	107.25
20	6---	OTHER OBJECTS	500.00	0.00	0.00	500.00	0.00
20	7---	NON-CAP EQUIPMENT	1,800,000.00	0.00	0.00	1,800,000.00	0.00
20	----	OPERATIONS & MAINTENANCE FUND	5,270,574.00	237,316.21	1,619,838.30	3,646,668.30	30.73
30		DEBT SERVICE FUND					
30	6---	OTHER OBJECTS	2,000.00	0.00	0.00	2,000.00	0.00
30	7---	NON-CAP EQUIPMENT	264,053.00	264,052.92	264,052.92	0.08	100.00
30	----	DEBT SERVICE FUND	266,053.00	264,052.92	264,052.92	2,000.08	99.25
40		TRANSPORTATION FUND					
40	1---	SALARIES	570,000.00	49,082.47	240,950.71	329,049.29	42.27
40	2---	BENEFITS	143,100.00	13,416.32	64,083.84	79,016.16	44.78
40	3---	PURCHASED SERVICES	1,417,000.00	67,090.24	753,753.57	663,246.43	53.19
40	4---	SUPPLIES	81,000.00	11,184.81	38,004.57	42,995.43	46.92
40	5---	CAPITAL OUTLAY	40,000.00	0.00	38,196.00	1,804.00	95.49
40	6---	OTHER OBJECTS	1,000.00	0.00	0.00	1,000.00	0.00
40	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
40	----	TRANSPORTATION FUND	2,252,100.00	140,773.84	1,134,988.69	1,117,111.31	50.40
50		I.M.R.F./SOCIAL SECURITY FUND					
50	2---	BENEFITS	839,809.00	85,444.68	337,834.26	501,974.74	40.23
50	----	I.M.R.F./SOCIAL SECURITY FUND	839,809.00	85,444.68	337,834.26	501,974.74	40.23
60		CAPITAL PROJECTS FUND					
60	5---	CAPITAL OUTLAY	1,800,000.00	203,149.16	1,894,556.78	-94,556.78	105.25
60	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
60	----	CAPITAL PROJECTS FUND	1,800,000.00	203,149.16	1,894,556.78	-94,556.78	105.25

<u>FD</u>	<u>OBJ</u>	<u>OBJ</u>	<u>2019-20</u>	<u>November 2019-20</u>	<u>2019-20</u>	<u>2019-20</u>	<u>2019-20</u>
			<u>ANNUAL BUDGET</u>	<u>MONTHLY ACTIVITY</u>	<u>FYTD ACTIVITY</u>	<u>BALANCE</u>	<u>FY %</u>
70		WORKING CASH FUND					
70	6---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00
70	7---	NON-CAP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
70	----	WORKING CASH FUND	0.00	0.00	0.00	0.00	0.00
Grand Expense Totals			34,944,287.00	2,743,480.43	15,207,262.26	19,645,381.76	43.52

Number of Accounts: 1069

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

GRANT COMM. HIGH SCHOOL DISTRICT #124 PROPERTY TAX DISTRIBUTION 2019

E.A.V. 871,338,778

TOTAL EXTENSION 21,186,898.67

RATES	1.743	0.500	0.053	0.042	0.045	0.042	0.000	0.006		
% OF TOTAL DISTRIBUTION	71.69%	20.58%	2.17%	1.73%	1.85%	1.73%	0.00%	0.24%		
DATE	AMOUNT	%	EDUCATION	O & M	TRANS.	IMRF	FICA	W.C.	B & I	SEDOL
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
05/16/19	156,122.51	0.74%	111,917.31	32,131.12	3,393.62	2,707.76	2,888.24	2,707.76	0.00	376.70
06/06/19	2,350,503.06	11.09%	1,684,971.51	483,750.26	51,092.64	40,766.62	43,483.94	40,766.62	0.00	5,671.48
06/13/19	4,912,457.89	23.19%	3,521,523.42	1,011,018.79	106,781.58	85,200.61	90,879.71	85,200.61	0.00	11,853.17
06/27/19	2,993,355.70	14.13%	2,145,804.09	616,053.90	65,066.26	51,916.11	55,376.61	51,916.11	0.00	7,222.61
07/18/19	449,293.22	2.12%	322,078.40	92,467.74	9,766.24	7,792.44	8,311.85	7,792.44	0.00	1,084.09
08/15/19	420,852.42	1.99%	301,690.45	86,614.42	9,148.02	7,299.17	7,785.70	7,299.17	0.00	1,015.47
09/05/19	1,522,392.26	7.19%	1,091,335.56	313,319.16	33,092.08	26,404.04	28,164.02	26,404.04	0.00	3,673.35
09/12/19	5,273,918.87	24.89%	3,780,638.79	1,085,410.03	114,638.62	91,469.71	97,566.68	91,469.71	0.00	12,725.33
09/26/19	2,203,149.33	10.40%	1,579,340.15	453,423.81	47,889.63	38,210.95	40,757.92	38,210.95	0.00	5,315.94
10/17/19	266,956.10	1.26%	191,369.00	54,941.47	5,802.80	4,630.03	4,938.65	4,630.03	0.00	644.13
11/14/19	185,866.53	0.88%	133,239.48	38,252.65	4,040.16	3,223.63	3,438.50	3,223.63	0.00	448.47
12/05/19		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest		0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS (without int.)	20,734,867.89	97.9%	14,863,908.17	4,267,383.36	450,711.65	359,621.07	383,591.82	359,621.07	0.00	50,030.75

GRANT COMMUNITY HIGH SCHOOL DISTRICT 124													
INVESTMENT SCHEDULE AS OF NOVEMBER 30, 2019													
PMA FINANCIAL NETWORK, INC.													
10687-101													
Trans.	Date	Date											
No.	Placed	Matures	Type	Location	Cost Basis	Yield	EDUC	BLDG	B & I	TRANS	IMRF/FICA	WORK CSH	INT. EST.
254973	06/07/18	12/04/19	CD	Financial Federal Bank	241,000.00	2.40	241,000.00						8,636.39
272106	06/14/19	12/12/19	CD	TBK Bank, SSB/ The Na	105,600.00	2.15	105,600.00						1,125.87
272105	06/14/19	12/12/19	CD	Bank 7	247,200.00	2.21	47,200.00			100,000.00	100,000.00		2,712.79
272104	06/14/19	12/12/19	CD	Bremer Bank, NA	247,200.00	2.22	147,200.00					100,000.00	2,721.37
264021	12/13/18	12/13/19	CD	Global Bank	243,400.00	2.64	243,400.00						6,431.85
264020	12/13/18	12/13/19	CD	Northeast Community Ba	243,000.00	2.78	243,000.00						6,755.53
42515	06/20/18	12/20/19	DTC	TCF National Bank	246,144.17	2.46	246,144.17						6,153.60
247579	07/24/19	12/20/19	CD	Landmark Community B	247,900.00	2.04						247,900.00	2,066.96
274580	07/24/19	12/20/19	CD	Bank OZK	247,900.00	2.03						247,900.00	2,050.38
256863	06/28/18	12/26/19	CD	Providence Bank & Trust	240,700.00	2.48	240,700.00						8,951.94
42479	06/27/18	12/27/19	DTC	Pinnacle Bank TN	249,183.27	2.50	249,183.27						6,229.00
264526	01/02/19	01/02/20	CD	Grand Bank	243,600.00	2.59	243,600.00						6,315.23
41406	01/12/18	01/13/20	DTC	Stearns Bank, NA	249,097.81	1.88	149,097.81			100,000.00			4,683.04
44755	09/05/19	01/23/20	TBILL	US Treasury	1,699,495.43	1.77	1,699,495.43						11,504.57
265602	02/01/19	02/03/20	CD	Bank of Washington	243,600.00	2.54	243,600.00						6,225.71
265603	02/01/19	02/03/20	CD	Belmont Bank & Trust Co	243,500.00	2.58	243,500.00						6,305.33
265604	02/01/19	02/03/20	CD	Preferred Bank	243,600.00	2.55	243,600.00						6,244.12
276787	09/05/19	02/20/20	CD	Bank of China	247,900.00	1.83	247,900.00						2,085.85
277371	09/26/19	02/21/20	CD	Citibank, NA	400,000.00	1.74	400,000.00						2,816.04
277372	09/26/19	02/21/20	CD	Citibank, NA	1,500,000.00	1.72	1,500,000.00						7,760.28
260636	09/06/18	03/04/20	CD	First Community Bank	232,000.00	2.48	232,000.00						8,596.60
260637	09/06/18	03/04/20	CD	Security Bank	240,700.00	2.48	240,700.00						8,913.58
260635	09/06/18	03/06/20	CD	EagleBank	240,600.00	2.53	240,600.00						9,119.25
261093	09/13/18	03/11/20	CD	Capital Bank, NA	240,600.00	2.60	240,600.00						9,342.31
42835	09/14/18	03/16/20	DTC	Comenity Capital Bank	249,183.60	2.55						249,183.60	11,437.52
273355	06/27/19	03/20/20	CD	Centier Bank	246,500.00	1.90						246,500.00	3,422.85
277023	09/13/19	03/20/20	CD	Citibank, NA	1,500,000.00	1.79	1,429,100.00				70,900.00		13,865.16
42905	09/26/18	03/26/20	DTC	Southern First Bank, NA	249,146.28	2.56	245,800.00	3,346.28					11,480.66
277607	10/03/19	04/02/20	CDRS	Multiple Banks	3,400,000.00	1.80	3,400,000.00						30,432.79
269101	04/29/19	04/08/20	CD	Western Alliance Bank/T	244,200.00	2.33	144,200.00					100,000.00	5,684.98
43040	10/10/18	04/13/20	DTC	First Financial Bank	246,072.31	2.68	246,072.31						11,870.52
277022	09/13/19	04/14/20	CD	TBK Bank, SSB/ The Na	140,000.00	1.78				100,000.00	29,100.00	10,900.00	1,462.27
43234	10/26/18	04/27/20	DTC	Wells Fargo Bank, NA	60,044.15	2.75					60,044.15		2,790.00
43233	10/26/18	04/27/20	DTC	Compass Bank	240,140.49	2.76	240,140.49						11,923.20
269099	04/29/19	04/28/20	CD	Fieldpoint Private Bank &	244,200.00	2.31	144,200.00			100,000.00			5,625.61
269100	04/29/19	04/28/20	CD	T ank, NA	244,200.00	2.31	144,200.00				100,000.00		5,641.41
269102	04/29/19	04/28/20	CD	Brookline Bank	244,300.00	2.32	244,300.00						5,657.48
45066	09/26/19	04/30/20	TNOTE	Treasury Note	396,608.22	1.75		197,978.52				198,629.70	2,230.64
271165	06/06/19	06/05/20	CD	Nexbank, SSB	244,300.00	2.30	244,300.00						5,617.18
271166	06/06/19	06/05/20	CD	Crystal Lake B&T-Wintru	244,300.00	2.30	244,300.00						5,611.59
271167	06/06/19	06/05/20	CD	St.Charles B&T - Wintrus	244,300.00	2.30	244,300.00						5,611.59
271168	06/06/19	06/05/20	CD	Lake Forest B&T - Wintr	244,300.00	2.30	244,300.00						5,611.59
254972	06/07/18	06/08/20	CD	Community State Bank -	237,500.00	2.50	237,500.00						11,909.08
264019	12/13/18	06/10/20	CD	First Internet Bank of Ind	239,700.00	2.76	239,700.00						9,876.00
264067	12/14/18	06/11/20	CD	First Western Federal Sa	239,400.00	2.84	239,400.00						10,151.92
255592	06/14/18	06/15/20	CD	American Plus Bank, N.A	237,200.00	2.55	237,200.00						12,122.05
42476	06/15/18	06/15/20	DTC	BMW Bank North Amerik	246,000.00	2.75	246,000.00						6,765.00
272103	06/14/19	06/15/20	CD	Town Bank - Wintrust	244,400.00	2.25	244,400.00						5,521.51
272102	06/14/19	06/15/20	CD	Barrington B&T - Wintrus	244,400.00	2.25	244,400.00						5,521.51
272101	06/14/19	06/15/20	CD	Libertyville B&T - Wintrus	244,400.00	2.25	244,400.00						5,521.51
272100	06/14/19	06/15/20	CD	Wheaton Bank & Trust -	244,400.00	2.25	244,400.00						5,521.51
272099	06/14/19	06/15/20	CD	State Bank of the Lakes	244,400.00	2.25	244,400.00						5,521.51
272098	06/14/19	06/15/20	CD	Beverly Bank & Trust Co	244,400.00	2.25	244,400.00						5,521.51
272097	06/14/19	06/15/20	CD	Schaumburg B&TC/Adv	244,400.00	2.25	244,400.00						5,521.51
272096	06/14/19	06/15/20	CD	Village Bank & Trust - W	244,400.00	2.25	244,400.00						5,521.51
272095	06/14/19	06/15/20	CD	Broadway Federal Bank,	244,400.00	2.25	244,400.00						5,509.12
272094	06/14/19	06/15/20	CD	Rockford B&TC	244,300.00	2.29	244,300.00						5,631.28

GRANT COMMUNITY HIGH SCHOOL DISTRICT 124													
INVESTMENT SCHEDULE AS OF NOVEMBER 30, 2019													
PMA FINANCIAL NETWORK, INC.													
10687-101													
Trans.	Date	Date											
No.	Placed	Matures	Type	Location	Cost Basis	Yield	EDUC	BLDG	B & I	TRANS	IMRF/FICA	WORK CSH	INT. EST.
273345	06/27/19	06/26/20	CD	Mainstreet Bank	244,900.00	2.07	244,900.00						5,062.55
273346	06/27/19	06/26/20	CD	New Omni Bank, N.A.	245,100.00	2.00	205,100.00	40,000.00					4,894.50
273347	06/27/19	06/26/20	CD	Great Midwest Bank	245,100.00	1.96		245,100.00					4,812.25
273348	06/27/19	06/26/20	CD	Wintrust Bank	245,100.00	2.00		245,100.00					4,894.67
273349	06/27/19	06/26/20	CD	Old Plank Trail Commun	245,100.00	2.00	225,300.00	19,800.00					4,894.67
273350	06/27/19	06/26/20	CD	Farmers Bank and Trust	245,200.00	1.95	245,200.00						4,774.06
273351	06/27/19	06/26/20	CD	Veritex Community Bank	245,200.00	1.94	245,200.00						4,755.67
273352	06/27/19	06/26/20	CD	First National Bank of M	245,200.00	1.92	245,200.00						4,713.81
273353	06/27/19	06/26/20	CD	First National Bank/The f	245,200.00	1.92	39,100.00					206,100.00	4,708.81
273354	06/27/19	06/26/20	CD	ESSA Bank & Trust	245,400.00	1.85						245,400.00	4,540.41
256862	06/28/18	06/29/20	CD	Foresight Bank	237,500.00	2.49	237,500.00						11,862.75
264525	01/02/19	06/30/20	CD	Premier Bank	240,600.00	2.60	240,600.00						9,339.84
45065	09/26/19	06/30/20	TNOTE	Treasury Note	999,136.19	1.73	999,136.19						3,914.31
274577	07/24/19	07/23/20	CD	Servisfirst Bank	244,700.00	2.12	244,700.00						5,183.23
274578	07/24/19	07/23/20	CD	Merrick Bank	241,000.00	1.85	136,800.00				100,000.00	4,200.00	4,455.67
265599	02/01/19	07/30/20	CD	Country Bank	240,300.00	2.60	40,300.00					200,000.00	9,314.15
265600	02/01/19	07/30/20	CD	Third Coast Bank, SSB	240,400.00	2.58	240,400.00						9,254.02
265601	02/01/19	07/30/20	CD	Southern States Bank	240,400.00	2.56	240,400.00						9,195.44
261092	09/13/18	09/14/20	CD	Sonabank	237,200.00	2.68	237,200.00						12,752.36
261091	09/13/18	09/14/20	CD	KS State Bank/Kansas S	237,100.00	2.68	34,200.00			200,000.00	2,900.00		12,854.69
42834	09/14/18	09/14/20	DTC	UBS Bank USA	249,242.33	2.80	249,242.33						16,749.08
42836	09/14/18	09/14/20	DTC	Bank of Hope	249,484.91	2.80	249,484.91						16,765.39
277021	09/13/19	09/14/20	CD	Lincolnway Community E	245,600.00	1.75						245,600.00	4,324.66
45007	09/30/19	10/01/20	DTC	BMO Harris Bank NA	247,245.11	1.85	247,245.11						4,574.03
45011	10/03/19	10/02/20	DTC	Safra National Bank	245,288.86	1.78	245,288.86						4,366.14
45012	10/09/19	10/08/20	DTC	Radius Bank	215,105.65	1.75	215,105.65						3,764.35
272093	06/14/19	12/10/20	CD	Hinsdale B&TC	241,800.00	2.25	14,300.00	227,500.00					8,107.89
272092	06/14/19	12/10/20	CD	Northbrook B&TC - Wint	241,800.00	2.25	241,800.00						8,107.89
264018	12/13/18	12/14/20	CD	First Internet Bank of Ind	500,000.00	2.92	450,000.00					50,000.00	29,533.59
277020	09/13/19	03/10/21	CD	CFG Community Bank	243,500.00	1.74						243,500.00	6,323.80
277340	09/25/19	03/18/21	CD	Community West Bank	243,900.00	1.63						243,900.00	5,884.08
45013	10/09/19	04/09/21	DTC	Exchange Bank	249,295.15	1.67	249,295.15						4,163.23
44885	09/18/19	09/20/21	DTC	Goldman Sachs Bank, U	247,242.51	1.80	247,242.51						4,450.36
44884	09/19/19	09/20/21	DTC	Ally Bank	247,000.00	1.80	247,000.00						4,446.00
				Subtotal Investments	30,185,756.44		25,304,274.19	978,824.80	0.00	600,000.00	462,944.15	2,839,713.30	
		11/30/19	MMA	ISDLAF	4,074,595.53		2,715,196.30	494,390.42	0.00	361,838.88	183,721.75	319,448.18	
		11/30/19	MMA	ISDMAX	1,544.00		0.00	(0.00)	0.00	0.00	0.00	1,544.00	
				Total	34,261,895.97		28,019,470.49	1,473,215.22	0.00	961,838.88	646,665.90	3,160,705.48	

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
A TO Z E000	A To Z Engraving Co., Inc.	139991	0000000000	MM1219	AP	1 name badge	B	11/12/2019	12/19/2019	R	\$12.76
							19-20				\$12.76
						NUMBER OF INVOICES: 1					\$12.76
ACCURATE001	ACCURATE BIOMETRICS	198661911	0000000000	MM1219	AP	Fingerprinting 110119-113019	B	11/30/2019	12/19/2019	R	\$468.00
							19-20				\$468.00
						NUMBER OF INVOICES: 1					\$468.00
ACE HARD000	Ace Hardware	Statement 11252019	0000000000	MM1219	AP	Late Pmt Int	B	11/25/2019	12/19/2019	R	\$3.00
							19-20				\$3.00
						NUMBER OF INVOICES: 1					\$3.00
ADA SPOR000	ADA Sports and Rackets LLC	K-9164	0212000008	MM1219	AP	Badminton Racket	F B	11/25/2019	12/19/2019	R	\$330.00
							19-20				\$330.00
						NUMBER OF INVOICES: 1					\$330.00
AIRGAS U000	Airgas Usa, Llc	9965746977	0000000000	MM1219	AP	Cylinder Rental	B	10/31/2019	12/19/2019	R	\$69.66
							19-20				\$69.66
						NUMBER OF INVOICES: 1					\$69.66
ALBERTSO000	Albertsons / Safeway	186151	0000000000	MM111419	AP	Jewel Prchs 101619-110119	H	11/09/2019	11/14/2019	R	\$821.93
							19-20			100988	\$821.93
						NUMBER OF INVOICES: 1					\$821.93
ALEXIAN 000	Alexian Brothers Behavioral Health	8036057 (Oct19)	0000000000	MM1219	AP	100319-102519	B	11/05/2019	12/19/2019	R	\$560.00
							19-20				\$560.00
ALEXIAN 000	Alexian Brothers Behavioral Health	8036532 (Oct19)	0000000000	MM1219	AP	100919-101119	B	11/04/2019	12/19/2019	R	\$120.00
							19-20				\$120.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
ALEXIAN 000	Alexian Brothers Behavioral Health	8036547 (Oct19)	0000000000	MM1219	AP	100919-103019	B	11/04/2019	12/19/2019	R	\$1,000.00
							19-20				\$1,000.00
ALEXIAN 000	Alexian Brothers Behavioral Health	8037819 (Oct19)	0000000000	MM1219	AP	102819-103119	B	11/04/2019	12/19/2019	R	\$280.00
							19-20				\$280.00
ALEXIAN 000	Alexian Brothers Behavioral Health	8037823 (Nov19)	0000000000	MM1219	AP	110419-110719	B	11/20/2019	12/19/2019	R	\$80.00
							19-20				\$80.00
ALEXIAN 000	Alexian Brothers Behavioral Health	8037823 (Oct19)	0000000000	MM1219	AP	102819-103019	B	11/05/2019	12/19/2019	R	\$120.00
							19-20				\$120.00
ALEXIAN 000	Alexian Brothers Behavioral Health	8038433 (Nov19)	0000000000	MM1219	AP	110519-112619	B	12/04/2019	12/19/2019	R	\$600.00
							19-20				\$600.00
ALEXIAN 000	Alexian Brothers Behavioral Health	8039413 (Nov19)	0000000000	MM1219	AP	111119-112619	B	12/04/2019	12/19/2019	R	\$440.00
							19-20				\$440.00
NUMBER OF INVOICES: 8											\$3,200.00
ALLENDAL002	Allendale	201909053149	0000000000	MM1219	AP	AUG19 Tuition	B	08/31/2019	12/19/2019	R	\$10,878.00
							19-20				\$10,878.00
ALLENDAL002	Allendale	201912033149	0000000000	MM1219	AP	NOV19 Tuition	B	11/30/2019	12/19/2019	R	\$13,986.00
							19-20				\$13,986.00
NUMBER OF INVOICES: 2											\$24,864.00
ALPHA BA000	Alpha Baking Co., Inc.	November 2019	0000000000	MM1219	AP	110119-113019	B	12/05/2019	12/19/2019	R	\$890.98
							19-20				\$890.98
NUMBER OF INVOICES: 1											\$890.98
AMAZON 000	Amazon	6045787810169488	0000000000	MM1219	AP	100919-110919	B	11/10/2019	12/19/2019	R	\$5,735.05
							19-20				\$5,735.05

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
NUMBER OF INVOICES: 1											\$5,735.05
ANDERBRE000	Anderson, Brett	12072019	0000000000	MM1219	AP	Wrestling Varsity	B	12/07/2019	12/19/2019	R	\$151.00
							19-20				\$151.00
NUMBER OF INVOICES: 1											\$151.00
ANDERMIC002	Anderson, Michael	12092019	0000000000	MM1219	AP	Science supply reimbursement	B	12/09/2019	12/19/2019	R	\$132.18
							19-20				\$132.18
ANDERMIC002	Anderson, Michael	12092019b	0000000000	MM1219	AP	Science supply reimbursement	B	12/09/2019	12/19/2019	R	\$13.20
							19-20				\$13.20
NUMBER OF INVOICES: 2											\$145.38
ANTIOCH 005	Antioch Community High School	BTRK 7	0000000000	mm1219	AP	GRANT BOYS TRACK ENTRY FEE FOR THE HARLAND INVITE 5/6/20	B	12/11/2019	12/19/2019	R	\$160.00
							19-20				\$160.00
ANTIOCH 005	Antioch Community High School	GTRK 9	0000000000	mm1219	AP	GRANT GIRLS TRACK ENTRY FEE FOR THE SEQUOIT INVITE 5/11/20	B	12/11/2019	12/19/2019	R	\$150.00
							19-20				\$150.00
ANTIOCH 005	Antioch Community High School	WR 21	0000000000	mm1219	AP	GRANT ENTRY FEE FOR BLOCK DUALS ON FEBRUARY 1, 2020	B	12/11/2019	12/19/2019	R	\$125.00
							19-20				\$125.00
NUMBER OF INVOICES: 3											\$435.00
ASCHAJOE000	Aschacher, Joe	12062019	0000000000	MM1219	AP	Bball, Girls V	B	12/06/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
NUMBER OF INVOICES: 1											\$65.00
ASHLEBRI000	Ashley, Brian	11252019	0000000000	MM1219	AP	Bball, Boys V	B	11/25/2019	12/19/2019	R	\$65.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
ASHLEBRI000	Ashley, Brian	11252019		*****CONTINUED*****			19-20				\$65.00
						NUMBER OF INVOICES: 1					\$65.00
ASHMOSTE000	Ashmore, Stephanie	11152019	0000000000	MM1219	AP	Volunteer lunch reimbursement	B 11/15/2019	12/19/2019	R		\$10.00
							19-20				\$10.00
						NUMBER OF INVOICES: 1					\$10.00
ASSURED 000	Assured Healthcare Staffing	INV-14293	0000000000	MM1219	AP	Sub-nurse 11/13/19-11/14/19	B 11/17/2019	12/19/2019	R		\$771.40
							19-20				\$771.40
						NUMBER OF INVOICES: 1					\$771.40
AT&T 001	At&t	0304881620001	0000000000	MM120219	AP	8475872561	H 11/18/2019	12/02/2019	R		\$100.06
							19-20			101065	\$100.06
						NUMBER OF INVOICES: 1					\$100.06
AT&T 002	AT&T	847587092311	0000000000	MM120219	AP	84758709232547 102019-111919	H 11/19/2019	12/02/2019	R		\$68.41
							19-20			101066	\$68.41
AT&T 002	AT&T	847587259711	0000000000	MM120219	AP	84758725975566 102019-111919	H 11/19/2019	12/02/2019	R		\$1,799.36
							19-20			101066	\$1,799.36
AT&T 002	AT&T	847R07038911	0000000000	MM120619	AP	847R0703894235 102919-112819	H 11/28/2019	12/06/2019	R		\$27.17
							19-20			101071	\$27.17
AT&T 002	AT&T	847R16282511	0000000000	MM120219	AP	847R1628259407 101719-111619	H 11/16/2019	12/02/2019	R		\$1,001.01
							19-20			101066	\$1,001.01
						NUMBER OF INVOICES: 4					\$2,895.95
ATHLETIC001	ATHLETICO MANAGEMENT LLC	818988	0000000000	MM1219	AP	ATC contract 19-20	B 12/01/2019	12/19/2019	R		\$13,466.66

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
ATHLETIC001	ATHLETICO MANAGEMENT LLC	818988		*****CONTINUED*****			19-20				\$13,466.66
						NUMBER OF INVOICES: 1					\$13,466.66
ATHLETIC003	Athletic Equipment Repair Corp	8166	0000000000	MM1219	AP	Lacrosse Helmet repair	B 11/01/2019 19-20	12/19/2019		R	\$1,073.75 \$1,073.75
						NUMBER OF INVOICES: 1					\$1,073.75
AVALON P000	Avalon Petroleum Co.	568512	0000000000	MM1219	AP	RFG 10% Ethanol	B 11/01/2019 19-20	12/19/2019		R	\$3,402.98 \$3,402.98
AVALON P000	Avalon Petroleum Co.	568537	0000000000	MM1219	AP	RFG 10% Ethanol	B 11/12/2019 19-20	12/19/2019		R	\$3,661.67 \$3,661.67
						NUMBER OF INVOICES: 2					\$7,064.65
BACK NIN000	Back Nine Entertainment LLC	Girls Golf Sessions	0000000000	MM1219	AP	Girls Golf 9/17/19 & 9/24/19	B 10/25/2019 19-20	12/19/2019		R	\$180.00 \$180.00
						NUMBER OF INVOICES: 1					\$180.00
BAKER & 002	Baker & Taylor	5015858801	0000000000	MM1219	AP	Library Supply	B 11/20/2019 19-20	12/19/2019		R	\$22.88 \$22.88
						NUMBER OF INVOICES: 1					\$22.88
BAKERROB002	Baker, Robert	12062019	0000000000	MM1219	AP	Bball, Girls Frosh	B 12/06/2019 19-20	12/19/2019		R	\$91.00 \$91.00
						NUMBER OF INVOICES: 1					\$91.00
BARRINGT002	Barrington High School	CHR1	0000000000	mm1219	AP	GRANT JV CHEER ENTRY FEE JINGLEFEST 12/8/19	B 11/13/2019 19-20	12/19/2019		R	\$175.00 \$175.00

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
BARRINGT002	Barrington High School	GTRK 7	0000000000	mm1219	AP	GRANT GIRLS TRACK ENTRY FEE FOR THE BARRINGTON INVITE 4/17/20	B	12/11/2019	12/19/2019	R	\$350.00
							19-20				\$350.00
						NUMBER OF INVOICES: 2					\$525.00
BASBAPAU000	Basbagill, Paul	11272019	0000000000	MM1219	AP	Bball, Boys Frosh A	B	11/27/2019	12/19/2019	R	\$91.00
							19-20				\$91.00
						NUMBER OF INVOICES: 1					\$91.00
BEHM DAV002	Behm, Dave	SPC17145	0000000000	MM1219	AP	19-20 Tuition Reimbursement	B	11/15/2019	12/19/2019	R	\$525.00
							19-20				\$525.00
BEHM DAV002	Behm, Dave	SPC18154	0000000000	MM1219	AP	19-20 tuition reimbursement	B	12/09/2019	12/19/2019	R	\$525.00
							19-20				\$525.00
						NUMBER OF INVOICES: 2					\$1,050.00
BELL ROB001	Bell, Robert	12062019	0000000000	MM1219	AP	Bball, Girls Frosh	B	12/06/2019	12/19/2019	R	\$91.00
							19-20				\$91.00
						NUMBER OF INVOICES: 1					\$91.00
BELVIDER001	Belvidere North High School	CHR3	0000000000	mm1219	AP	GRANT VARSITY COED CHEER ENTRY FEE BLUE THUNDER CHALLENGE 12/20/19	B	11/13/2019	12/19/2019	R	\$225.00
							19-20				\$225.00
						NUMBER OF INVOICES: 1					\$225.00
BENNY'S 000	Benny's Service Center Inc.	27372	0000000000	MM1219	AP	Dump Truck inspection	B	11/01/2019	12/19/2019	R	\$23.50
							19-20				\$23.50

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
BENNY'S 000	Benny's Service Center Inc.	27416	0000000000	MM1219	AP	Bus #19 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27417	0000000000	MM1219	AP	Bus #24 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27418	0000000000	MM1219	AP	Bus #22 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27419	0000000000	MM1219	AP	Bus #3 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27420	0000000000	MM1219	AP	Bus #21 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27421	0000000000	MM1219	AP	Bus #18 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27422	0000000000	MM1219	AP	Bus #4 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27423	0000000000	MM1219	AP	Bus #11 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27424	0000000000	MM1219	AP	Bus #10 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27425	0000000000	MM1219	AP	Bus #7 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27426	0000000000	MM1219	AP	Bus #12 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27427	0000000000	MM1219	AP	Bus #6 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
BENNY'S 000	Benny's Service Center Inc.	27428	0000000000	MM1219	AP	Bus #13 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27429	0000000000	MM1219	AP	Bus #14 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27430	0000000000	MM1219	AP	Bus #15 Svc/Inspection	B	11/21/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27434	0000000000	MM1219	AP	Bus #16 Svc/Inspection	B	11/25/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27435	0000000000	MM1219	AP	Bus #20 Svc/Inspection	B	11/25/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27436	0000000000	MM1219	AP	Bus #8 Svc/Inspection	B	11/25/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27437	0000000000	MM1219	AP	Bus #2 Svc/Inspection	B	11/25/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27438	0000000000	MM1219	AP	Bus #9 Svc/Inspection	B	11/25/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27439	0000000000	MM1219	AP	Bus #17 Svc/Inspection	B	11/25/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27440	0000000000	MM1219	AP	Bus #23 Svc/Inspection	B	11/25/2019	12/19/2019	R	\$223.72
							19-20				\$223.72
BENNY'S 000	Benny's Service Center Inc.	27441	0000000000	MM1219	AP	Bus #5 Svc/Inspection	B	11/25/2019	12/19/2019	R	\$197.91
							19-20				\$197.91
BENNY'S 000	Benny's Service Center Inc.	27442	0000000000	MM1219	AP	Bus #1 Svc/Inspection	B	11/25/2019	12/19/2019	R	\$197.91
							19-20				\$197.91

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
NUMBER OF INVOICES: 25											\$4,799.15
BERKLJIM000	BERKLAN, JIM	12062019	0000000000	MM1219	AP	Bball, Girls V	B	12/06/2019	12/19/2019	R	\$67.00
							19-20				\$67.00
NUMBER OF INVOICES: 1											\$67.00
BERLAND 000	Berland House of Tools	89836	0000000000	MM1219	AP	Tech Ed supply	B	10/14/2019	12/19/2019	R	\$123.97
							19-20				\$123.97
NUMBER OF INVOICES: 1											\$123.97
BLICK AR000	BLICK ART MATERIALS	2409700	0042000012	MM1219	AP	Art-Painting Supply Order	F B	10/31/2019	12/19/2019	R	\$273.82
							19-20				\$273.82
BLICK AR000	BLICK ART MATERIALS	2441612	0042000012	MM1219	AP	Art-Painting Supply Order	F B	11/06/2019	12/19/2019	R	\$24.00
							19-20				\$24.00
BLICK AR000	BLICK ART MATERIALS	2487748	0042000013	MM1219	AP	Art-Glaze Order	F B	11/15/2019	12/19/2019	R	\$311.99
							19-20				\$311.99
NUMBER OF INVOICES: 3											\$609.81
BLUESDOM000	Bluesse, Dominik	10172019	0000000000	MM1219	AP	Soccer, Boys Frosh	B	10/17/2019	12/19/2019	R	\$61.00
							19-20				\$61.00
NUMBER OF INVOICES: 1											\$61.00
BMO 000	Bmo	5550080001721955	0000000000	MM112019	AP	GEIST NOV19 STMT	H	11/05/2019	11/20/2019	S	\$756.32
							19-20			100997	\$756.32
BMO 000	Bmo	5550080001785679B	0000000000	MM112019	AP	SEFCIK NOV19 STMT (budget)	H	11/05/2019	11/20/2019	S	\$163.57
							19-20			100998	\$163.57
BMO 000	Bmo	5550080001801856	0000000000	MM112019	AP	SCHMIDT NOV19 STMT	H	11/05/2019	11/20/2019	S	\$152.52
							19-20			100999	\$152.52

VEN-KEY	VENDOR NAME			INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT				
	ACH	VOID	DOWNLOAD	DISCOUNT	DESCRIPTION		DISC	AMT	ADJUSTMENT	DESCRIPTION		FY	ADJ	AMT	CHECK	NBR	INVOICE	AMOUNT
BMO	000	Bmo		5550080001895387	0000000000	MM112019	AP	ROSS NOV19	STMT	H	11/05/2019	11/20/2019	S				\$457.50	
										19-20					101000		\$457.50	
BMO	000	Bmo		5550080001950034	0000000000	MM112019	AP	MILLER NOV19	STMT	H	11/05/2019	11/20/2019	S				\$500.80	
										19-20					101001		\$500.80	
BMO	000	Bmo		5550080002009749	0000000000	MM112019	AP	REICH NOV19	STMT	H	11/05/2019	11/20/2019	S				\$1,691.70	
										19-20					101002		\$1,691.70	
BMO	000	Bmo		5569350000572751	0000000000	MM112019	AP	STAPLES NOV19	STMT	H	11/05/2019	11/20/2019	S				\$1,217.00	
										19-20					101003		\$1,217.00	
BMO	000	Bmo		5569350000572769	0000000000	MM112019	AP	SOENKSEN NOV19	STMT	H	11/05/2019	11/20/2019	S				\$1,750.24	
										19-20					101004		\$1,750.24	
BMO	000	Bmo		5569350000608563	0000000000	MM112119	AP	SCHOELL NOV19	STMT	H	11/05/2019	11/21/2019	S				\$653.04	
										19-20					101032		\$653.04	
30																		
NUMBER OF INVOICES: 9 \$7,342.69																		
BOEHMPHI001	Boehmke, Philip			11162019	0000000000	MM1219	AP	CPI Training	B	11/16/2019	12/19/2019	R					\$150.00	
										19-20							\$150.00	
NUMBER OF INVOICES: 1 \$150.00																		
BOOMBAH	000	BOOMBAH		138616	0502000040	MM1219	AP	BOOMBAH UNIFORM	REPLACEMENTS	F	B	09/11/2019	12/19/2019	R			\$1,371.79	
										19-20							\$1,371.79	
BOOMBAH	000	BOOMBAH		140068	0502000056	MM1219	AP	SUPPLIES AND EQUIPMENT		F	B	11/06/2019	12/19/2019	R			\$1,996.26	
								BOOSTER WISH LIST										
										19-20							\$1,996.26	
NUMBER OF INVOICES: 2 \$3,368.05																		
BOWLECOR000	Bowles, Corrine			11022019	0000000000	MM1219	AP	Travel Reimbursement	B	11/02/2019	12/19/2019	R					\$44.95	
										19-20							\$44.95	

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
BOWLECOR000	Bowles, Corrine	11092019	0000000000	MM1219	AP	Travel Reimbursement	B	11/09/2019	12/19/2019	R	\$37.99
							19-20				\$37.99
BOWLECOR000	Bowles, Corrine	11162019	0000000000	MM1219	AP	Travel Reimbursement	B	11/16/2019	12/19/2019	R	\$37.12
							19-20				\$37.12
BOWLECOR000	Bowles, Corrine	11232019	0000000000	MM1219	AP	Travel Reimbursement	B	11/23/2019	12/19/2019	R	\$42.92
							19-20				\$42.92
NUMBER OF INVOICES: 4											\$162.98
BOWLERS 002	Bowlers Mart	13698	0000000000	MM1219	AP	Boys Bowling supplies	B	11/15/2019	12/19/2019	R	\$59.91
							19-20				\$59.91
NUMBER OF INVOICES: 1											\$59.91
BOYKEJOH000	Boyke, John	11252019	0000000000	MM1219	AP	Bball, Boys V	B	11/25/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
NUMBER OF INVOICES: 1											\$65.00
BRUGISTE000	Brugioni, Steve	11142019	0000000000	MM1219	AP	Bowling Balls	B	11/14/2019	12/19/2019	R	\$100.00
							19-20				\$100.00
NUMBER OF INVOICES: 1											\$100.00
BSN SPOR000	Bsn Sports	906958434	0502000054	MM1219	AP	COACHES GEAR	F B	11/06/2019	12/19/2019	R	\$258.00
							19-20				\$258.00
BSN SPOR000	Bsn Sports	907313401	0502000058	MM1219	AP	COACHES GEAR	F B	11/29/2019	12/19/2019	R	\$134.82
							19-20				\$134.82
NUMBER OF INVOICES: 2											\$392.82
BUFFALO 002	Buffalo Grove High School	BTRK 1	0000000000	mm1219	AP	GRANT BOYS TRACK ENTRY FEE FOR THE BUFFALO GROVE	B	12/11/2019	12/19/2019	R	\$275.00

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
BUFFALO 002	Buffalo Grove High School	BTRK 1	*****CONTINUED*****			INVITATIONAL ON MARCH 7, 2020	19-20				\$275.00
BUFFALO 002	Buffalo Grove High School	CHR4	0000000000	mm1219	AP	GRANT VARSITY AND JV CHEER ENTRY FEE BISON INVITE 1/12/20	B	11/13/2019	12/19/2019	R	\$400.00
							19-20				\$400.00
BUFFALO 002	Buffalo Grove High School	GBWL6	0000000000	mm1219	AP	GRANT GIRLS BOWLING JUNIOR VARSITY ENTRY FEE FOR BG INVITE 1/18/20	B	11/13/2019	12/19/2019	R	\$200.00
							19-20				\$200.00
						NUMBER OF INVOICES: 3					\$875.00
BUILDING000	Building Blocks For Kids Success	390	0000000000	MM1219	AP	Occ Therapy Services	B	12/05/2019	12/19/2019	R	\$2,271.25
							19-20				\$2,271.25
						NUMBER OF INVOICES: 1					\$2,271.25
BURRIS E001	Burris Equipment	PL11896	0000000000	MM1219	AP	Bldg & Grnds supply	B	10/18/2019	12/19/2019	R	\$34.20
							19-20				\$34.20
BURRIS E001	Burris Equipment	PL11896A	0000000000	MM1219	AP	Bldg & Grnds supply	B	10/22/2019	12/19/2019	R	\$351.77
							19-20				\$351.77
BURRIS E001	Burris Equipment	PL11896B	0000000000	MM1219	AP	Bldg & Grnds supply	B	10/24/2019	12/19/2019	R	\$4.72
							19-20				\$4.72
						NUMBER OF INVOICES: 3					\$390.69
CALL ONE000	Call One	1213551-156790	0000000000	MM112119	AP	11/15/19-12/14/19	H	11/15/2019	11/21/2019	R	\$165.96
							19-20			101033	\$165.96

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
						NUMBER OF INVOICES: 1						\$165.96
CANNOSHA000	Cannon, Shane	11262019	0000000000	MM1219	AP	Bball, Boys V	B	11/26/2019	12/19/2019	R		\$65.00
							19-20					\$65.00
						NUMBER OF INVOICES: 1						\$65.00
CANON FI000	CANON FINANCIAL SERVICES	20821207	0000000000	MM1219	AP	Copier Lease Pmt	B	12/01/2019	12/19/2019	R		\$6,488.00
							19-20					\$6,488.00
						NUMBER OF INVOICES: 1						\$6,488.00
CAREY EL000	Carey Electric Contracting, Inc	35542	0000000000	MM1219	AP	Replace 400amp breaker	B	10/31/2019	12/19/2019	R		\$407.00
							19-20					\$407.00
						NUMBER OF INVOICES: 1						\$407.00
CARTHAGE000	Carthage College	GTRK 6	0000000000	mm1219	AP	GRANT GIRLS TRACK ENTRY FEE FOR THE LAKE MICHIGAN INVITE 3/20/20	B	12/11/2019	12/19/2019	R		\$200.00
							19-20					\$200.00
						NUMBER OF INVOICES: 1						\$200.00
CATARCRI000	Catarino, Cristiana	11152019	0000000000	MM1219	AP	AP Workshop reimbursement	B	11/15/2019	12/19/2019	R		\$195.00
							19-20					\$195.00
						NUMBER OF INVOICES: 1						\$195.00
CDW GOVE000	CDW Government, Inc.	VRC3988	3002000028	MM1219	AP	Polycom Cable for Conference Phone	F B	11/08/2019	12/19/2019	R		\$30.36
							19-20					\$30.36
						NUMBER OF INVOICES: 1						\$30.36
CENTRAL 010	Central Clothing Company	1950	0502000051	MM1219	AP	BOYS TENNIS UNIFORM TOPS	F B	10/10/2019	12/19/2019	R		\$847.00

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CENTRAL 010	Central Clothing Company	1950		*****CONTINUED*****								
							19-20					\$847.00
CENTRAL 010	Central Clothing Company	1968	0972000001	MM1219	AP	Academic Team Sweatshirts	F	B	11/11/2019	12/19/2019	R	\$1,149.00
							19-20					\$1,149.00
						NUMBER OF INVOICES: 2						\$1,996.00
CFRB LLC000	Cfrb Llc Dbz Dominos Pizza #2832	November	0000000000	MM1219	AP	110119-113019	B		12/05/2019	12/19/2019	R	\$5,593.00
		2019-112019					19-20					\$5,593.00
						NUMBER OF INVOICES: 1						\$5,593.00
CHAIN O'001	Chain O' Lakes Transportation	4601	0000000000	MM1219	AP	Stdnt Trnsprt WE110819	B		11/08/2019	12/19/2019	R	\$4,075.00
							19-20					\$4,075.00
CHAIN O'001	Chain O' Lakes Transportation	4609	0000000000	MM1219	AP	Stdnt Trnsprt WE112219	B		11/22/2019	12/19/2019	R	\$3,920.00
							19-20					\$3,920.00
CHAIN O'001	Chain O' Lakes Transportation	4624	0000000000	MM1219	AP	Stdnt Trnsprt WE120619	B		12/06/2019	12/19/2019	R	\$3,015.00
							19-20					\$3,015.00
						NUMBER OF INVOICES: 3						\$11,010.00
CHLEBDIA000	Chlebicki, Diane	12052019	0000000000	MM1219	AP	Mileage reimbursement	B		12/05/2019	12/19/2019	R	\$29.58
							19-20					\$29.58
						NUMBER OF INVOICES: 1						\$29.58
CINTAS 4000	Cintas 47P	November 2019	0000000000	MM1219	AP	110119-113019	B		12/05/2019	12/19/2019	R	\$344.24
							19-20					\$344.24
						NUMBER OF INVOICES: 1						\$344.24
CLARKSTE001	Clark, Steve	12102019	0000000000	MM1219	AP	Bball, Girls JV	B		12/10/2019	12/19/2019	R	\$53.00

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CLARKSTE001	Clark, Steve	12102019	*****CONTINUED*****					19-20			\$53.00
						NUMBER OF INVOICES:	1				\$53.00
CLEMEEAR000	Clement, Earl	11262019	0000000000	MM1219	AP	Bball, Boys V	B	11/26/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
						NUMBER OF INVOICES:	1				\$65.00
COMCAST 001	Comcast	90401003	0000000000	MM112019	AP	900023977 NOV19	H	11/01/2019	11/20/2019	R	\$4,605.81
							19-20		101005		\$4,605.81
						NUMBER OF INVOICES:	1				\$4,605.81
COMCAST 002	Comcast Cable	8771100240009348	0000000000	MM120619	AP	CABLE	H	11/28/2019	12/06/2019	R	\$7.37
							19-20		101072		\$7.37
COMCAST 002	Comcast Cable	8771100240060762	0000000000	MM111419	AP	INTERNET 111319-121219	H	11/06/2019	11/14/2019	R	\$234.85
							19-20		100989		\$234.85
COMCAST 002	Comcast Cable	8771100240166759	0000000000	MM120219	AP	INTERNET TRANSPORT BLDG	H	11/24/2019	12/02/2019	R	\$146.85
							19-20		101067		\$146.85
COMCAST 002	Comcast Cable	8771100430290583	0000000000	MM120219	AP	Services from 112119-122019	H	11/17/2019	12/02/2019	R	\$146.85
							19-20		101067		\$146.85
						NUMBER OF INVOICES:	4				\$535.92
COMMUNIT005	Community Mechanical & Automation	1049	0000000000	MM1219	AP	November Service calls	B	12/03/2019	12/19/2019	R	\$1,574.07
							19-20				\$1,574.07
						NUMBER OF INVOICES:	1				\$1,574.07
CONANT H000	CONANT HIGH SCHOOL	JV Turkey	0000000000	MM112219	AP	2019 Turkey Tourn-JV/N	H	11/23/2019	11/22/2019	R	\$150.00
						Tournament					

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CONANT H000	CONANT HIGH SCHOOL	JV Turkey Tournament	*****CONTINUED*****				19-20			101060	\$150.00
						NUMBER OF INVOICES: 1					\$150.00
CONNECTI001	Connections Day School South	26775	0000000000	MM1219	AP	17 days enrolled	B 11/26/2019	12/19/2019	R		\$4,003.33
							19-20				\$4,003.33
						NUMBER OF INVOICES: 1					\$4,003.33
CONNECTI002	Connections Day School	30080	0000000000	MM1219	AP	17 days enrolled	B 11/26/2019	12/19/2019	R		\$4,487.66
							19-20				\$4,487.66
CONNECTI002	Connections Day School	30091	0000000000	MM1219	AP	17 days enrolled	B 11/26/2019	12/19/2019	R		\$4,487.66
							19-20				\$4,487.66
CONNECTI002	Connections Day School	30117	0000000000	MM1219	AP	17 days enrolled	B 11/26/2019	12/19/2019	R		\$4,487.66
							19-20				\$4,487.66
CONNECTI002	Connections Day School	30127	0000000000	MM1219	AP	17 days enrolled	B 11/26/2019	12/19/2019	R		\$4,487.66
							19-20				\$4,487.66
CONNECTI002	Connections Day School	30129	0000000000	MM1219	AP	17 days enrolled	B 11/26/2019	12/19/2019	R		\$4,487.66
							19-20				\$4,487.66
CONNECTI002	Connections Day School	30130	0000000000	MM1219	AP	17 days enrolled	B 11/26/2019	12/19/2019	R		\$4,487.66
							19-20				\$4,487.66
CONNECTI002	Connections Day School	30145	0000000000	MM1219	AP	17 days enrolled	B 11/26/2019	12/19/2019	R		\$4,487.66
							19-20				\$4,487.66
CONNECTI002	Connections Day School	30185	0000000000	MM1219	AP	7 days enrolled	B 11/26/2019	12/19/2019	R		\$1,847.86
							19-20				\$1,847.86
						NUMBER OF INVOICES: 8					\$33,261.48
CONNECTI004	Connections Academy East	5792	0000000000	MM1219	AP	17 days enrolled	B 11/26/2019	12/19/2019	R		\$4,490.38

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CONNECTI004	Connections Academy East	5792		*****	CONTINUED*****		19-20				\$4,490.38
CONNECTI004	Connections Academy East	5817	0000000000	MM1219	AP	17 days enrolled	B	11/26/2019	12/19/2019	R	\$5,618.84
							19-20				\$5,618.84
CONNECTI004	Connections Academy East	5820	0000000000	MM1219	AP	17 days enrolled	B	11/26/2019	12/19/2019	R	\$4,490.38
							19-20				\$4,490.38
NUMBER OF INVOICES: 3											\$14,599.60
CONSERV 000	Conserv Fs	65085842	0000000000	MM1219	AP	Ice Melt	B	11/07/2019	12/19/2019	R	\$4,512.90
							19-20				\$4,512.90
NUMBER OF INVOICES: 1											\$4,512.90
CONSTELL000	Constellation New Energy, Inc	15937568401	0000000000	MM1219	AP	764073-46291 OCT19	B	10/30/2019	12/19/2019	R	\$45,689.91
							19-20				\$45,689.91
CONSTELL000	Constellation New Energy, Inc	15937609601	0000000000	MM1219	AP	764073-46292 OCT19	B	10/30/2019	12/19/2019	R	\$408.14
							19-20				\$408.14
CONSTELL000	Constellation New Energy, Inc	16142853701	0000000000	MM1219	AP	764073-46291 Nov19	B	11/30/2019	12/19/2019	R	\$36,078.76
							19-20				\$36,078.76
CONSTELL000	Constellation New Energy, Inc	16142888501	0000000000	MM1219	AP	764073-46292 Nov19	B	11/30/2019	12/19/2019	R	\$488.11
							19-20				\$488.11
CONSTELL000	Constellation New Energy, Inc	16142892601	0000000000	MM1219	AP	2857041-0 NOV19	B	11/13/2019	12/19/2019	R	\$104.49
							19-20				\$104.49
NUMBER OF INVOICES: 5											\$82,769.41
CONSTELL001	CONSTELLATION NEWENERGY-GAS DIVISI	2750639	0000000000	MM1219	AP	BG-11642 gas charge	B	11/19/2019	12/19/2019	R	\$189.19
							19-20				\$189.19

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CONSTELL001	CONSTELLATION NEWENERGY-GAS DIVISI	2750640	0000000000	MM1219	AP	BG-5862 gas charge	B	11/19/2019	12/19/2019	R	\$6,311.24
							19-20				\$6,311.24
						NUMBER OF INVOICES: 2					\$6,500.43
CPI	001 CPI	CUS0205414	0000000000	MM1219	AP	CPI Books	B	10/31/2019	12/19/2019	R	\$34.00
							19-20				\$34.00
CPI	001 CPI	CUS0206638	0000000000	MM1219	AP	Job Aid Books	B	11/13/2019	12/19/2019	R	\$250.00
							19-20				\$250.00
						NUMBER OF INVOICES: 2					\$284.00
CRYSTAL 002	Crystal Lake Central High School	GBK 3	0000000000	mm1219	AP	CRYSTAL LAKE CENTRAL FRESHMEN GIRLS BASKETBALL TOURNAMENT ENTRY FEE FOR GRANT	B	11/13/2019	12/19/2019	R	\$180.00
							19-20				\$180.00
						NUMBER OF INVOICES: 1					\$180.00
DEERFIEL001	Deerfield High School	BTRK 4	0000000000	mm1219	AP	GRANT BOYS TRACK ENTRY FEE FOR THE DEERFIELD INVITE 4/3/20	B	12/11/2019	12/19/2019	R	\$285.00
							19-20				\$285.00
						NUMBER OF INVOICES: 1					\$285.00
DOWNERS 001	Downers Grove South High School	GTRK 4	0000000000	mm1219	AP	GRANT GIRLS TRACK ENTRY FEE FOR THE DGS INVITE 3/9/20	B	12/11/2019	12/19/2019	R	\$200.00
							19-20				\$200.00
						NUMBER OF INVOICES: 1					\$200.00
DRAKEROM000	Drake, Romell	11262019	0000000000	MM1219	AP	Bball, Boys Soph	B	11/26/2019	12/19/2019	R	\$104.00
							19-20				\$104.00

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NUMBER OF INVOICES: 1											\$104.00
DUNDEE C000	Dundee Crown High School	ICDA 4 Debate	0000000000	MM120619	AP	ICDA 4 Debate entry fees	H	12/07/2019	12/06/2019	R	\$90.00
							19-20		101073		\$90.00
NUMBER OF INVOICES: 1											\$90.00
DURHAM S001	Durham School Services	91766776	0000000000	MM1219	AP	SPED Transport	B	11/04/2019	12/19/2019	R	\$17,641.06
							19-20				\$17,641.06
DURHAM S001	Durham School Services	91775013	0000000000	MM1219	AP	Spec Ed Transport	B	11/30/2019	12/19/2019	R	\$14,738.74
							19-20				\$14,738.74
NUMBER OF INVOICES: 2											\$32,379.80
DUVALCAS000	Duval, Casey	11072019	0000000000	MM1219	AP	Mileage reimbursement	B	11/07/2019	12/19/2019	R	\$184.67
							19-20				\$184.67
NUMBER OF INVOICES: 1											\$184.67
EASTBAY 000	Eastbay	1048266	0502000027	MM1219	AP	BOYS GOLF UNIFORMS	F B	09/09/2019	12/19/2019	R	\$1,092.00
							19-20				\$1,092.00
EASTBAY 000	Eastbay	1080545	0502000044	MM1219	AP	BASEBALL EQUIPMENT AND SUPPLIES	F B	10/17/2019	12/19/2019	R	\$3,945.90
							19-20				\$3,945.90
EASTBAY 000	Eastbay	1090572	0502000052	MM1219	AP	COACHES GEAR	F B	10/24/2019	12/19/2019	R	\$1,975.00
							19-20				\$1,975.00
EASTBAY 000	Eastbay	1105184	0502000053	MM1219	AP	COACHES GEAR FOR NEW BASEBALL COACH	F B	11/08/2019	12/19/2019	R	\$657.50
							19-20				\$657.50
EASTBAY 000	Eastbay	1139487	0502000061	MM1219	AP	SOFTBALL COACHES GEAR	F B	11/22/2019	12/19/2019	R	\$460.00
							19-20				\$460.00

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>			<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
NUMBER OF INVOICES: 5												\$8,130.40
EDVOTECK000	Edvotek	203812	0032000024	MM1219	AP	Materials for Honors Biotech	F	B	11/06/2019	12/19/2019	R	\$111.95
							19-20					\$111.95
NUMBER OF INVOICES: 1												\$111.95
ELK GROV001	Elk Grove High School	Elk Grove Invite	0000000000	MM120619	AP	Varsity Speech entry fees	H		12/04/2019	12/06/2019	R	\$225.00
							19-20			101074		\$225.00
NUMBER OF INVOICES: 1												\$225.00
ENGLER,C000	Engler,Callaway,Baasten & Sraga	L 25721	0000000000	MM1219	AP	Telephone Conferences	B		11/06/2019	12/19/2019	R	\$46.00
							19-20					\$46.00
ENGLER,C000	Engler,Callaway,Baasten & Sraga	L 25833	0000000000	MM1219	AP	Telephone Conferences	B		12/04/2019	12/19/2019	R	\$92.00
							19-20					\$92.00
NUMBER OF INVOICES: 2												\$138.00
ESCOBADA001	Escobedo, Adan	11272019	0000000000	MM1219	AP	Bball, Boys Soph	B		11/27/2019	12/19/2019	R	\$104.00
							19-20					\$104.00
NUMBER OF INVOICES: 1												\$104.00
EVANSTHO000	Evans, Thomas	12112019	0000000000	MM1219	AP	Mileage reimbursement	B		12/11/2019	12/19/2019	R	\$61.01
							19-20					\$61.01
NUMBER OF INVOICES: 1												\$61.01
EVERSJEF000	EVERSON, JEFF	11262019	0000000000	MM1219	AP	Bball, Boys V	B		11/26/2019	12/19/2019	R	\$65.00
							19-20					\$65.00
NUMBER OF INVOICES: 1												\$65.00
FOLLETT 006	Follett School Solutions, Inc.	551683A	0000000000	MM1219	AP	Library Supply	B		10/31/2019	12/19/2019	R	\$368.75

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
FOLLETT 006	Follett School Solutions, Inc.	551683A		*****CONTINUED*****			19-20				\$368.75
FOLLETT 006	Follett School Solutions, Inc.	577758	0000000000	MM1219	AP	Library supply	B	11/07/2019	12/19/2019	R	\$629.66
							19-20				\$629.66
FOLLETT 006	Follett School Solutions, Inc.	592568	0000000000	MM1219	AP	Library Supply	B	11/27/2019	12/19/2019	R	\$319.62
							19-20				\$319.62
NUMBER OF INVOICES: 3											\$1,318.03
FORMARIC000	Formanski, Richard	11252019	0000000000	MM1219	AP	Bball, Boys Frosh A	B	11/25/2019	12/19/2019	R	\$91.00
							19-20				\$91.00
NUMBER OF INVOICES: 1											\$91.00
FORMLABS000	Formlabs Inc.	1150169	0112000004	MM1219	AP	3D Printer	P B	11/11/2019	12/19/2019	R	\$2,327.63
							19-20				\$2,327.63
NUMBER OF INVOICES: 1											\$2,327.63
FOX LAKE023	Fox Lake Richmond Spring Grove Are	15016	0000000000	MM1219	AP	Chamber memebership	B	12/02/2019	12/19/2019	R	\$80.00
							19-20				\$80.00
NUMBER OF INVOICES: 1											\$80.00
FRANK CO000	Frank Cooney Company	71383	0002000027	MM1219	AP	Cabinet/Wardrobe/Mini & Mid Cases/Activity Table	F B	10/21/2019	12/19/2019	R	\$5,920.90
							19-20				\$5,920.90
NUMBER OF INVOICES: 1											\$5,920.90
FREMD HI000	Fremd High School	Viking Varsity Chlng	0000000000	MM111419	AP	Entry Fees-Viking Varsity Challenge	H	11/08/2019	11/14/2019	R	\$150.00
							19-20			100990	\$150.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
						NUMBER OF INVOICES: 1					\$150.00
FSS TECH000	FSS TECHNOLOGIES	369913	0000000000	MM1219	AP	Central Stn Monitoring	B	11/15/2019	12/19/2019	R	\$180.00
							19-20				\$180.00
						NUMBER OF INVOICES: 1					\$180.00
GEISTRYA000	Geist, Ryan	12092019	0000000000	MM1219	AP	MTSS travel reimbursement	B	12/09/2019	12/19/2019	R	\$959.75
							19-20				\$959.75
						NUMBER OF INVOICES: 1					\$959.75
GENDEBOB000	Gende, Bob	12062019	0000000000	MM1219	AP	Bball, Girls JV	B	12/06/2019	12/19/2019	R	\$53.00
							19-20				\$53.00
						NUMBER OF INVOICES: 1					\$53.00
GERMAMAR000	Germann, Margaret	12112019	0000000000	MM1219	AP	Mileage reimbursement	B	12/11/2019	12/19/2019	R	\$74.24
							19-20				\$74.24
						NUMBER OF INVOICES: 1					\$74.24
Giant ST000	Giant Steps	124G-1119S	0000000000	MM1219	AP	16 days enrolled	B	11/22/2019	12/19/2019	R	\$5,334.24
							19-20				\$5,334.24
						NUMBER OF INVOICES: 1					\$5,334.24
GLENBROO002	Glenbrook North	BWL 1	0000000000	mm1219	AP	SPARTAN ELIMINATOR VARSITY	B	11/13/2019	12/19/2019	R	\$225.00
						ENTRY FEE FOR GRANT					
							19-20				\$225.00
						NUMBER OF INVOICES: 1					\$225.00
GO SOLUT000	Go Solutions Group, Inc	43831	0000000000	MM1219	AP	Claim Generation &	B	11/18/2019	12/19/2019	R	\$146.30
						Processing					
							19-20				\$146.30

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
NUMBER OF INVOICES: 1											\$146.30
GOPHER 000	Gopher	9664633	0502000055	MM1219	AP	LOCKABLE BALL CARTS	F B	11/05/2019	12/19/2019	R	\$1,751.49
							19-20				\$1,751.49
NUMBER OF INVOICES: 1											\$1,751.49
GORDON F000	Gordon Flesch Company Inc.	IN12770492	0000000000	MM1219	AP	Per copy maint charges	B	11/10/2019	12/19/2019	R	\$2,068.00
							19-20				\$2,068.00
GORDON F000	Gordon Flesch Company Inc.	IN12797314	0000000000	MM1219	AP	Per Copy Maint Charges	B	12/10/2019	12/19/2019	R	\$1,856.82
							19-20				\$1,856.82
NUMBER OF INVOICES: 2											\$3,924.82
GORDON F001	Gordon Food Service, Inc.	198350314	0000000000	MM1219	AP	Food Lab supply	B	11/07/2019	12/19/2019	R	\$365.82
							19-20				\$365.82
GORDON F001	Gordon Food Service, Inc.	198551215	0000000000	MM1219	AP	Food Lab supply	B	11/14/2019	12/19/2019	R	\$247.31
							19-20				\$247.31
GORDON F001	Gordon Food Service, Inc.	198803391	0000000000	MM1219	AP	Food Lab supply	B	11/26/2019	12/19/2019	R	\$127.26
							19-20				\$127.26
GORDON F001	Gordon Food Service, Inc.	199115338	0000000000	MM1219	AP	Food Lab supply	B	12/10/2019	12/19/2019	R	\$107.05
							19-20				\$107.05
GORDON F001	Gordon Food Service, Inc.	Nov2019-100217416	0000000000	MM1219	AP	Food Nov 2019	B	11/30/2019	12/19/2019	R	\$26,778.41
							19-20				\$26,778.41
NUMBER OF INVOICES: 5											\$27,625.85
GRACEWOR000	Graceworkz, Llc	8409	0000000000	MM1219	AP	Toners	B	11/05/2019	12/19/2019	R	\$618.83
							19-20				\$618.83

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
NUMBER OF INVOICES: 1											\$618.83
GRANT CH000	Grant Chsd 124 Flex Benefit Acct	2019-20 Flex	0000000000	MM1219	AP	Flex Benefit Plan 19-20	B	11/11/2019	12/19/2019	M	\$85,990.00
							19-20			100964	\$85,990.00
NUMBER OF INVOICES: 1											\$85,990.00
GRANT CH003	Grant Chsd 124 Activity Fund	12032019	0000000000	MM1219	AP	Fees pd NOV19	B	12/03/2019	12/19/2019	S	\$1,483.33
							19-20				\$1,483.33
GRANT CH003	Grant Chsd 124 Activity Fund	12062019	0000000000	MM1219	AP	19/20 NLCC dues	B	12/06/2019	12/19/2019	S	\$400.00
							19-20				\$400.00
NUMBER OF INVOICES: 2											\$1,883.33
GRANT CO001	Grant Community High School Distri	11182019-Cacioppo	0000000000	MM1219	AP	Calc 3 payment	B	11/18/2019	12/19/2019	S	\$300.00
							19-20				\$300.00
44 GRANT CO001	Grant Community High School Distri	12032019	0000000000	MM1219	AP	Calc 3 payment	B	12/03/2019	12/19/2019	S	\$300.00
							19-20				\$300.00
GRANT CO001	Grant Community High School Distri	12102019	0000000000	MM1219	AP	Transfer funds-FBLA	B	12/10/2019	12/19/2019	S	\$1,000.00
							19-20				\$1,000.00
GRANT CO001	Grant Community High School Distri	Petty Dec19	0000000000	MM1219	AP	Petty Cash reimbursement	B	12/11/2019	12/19/2019	S	\$154.44
							19-20				\$154.44
NUMBER OF INVOICES: 4											\$1,754.44
GRAYSLAK007	Grayslake Community High School	DANCE4	0000000000	mm1219	AP	GRANT ENTRY FEE 1 ROUTINE	B	11/13/2019	12/19/2019	R	\$125.00
						DANCE INVITE 1/19/20					
							19-20				\$125.00
NUMBER OF INVOICES: 1											\$125.00
GRAYSLAK009	Grayslake North High School	CHR5	0000000000	mm1219	AP	GRANT VARSITY AND JV CHEER	B	11/13/2019	12/19/2019	R	\$350.00

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
GRAYSLAK009	Grayslake North High School	CHR5		*****CONTINUED*****		ENTRY FEE GNHS INVITE 1/18/20	19-20				\$350.00
GRAYSLAK009	Grayslake North High School	GBK 2	0000000000	mm1219	AP	GRAYSLAKE NORTH JV GIRLS BASKETBALL TOURNAMENT ENTRY FEE FOR GRANT	B 11/13/2019	12/19/2019	R		\$150.00
							19-20				\$150.00
GRAYSLAK009	Grayslake North High School	GBWL4	0000000000	mm1219	AP	GRANT GIRLS BOWLING VARSITY ENTRY FEE FOR BOWLING INVITE 12/27/19	B 11/13/2019	12/19/2019	R		\$200.00
							19-20				\$200.00
GRAYSLAK009	Grayslake North High School	GTRK 1	0000000000	mm1219	AP	GRANT GIRLS TRACK ENTRY FEE FOR THE GRAYSLAKE NORTH INVITE 2/17/20	B 12/11/2019	12/19/2019	R		\$120.00
							19-20				\$120.00
						NUMBER OF INVOICES: 4					\$820.00
GREAT LA011	GREAT LAKES COCA COLA DISTRIB	17128201284	0000000000	MM1219	AP	Beverages-Vending	B 11/06/2019	12/19/2019	R		\$486.27
							19-20				\$486.27
GREAT LA011	GREAT LAKES COCA COLA DISTRIB	17128201285	0000000000	MM1219	AP	Beverages-Kitchen	B 11/06/2019	12/19/2019	R		\$602.70
							19-20				\$602.70
GREAT LA011	GREAT LAKES COCA COLA DISTRIB	17128201310	0000000000	MM1219	AP	Beverages-Vending	B 11/13/2019	12/19/2019	R		\$408.22
							19-20				\$408.22
GREAT LA011	GREAT LAKES COCA COLA DISTRIB	17128201311	0000000000	MM1219	AP	Beverages-Kitchen	B 11/13/2019	12/19/2019	R		\$586.00
							19-20				\$586.00
GREAT LA011	GREAT LAKES COCA COLA DISTRIB	17128201333	0000000000	MM1219	AP	Beverages-Vending	B 11/20/2019	12/19/2019	R		\$553.68
							19-20				\$553.68

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GREAT LA011	GREAT LAKES COCA COLA DISTRIB	17128201334	0000000000	MM1219	AP	Beverages-Kitchen	B	11/20/2019	12/19/2019	R	\$852.82
							19-20				\$852.82
						NUMBER OF INVOICES: 6					\$3,489.69
GUARDIAN001	Guardian	00 554362	0000000000	MM112219	AP	Dental/Life NOV19	H	11/22/2019	11/22/2019	R	\$3,875.98
							19-20			101061	\$3,875.98
						NUMBER OF INVOICES: 1					\$3,875.98
H.D. JAC000	H.D. Jacobs High School	BBKB 123	0000000000	mm1219	AP	BOYS BASKETBALL HINKLE HOLIDAY CLASSIC ENTRY FEE FOR GRANT	B	11/13/2019	12/19/2019	R	\$1,550.00
							19-20				\$1,550.00
H.D. JAC000	H.D. Jacobs High School	GBWL5	0000000000	mm1219	AP	GRANT GIRLS BOWLING VARSITY ENTRY FEE FOR JACOBS INVITE 1/18/20	B	11/13/2019	12/19/2019	R	\$175.00
							19-20				\$175.00
						NUMBER OF INVOICES: 2					\$1,725.00
HANSEEROD000	Hansen, Rodd	11082019	0000000000	MM1219	AP	Supply reimbursement	B	11/08/2019	12/19/2019	R	\$125.71
							19-20				\$125.71
						NUMBER OF INVOICES: 1					\$125.71
HARGRAVE000	Hargrave Builders, Inc	PROJ 18160	0000000000	MM1219	AP	APP7-SUMMER19 WORK	B	11/30/2019	12/19/2019	S	\$47,678.40
							19-20				\$47,678.40
						NUMBER OF INVOICES: 1					\$47,678.40
HARLEM H000	Harlem High School	BBWL 5	0000000000	mm1219	AP	GRANT BOYS BOWLING VARSITY ENTRY FEE FOR HARLEM INVITE 11/30/19	B	11/13/2019	12/19/2019	R	\$300.00
							19-20				\$300.00

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
NUMBER OF INVOICES: 1											\$300.00
HARTWIG 000	Hartwig Plumbing	PROJ 18160	0000000000	MM1219	AP	APP7-SUMMER19 WORK	B	11/30/2019	12/19/2019	S	\$21,455.92
							19-20				\$21,455.92
NUMBER OF INVOICES: 1											\$21,455.92
HAVLIMAR000	Havlic, Mark	11272019	0000000000	MM1219	AP	Bball, Boys V	B	11/27/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
NUMBER OF INVOICES: 1											\$65.00
HEARTLAN006	Heartland Alliance Health	15784	0000000000	MM1219	AP	English/Spanish Letter	B	10/31/2019	12/19/2019	R	\$79.24
							19-20				\$79.24
HEARTLAN006	Heartland Alliance Health	15785	0000000000	MM1219	AP	English/Spanish Report Card	B	10/31/2019	12/19/2019	R	\$169.12
							19-20				\$169.12
47 HEARTLAN006	Heartland Alliance Health	15786	0000000000	MM1219	AP	English/Spanish Document	B	10/31/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
HEARTLAN006	Heartland Alliance Health	15901	0000000000	MM1219	AP	Telephonic	B	10/31/2019	12/19/2019	R	\$133.30
							19-20				\$133.30
NUMBER OF INVOICES: 4											\$446.66
HERSEY H000	Hersey High School	Hersey JV Tourney	0000000000	MM120619	AP	JV Speech entry fees	H	12/04/2019	12/06/2019	R	\$160.00
							19-20			101075	\$160.00
NUMBER OF INVOICES: 1											\$160.00
HODGES, 000	HODGES, LOIZZI, EISENHAMMER, RODIC	12052019	0000000000	MM120619	AP	Sch Brd Member Hndbk	H	12/05/2019	12/06/2019	R	\$40.00
							19-20			101076	\$40.00
NUMBER OF INVOICES: 1											\$40.00
HOFFMAN 001	Hoffman Estates High School	V Turkey Tournament	0000000000	MM112219	AP	2019 Turkey Tourn-Varsity	H	11/23/2019	11/22/2019	R	\$160.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
HOFFMAN 001	Hoffman Estates High School	V Turkey Tournament	*****CONTINUED*****				19-20			101062	\$160.00
						NUMBER OF INVOICES: 1					\$160.00
HOME DEP001	Home Depot Commercial Credit	6035322531946634	0000000000	MM1219	AP	Bldg & Grnds Supply	B 11/13/2019	12/19/2019	R		\$310.77
							19-20				\$310.77
						NUMBER OF INVOICES: 1					\$310.77
HP INC. 000	HP Inc.	Order# 70019469	3002000029	MM1219	AP	HP Sprout Capture Stage	F B 11/13/2019	12/19/2019	R		\$239.40
							19-20				\$239.40
						NUMBER OF INVOICES: 1					\$239.40
HUNTLEY 000	Huntley High School	BTRK 2	0000000000	mm1219	AP	GRANT BOYS TRACK ENTRY FEE FOR THE HUNTLEY INVITATIONAL ON 2/28/20	B 12/11/2019	12/19/2019	R		\$200.00
							19-20				\$200.00
HUNTLEY 000	Huntley High School	BTRK 3	0000000000	mm1219	AP	GRANT BOYS TRACK ENTRY FEE FOR THE HUNTLEY LAST CHANCE MEET 3/21/20	B 12/11/2019	12/19/2019	R		\$200.00
							19-20				\$200.00
HUNTLEY 000	Huntley High School	CHR6	0000000000	mm1219	AP	GRANT VARSITY CHEER ENTRY FEE HUNTLEY SWEETHEART 1/26/20	B 11/13/2019	12/19/2019	R		\$200.00
							19-20				\$200.00
HUNTLEY 000	Huntley High School	DANCE3	0000000000	mm1219	AP	GRANT ENTRY FEE 1 ROUTINE DANCE INVITE 1/12/20	B 11/13/2019	12/19/2019	R		\$125.00
							19-20				\$125.00
HUNTLEY 000	Huntley High School	GTRK 2	0000000000	mm1219	AP	GRANT GIRLS TRACK ENTRY FEE FOR THE HUNTLEY INVITE	B 12/11/2019	12/19/2019	R		\$200.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
HUNTLEY 000	Huntley High School	GTRK 2				*****CONTINUED***** 2/29/20	19-20				\$200.00
HUNTLEY 000	Huntley High School	GTRK 5	0000000000	mm1219	AP	GRANT GIRLS TRACK ENTRY FEE FOR THE HUNTLEY INVITE 3/14/20	B	12/11/2019	12/19/2019	R	\$200.00
							19-20				\$200.00
						NUMBER OF INVOICES: 6					\$1,125.00
IC CATHO000	IC CATHOLIC PREP	BBWL 6	0000000000	mm1219	AP	GRANT BOYS BOWLING VARSITY ENTRY FEE FOR KNIGHT INVITE 12/7/19	B	11/13/2019	12/19/2019	R	\$230.00
							19-20				\$230.00
						NUMBER OF INVOICES: 1					\$230.00
ICE ENTE000	Ice Enterprises	18-182	0000000000	MM1219	AP	Landscape Maintenance	B	11/20/2019	12/19/2019	R	\$5,923.25
							19-20				\$5,923.25
						NUMBER OF INVOICES: 1					\$5,923.25
IHC CONS000	Ihc Construction Companies, Llc.	PROJ 18160	0000000000	MM1219	AP	APP7-SUMMER19 WORK	B	11/30/2019	12/19/2019	S	\$11,521.56
							19-20				\$11,521.56
						NUMBER OF INVOICES: 1					\$11,521.56
ILLINOIS012	Illinois Principals Association	Event #3664	0000000000	MM120619	AP	Workshop registration	H	01/16/2020	12/06/2019	R	\$299.00
							19-20			101077	\$299.00
						NUMBER OF INVOICES: 1					\$299.00
ILLINOIS049	Illinois State Dean's Association	2019 Fall Conf	0000000000	MM1219	AP	M Kennedy Conf Registration	B	11/08/2019	12/19/2019	M	\$225.00
							19-20			100769	\$225.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
						NUMBER OF INVOICES: 1						\$225.00
ILLINOIS072	Illinois Directors of Student Acti	2020 IDSA State	0000000000	MM1219	AP	IDSA State Conf registration	B	11/14/2019	12/19/2019	R		\$250.00
		Conf						19-20				\$250.00
						NUMBER OF INVOICES: 1						\$250.00
INDLEJEF000	Indlecoffer, Jeffrey	12032019	0000000000	MM1219	AP	Bball, Girls JV	B	12/03/2019	12/19/2019	R		\$52.00
								19-20				\$52.00
						NUMBER OF INVOICES: 1						\$52.00
INDUSTRI001	Industrial Appraisal Company	3002250	0000000000	MM1219	AP	FACS SUPP/MAINT	B	10/31/2019	12/19/2019	R		\$250.00
						110119-103120		19-20				\$250.00
						NUMBER OF INVOICES: 1						\$250.00
INDUSTRY000	Industry Heating	21739	0000000000	MM1219	AP	Pump Seal/Steam Trap Svc	B	11/14/2019	12/19/2019	R		\$1,450.00
								19-20				\$1,450.00
						NUMBER OF INVOICES: 1						\$1,450.00
INTEGRAT000	Integrated Systems Corp	0703139	0000000000	MM111119	AP	Skyward Nov2019	H	11/01/2019	11/11/2019	R		\$413.00
								19-20		100965		\$413.00
INTEGRAT000	Integrated Systems Corp	0703272	0000000000	MM111119	AP	Skyward Nov2019	H	11/01/2019	11/11/2019	R		\$533.00
								19-20		100965		\$533.00
INTEGRAT000	Integrated Systems Corp	0703793	0000000000	MM1219	AP	Skyward Dec2019	B	12/01/2019	12/19/2019	R		\$413.00
								19-20				\$413.00
INTEGRAT000	Integrated Systems Corp	0703906	0000000000	MM1219	AP	Skyward Dec2019	B	12/01/2019	12/19/2019	R		\$533.00
								19-20				\$533.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
NUMBER OF INVOICES: 4											\$1,892.00
INTERQUE000	Interquest Detection Canines of Ch	1954	0000000000	MM1219	AP	1/2 Day Visit	B	10/31/2019	12/19/2019	R	\$355.00
							19-20				\$355.00
INTERQUE000	Interquest Detection Canines of Ch	1972	0000000000	MM1219	AP	1/2 Day visit	B	11/30/2019	12/19/2019	R	\$355.00
							19-20				\$355.00
NUMBER OF INVOICES: 2											\$710.00
INTERSTA000	Interstate All Battery Center	1903901022103	0000000000	MM1219	AP	Bldg & Grnds supply	B	10/05/2019	12/19/2019	R	\$304.70
							19-20				\$304.70
NUMBER OF INVOICES: 1											\$304.70
J.W. PEP000	J.W. Pepper & Son, Inc.	174677995	0000000000	MM1219	AP	Music supply	B	09/04/2019	12/19/2019	R	\$12.50
							19-20				\$12.50
J.W. PEP000	J.W. Pepper & Son, Inc.	175158481	0122000009	MM1219	AP	Holiday Concert Music	P B	09/06/2019	12/19/2019	R	\$179.99
							19-20				\$179.99
J.W. PEP000	J.W. Pepper & Son, Inc.	175867220	0122000010	MM1219	AP	Music Chorales for Band	F B	09/11/2019	12/19/2019	R	\$139.53
							19-20				\$139.53
J.W. PEP000	J.W. Pepper & Son, Inc.	176033184	0000000000	MM1219	AP	Music supply	B	09/12/2019	12/19/2019	R	\$12.50
							19-20				\$12.50
J.W. PEP000	J.W. Pepper & Son, Inc.	176056606	0000000000	MM1219	AP	Music supply	B	09/12/2019	12/19/2019	R	\$34.97
							19-20				\$34.97
J.W. PEP000	J.W. Pepper & Son, Inc.	176237074	0000000000	MM1219	AP	Music supply	B	09/13/2019	12/19/2019	R	\$21.50
							19-20				\$21.50
J.W. PEP000	J.W. Pepper & Son, Inc.	176382257	0122000011	MM1219	AP	Music order for Band	F B	09/14/2019	12/19/2019	R	\$13.98
							19-20				\$13.98

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
J.W. PEP000	J.W. Pepper & Son, Inc.	176964732	0122000009	MM1219	AP	Holiday Concert Music	P	B	09/17/2019	12/19/2019	R	\$798.00
												\$798.00
J.W. PEP000	J.W. Pepper & Son, Inc.	177483563	0000000000	MM1219	AP	Music supply		B	09/20/2019	12/19/2019	R	\$15.95
												\$15.95
J.W. PEP000	J.W. Pepper & Son, Inc.	178978728	0122000009	MM1219	AP	Holiday Concert Music	P	B	09/26/2019	12/19/2019	R	\$38.00
												\$38.00
J.W. PEP000	J.W. Pepper & Son, Inc.	178982912	0122000009	MM1219	AP	Holiday Concert Music	P	B	09/26/2019	12/19/2019	R	\$18.00
												\$18.00
J.W. PEP000	J.W. Pepper & Son, Inc.	179573130	0122000009	MM1219	AP	Holiday Concert Music	P	B	09/27/2019	12/19/2019	R	\$75.00
												\$75.00
J.W. PEP000	J.W. Pepper & Son, Inc.	184004131	0122000009	MM1219	AP	Holiday Concert Music	P	B	10/04/2019	12/19/2019	R	\$29.00
												\$29.00
J.W. PEP000	J.W. Pepper & Son, Inc.	192493902	0122000009	MM1219	AP	Holiday Concert Music	P	B	10/17/2019	12/19/2019	R	\$65.00
												\$65.00
J.W. PEP000	J.W. Pepper & Son, Inc.	192526316	0122000009	MM1219	AP	Holiday Concert Music	P	B	10/17/2019	12/19/2019	R	\$85.00
												\$85.00
J.W. PEP000	J.W. Pepper & Son, Inc.	197496480	0000000000	MM1219	AP	Music supply		B	10/24/2019	12/19/2019	R	\$65.73
												\$65.73
J.W. PEP000	J.W. Pepper & Son, Inc.	198154602	0000000000	MM1219	AP	Music supply		B	10/25/2019	12/19/2019	R	\$9.75
												\$9.75
J.W. PEP000	J.W. Pepper & Son, Inc.	199968896	0000000000	MM1219	AP	Music supply		B	10/25/2019	12/19/2019	R	\$34.99
												\$34.99
J.W. PEP000	J.W. Pepper & Son, Inc.	201838742	0000000000	MM1219	AP	Music supply		B	10/31/2019	12/19/2019	R	\$23.74
												\$23.74

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
J.W. PEP000	J.W. Pepper & Son, Inc.	202048370	0000000000	MM1219	AP	Music Supply	B	10/31/2019	12/19/2019	R	\$29.99
							19-20				\$29.99
J.W. PEP000	J.W. Pepper & Son, Inc.	216367980	0000000000	MM1219	AP	Music supply	B	11/19/2019	12/19/2019	R	\$3.99
							19-20				\$3.99
J.W. PEP000	J.W. Pepper & Son, Inc.	216538898	0122000014	MM1219	AP	Band Music Order	F B	11/19/2019	12/19/2019	R	\$92.99
							19-20				\$92.99
J.W. PEP000	J.W. Pepper & Son, Inc.	216626929	0122000014	MM1219	AP	Band Music Order	F B	11/19/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
J.W. PEP000	J.W. Pepper & Son, Inc.	221569933	0122000014	MM1219	AP	Band Music Order	F B	11/25/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
J.W. PEP000	J.W. Pepper & Son, Inc.	225651953	0000000000	MM1219	AP	Music supply	B	12/02/2019	12/19/2019	R	\$12.95
							19-20				\$12.95
NUMBER OF INVOICES: 25											\$1,943.05
JOSTENS 000	Jostens	Job# 08003	0000000000	MM1219	AP	Yearbook Deposit	B	11/15/2019	12/19/2019	R	\$1,699.40
							19-20				\$1,699.40
NUMBER OF INVOICES: 1											\$1,699.40
KALK DAW000	Kalk, Dawn	11142019	0000000000	MM1219	AP	Mileage/Meals reimbursement	B	11/14/2019	12/19/2019	R	\$124.97
							19-20				\$124.97
NUMBER OF INVOICES: 1											\$124.97
LAKE COU012	Lake County Regional Office Of Edu	11182019	0000000000	MM1219	AP	4 Refresher Classes	B	11/18/2019	12/19/2019	R	\$40.00
							19-20				\$40.00
NUMBER OF INVOICES: 1											\$40.00
LAKE COU023	Lake County Health Dept And Commun	INV-00031019	0000000000	MM1219	AP	License# FOOD-5080	B	12/06/2019	12/19/2019	R	\$397.00

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LAKE COU023	Lake County Health Dept And Commun	INV-00031019		*****CONTINUED*****			19-20				\$397.00
						NUMBER OF INVOICES: 1					\$397.00
LAKE PAR002	Lake Park High School	BBWL 23	0000000000	mm1219	AP	GRANT ENTRY FEE FOR BOYS BOWLING VARSITY TOURNAMENT AND JV TOURNAMENT	B	11/13/2019	12/19/2019	R	\$625.00
							19-20				\$625.00
						NUMBER OF INVOICES: 1					\$625.00
LAKE ZUR002	Lake Zurich High School	BBWL9	0000000000	mm1219	AP	GRANT BOYS BOWLING VARSITY ENTRY FEE FOR LAKE ZURICH TOURNAMENT 1/4/20	B	11/13/2019	12/19/2019	R	\$175.00
							19-20				\$175.00
LAKE ZUR002	Lake Zurich High School	BTRK 6	0000000000	mm1219	AP	GRANT BOYS TRACK ENTRY FEE FOR THE LAKE ZURICH INVITE 4/24/20	B	12/11/2019	12/19/2019	R	\$350.00
							19-20				\$350.00
LAKE ZUR002	Lake Zurich High School	DANCE1	0000000000	mm1219	AP	GRANT ENTRY FEE 2 ROUTINES DANCE INVITE 12/7/19	B	11/13/2019	12/19/2019	R	\$210.00
							19-20				\$210.00
						NUMBER OF INVOICES: 3					\$735.00
LAKES RE000	Lakes Region Co-Op	December2019	0000000000	MM1219	AP	Dec19 Ins Premiums	B	12/03/2019	12/19/2019	R	\$74,110.38
							19-20				\$74,110.38
						NUMBER OF INVOICES: 1					\$74,110.38
LAKES RE001	Lakes Region Sanitary District	4351	0000000000	MM111119	AP	MOLIDOR SEWER NOV19	H	11/01/2019	11/11/2019	R	\$174.52
							19-20			100966	\$174.52

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
						NUMBER OF INVOICES: 1					\$174.52
LAMANMIK000	Laman, Mike	11272019	0000000000	MM1219	AP	Bball, Boys V	B	11/27/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
						NUMBER OF INVOICES: 1					\$65.00
LEARN WE000	Learn Well	INV43222	0000000000	MM1219	AP	Hospital Tutoring	B	11/15/2019	12/19/2019	R	\$66.50
							19-20				\$66.50
LEARN WE000	Learn Well	INV43544	0000000000	MM1219	AP	Hospital Tutoring	B	11/22/2019	12/19/2019	R	\$199.50
							19-20				\$199.50
LEARN WE000	Learn Well	INV45234	0000000000	MM1219	AP	Hospital Tutoring	B	12/01/2019	12/19/2019	R	\$266.00
							19-20				\$266.00
						NUMBER OF INVOICES: 3					\$532.00
LEBRUAMA000	LeBrun, Amanda	11122019	0000000000	MM1219	AP	Science Lab reimbursement	B	11/12/2019	12/19/2019	R	\$10.97
							19-20				\$10.97
						NUMBER OF INVOICES: 1					\$10.97
LEGGEROB000	Leggett, Robert	11252019	0000000000	MM1219	AP	Bball, Boys Soph	B	11/25/2019	12/19/2019	R	\$104.00
							19-20				\$104.00
						NUMBER OF INVOICES: 1					\$104.00
LESIARAC000	Lesiak, Rachel	11222019	0000000000	MM1219	AP	Mileage reimbursement	B	11/22/2019	12/19/2019	R	\$24.36
							19-20				\$24.36
						NUMBER OF INVOICES: 1					\$24.36
LORENRON001	Lorenzo, Ronald	11262019	0000000000	MM1219	AP	Bball, Boys V	B	11/26/2019	12/19/2019	R	\$65.00
							19-20				\$65.00

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
NUMBER OF INVOICES: 1											\$65.00
LUKEMVER000	Lukemeyer, Veronica	12052019	0000000000	MM1219	AP	RTI travel reimbursement	B	12/05/2019	12/19/2019	R	\$1,524.01
							19-20				\$1,524.01
NUMBER OF INVOICES: 1											\$1,524.01
MARKLUND000	Marklund Day School	November 2019	0000000000	MM1219	AP	18 days enrolled	B	12/01/2019	12/19/2019	R	\$7,991.64
							19-20				\$7,991.64
MARKLUND000	Marklund Day School	October 2019	0000000000	MM1219	AP	21 days enrolled Oct19	B	11/01/2019	12/19/2019	R	\$9,323.58
							19-20				\$9,323.58
NUMBER OF INVOICES: 2											\$17,315.22
MARSHJAM001	Marshall, James	11252019	0000000000	MM1219	AP	Bball, Boys Frosh A	B	11/25/2019	12/19/2019	R	\$91.00
							19-20				\$91.00
MARSHJAM001	Marshall, James	12032019	0000000000	MM1219	AP	Bball, Girls Frosh	B	12/03/2019	12/19/2019	R	\$45.50
							19-20				\$45.50
NUMBER OF INVOICES: 2											\$136.50
MARTIJAM000	Martin, Jamie	12092019	0000000000	MM1219	AP	Mileage reimbursement	B	12/09/2019	12/19/2019	R	\$33.06
							19-20				\$33.06
NUMBER OF INVOICES: 1											\$33.06
MASSISCO000	Massie, Scott	11272019	0000000000	MM1219	AP	Bball, Boys V	B	11/27/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
NUMBER OF INVOICES: 1											\$65.00
MCHENRY 010	McHenry Specialties	2019-911	0000000000	MM1219	AP	Ex in Educ Award	B	12/03/2019	12/19/2019	R	\$53.00
							19-20				\$53.00

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
NUMBER OF INVOICES: 1											\$53.00
MCHENRY-000	McHenry-Lake SWCD	2020 Envirothon	0000000000	MM1219	AP	Envirothon teams entry	B	11/22/2019	12/19/2019	R	\$50.00
							19-20				\$50.00
NUMBER OF INVOICES: 1											\$50.00
MCKAYKEV000	McKay, Kevin	11252019	0000000000	MM1219	AP	Bball, Boys V	B	11/25/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
MCKAYKEV000	McKay, Kevin	12032019	0000000000	MM1219	AP	Bball, Girls V	B	12/03/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
NUMBER OF INVOICES: 2											\$130.00
MCQUEEN 000	McQueen Technology Group LLC	011140	0000000000	MM1219	AP	IT support 11/01-11/30	B	12/01/2019	12/19/2019	R	\$7,000.00
							19-20				\$7,000.00
NUMBER OF INVOICES: 1											\$7,000.00
MELENDAN000	Melendez, Daniel	12022019	0000000000	MM1219	AP	Sound-Fall Play 2019	B	12/02/2019	12/19/2019	R	\$1,000.00
							19-20				\$1,000.00
MELENDAN000	Melendez, Daniel	201911-#1002	0000000000	MM1219	AP	AV services Fall 2019	B	10/10/2019	12/19/2019	R	\$300.00
							19-20				\$300.00
MELENDAN000	Melendez, Daniel	201911-#1003	0000000000	MM1219	AP	AV services Fall 2019	B	10/19/2019	12/19/2019	R	\$250.00
							19-20				\$250.00
NUMBER OF INVOICES: 3											\$1,550.00
MENARDS 001	Menards	50108	0000000000	MM1219	AP	Tech Ed supply	B	10/30/2019	12/19/2019	R	\$85.32
							19-20				\$85.32
MENARDS 001	Menards	50322	0000000000	MM1219	AP	Tech Ed supply	B	10/31/2019	12/19/2019	R	\$67.08
							19-20				\$67.08

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
MENARDS 001	Menards	50693	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/05/2019	12/19/2019	R	\$91.17
							19-20				\$91.17
MENARDS 001	Menards	50715	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/05/2019	12/19/2019	R	\$108.81
							19-20				\$108.81
MENARDS 001	Menards	50879	0000000000	MM1219	AP	Transportation supply	B	11/07/2019	12/19/2019	R	\$27.57
							19-20				\$27.57
MENARDS 001	Menards	50883	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/07/2019	12/19/2019	R	\$15.78
							19-20				\$15.78
MENARDS 001	Menards	51235	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/11/2019	12/19/2019	R	\$344.44
							19-20				\$344.44
MENARDS 001	Menards	51401	0000000000	MM1219	AP	Tech Ed supply	B	11/13/2019	12/19/2019	R	\$80.92
							19-20				\$80.92
MENARDS 001	Menards	51453	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/13/2019	12/19/2019	R	\$73.40
							19-20				\$73.40
MENARDS 001	Menards	51527	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/14/2019	12/19/2019	R	\$34.27
							19-20				\$34.27
MENARDS 001	Menards	51640	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/15/2019	12/19/2019	R	\$59.84
							19-20				\$59.84
MENARDS 001	Menards	51718	0000000000	MM1219	AP	Transportation supply	B	11/16/2019	12/19/2019	R	\$19.95
							19-20				\$19.95
MENARDS 001	Menards	52108	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/20/2019	12/19/2019	R	\$31.47
							19-20				\$31.47
MENARDS 001	Menards	52562	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/25/2019	12/19/2019	R	\$78.21
							19-20				\$78.21

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
MENARDS 001	Menards	52590	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/25/2019	12/19/2019	R	\$89.94
							19-20				\$89.94
MENARDS 001	Menards	53246	0000000000	MM1219	AP	Tech Ed supply	B	12/02/2019	12/19/2019	R	\$204.68
							19-20				\$204.68
NUMBER OF INVOICES: 16											\$1,412.85
MENTA AC000	Menta Academy North	SESINV-008440R	0000000000	MM120219	AP	14 days enrolled	H	09/30/2019	12/02/2019	R	\$2,512.16
							19-20			101068	\$2,512.16
MENTA AC000	Menta Academy North	SESINV-009377	0000000000	MM1219	AP	15 days enrolled	B	11/27/2019	12/19/2019	R	\$2,691.60
							19-20				\$2,691.60
NUMBER OF INVOICES: 2											\$5,203.76
MEREDWAR000	Meredith, Warren	12062019	0000000000	MM1219	AP	Bball, Girls JV	B	12/06/2019	12/19/2019	R	\$53.00
							19-20				\$53.00
NUMBER OF INVOICES: 1											\$53.00
MERKEPET000	Merkel, Peter	11262019	0000000000	MM1219	AP	Bball, Boys V	B	11/26/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
NUMBER OF INVOICES: 1											\$65.00
MID-WEST000	Mid-West Truckers Association, Inc	697732	0000000000	MM1219	AP	Annual Random	B	10/15/2019	12/19/2019	R	\$1,683.50
							19-20				\$1,683.50
NUMBER OF INVOICES: 1											\$1,683.50
MIDWEST 023	MIDWEST TRANSIT EQUIPMENT INC	X106023845:01	0000000000	MM1219	AP	Front license insert	B	11/20/2019	12/19/2019	R	\$14.75
							19-20				\$14.75
NUMBER OF INVOICES: 1											\$14.75
MILLEROB003	Miller, Robert	12102019	0000000000	MM1219	AP	Bball, Girls V	B	12/10/2019	12/19/2019	R	\$67.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
MILLEROB003	Miller, Robert	12102019		*****CONTINUED*****			19-20				\$67.00
						NUMBER OF INVOICES: 1					\$67.00
MUNDELEI006	Mundelein High School	2020 Jazz Fest	0000000000	MM1219	AP	Jazz Invitational entry	B 11/22/2019	12/19/2019	R		\$225.00
							19-20				\$225.00
MUNDELEI006	Mundelein High School	GBK 1	0000000000	mm1219	AP	MUNDELEIN VARSITY GIRLS BASKETBALL TOURNAMENT ENTRY FEE FOR GRANT	B 11/13/2019	12/19/2019	R		\$310.00
							19-20				\$310.00
						NUMBER OF INVOICES: 2					\$535.00
MUSIC & 000	Music & Arts Center, Inc.	INV019778147	0122000012	MM1219	AP	Band-Mallet Order	F B 10/31/2019	12/19/2019	R		\$50.52
							19-20				\$50.52
MUSIC & 000	Music & Arts Center, Inc.	INV019885467	0122000012	MM1219	AP	Band-Mallet Order	F B 11/06/2019	12/19/2019	R		\$102.69
							19-20				\$102.69
MUSIC & 000	Music & Arts Center, Inc.	INV020131635	0000000000	MM1219	AP	Instrument repair	B 11/22/2019	12/19/2019	R		\$115.90
							19-20				\$115.90
MUSIC & 000	Music & Arts Center, Inc.	INV020295402	0122000016	MM1219	AP	Conga Stand for Band	F B 12/02/2019	12/19/2019	R		\$204.51
							19-20				\$204.51
MUSIC & 000	Music & Arts Center, Inc.	INV020315301	0122000015	MM1219	AP	Pearl Concert Slap Sticks	F B 12/03/2019	12/19/2019	R		\$98.85
							19-20				\$98.85
MUSIC & 000	Music & Arts Center, Inc.	INV020334201	0122000017	MM1219	AP	Xylophone Mallets	F B 12/04/2019	12/19/2019	R		\$76.83
							19-20				\$76.83
						NUMBER OF INVOICES: 6					\$649.30
NAPA AUT000	Napa Auto Supply	992296	0000000000	MM120619	AP	Bldg & Grnds supply	H 11/05/2019	12/06/2019	R		\$160.97

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
NAPA AUT000	Napa Auto Supply	992296		*****CONTINUED*****			19-20			101078	\$160.97
NAPA AUT000	Napa Auto Supply	992417	0000000000	MM111119	AP	Transportation supply	H	11/07/2019	11/11/2019	R	\$89.94
							19-20			100967	\$89.94
NAPA AUT000	Napa Auto Supply	993828	0000000000	MM120619	AP	Bldg & Grnds supply	H	12/03/2019	12/06/2019	R	\$185.88
							19-20			101078	\$185.88
NUMBER OF INVOICES: 3											\$436.79
NENNINIC000	Nenni, Nicholas	11112019	0000000000	MM1219	AP	Fuel reimbursement	B	11/11/2019	12/19/2019	R	\$59.81
							19-20				\$59.81
NUMBER OF INVOICES: 1											\$59.81
NEOFUNDS000	Neofunds	7900044080451309	0000000000	MM111119	AP	Neofunds Postage	H	11/01/2019	11/11/2019	R	\$2,000.00
							19-20			100968	\$2,000.00
NUMBER OF INVOICES: 1											\$2,000.00
NEOPOST 000	Neopost USA Inc	15913140	0000000000	MM120219	AP	Meter Tapes	H	11/21/2019	12/02/2019	R	\$56.96
							19-20			101069	\$56.96
NEOPOST 000	Neopost USA Inc	57145328	0000000000	MM112019	AP	Meter Rental	H	11/12/2019	11/20/2019	R	\$300.00
							19-20			101006	\$300.00
NUMBER OF INVOICES: 2											\$356.96
NEW CONN000	NEW CONNECTIONS ACADEMY	11761	0000000000	MM1219	AP	17 days enrolled	B	11/26/2019	12/19/2019	R	\$4,837.01
							19-20				\$4,837.01
NEW CONN000	NEW CONNECTIONS ACADEMY	11762	0000000000	MM1219	AP	17 days enrolled	B	11/26/2019	12/19/2019	R	\$4,837.01
							19-20				\$4,837.01

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
NUMBER OF INVOICES: 2											\$9,674.02
NICOR 001	Nicor	08-78-68-1000 5	0000000000	MM1219	AP	102319-112019 ES Hawthorne	B	11/20/2019	12/19/2019	R	\$69.54
							19-20				\$69.54
NUMBER OF INVOICES: 1											\$69.54
NORTHWES019	Northwest Suburban Special Educati	6217	0000000000	MM1219	AP	1st Semester FY19-20	B	11/08/2019	12/19/2019	R	\$32,437.47
							19-20				\$32,437.47
NUMBER OF INVOICES: 1											\$32,437.47
NORTHWES024	Northwestern Med Occ Health	402399	0000000000	MM1219	AP	Annual Exam	B	11/15/2019	12/19/2019	R	\$110.00
							19-20				\$110.00
NORTHWES024	Northwestern Med Occ Health	402533	0000000000	MM1219	AP	Annual Exam	B	11/18/2019	12/19/2019	R	\$110.00
							19-20				\$110.00
NORTHWES024	Northwestern Med Occ Health	402775	0000000000	MM1219	AP	Annual Exam	B	11/25/2019	12/19/2019	R	\$110.00
							19-20				\$110.00
NUMBER OF INVOICES: 3											\$330.00
OLK KRI000	Olk, Kristine	12122019	0000000000	MM1219	AP	Mileage reimbursement	B	12/12/2019	12/19/2019	R	\$84.39
							19-20				\$84.39
NUMBER OF INVOICES: 1											\$84.39
OMBUDSMA000	Ombudsman	IVC000000000028253	0000000000	MM1219	AP	Nov Tuition	B	12/03/2019	12/19/2019	R	\$660.00
							19-20				\$660.00
NUMBER OF INVOICES: 1											\$660.00
ON-TARGE000	On-Target Sales	7825	0502000016	MM1219	AP	WILSON BALL ORDER	F B	09/03/2019	12/19/2019	R	\$2,729.50
							19-20				\$2,729.50

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
NUMBER OF INVOICES: 1											\$2,729.50
ORKIN PE000	Orkin Pest Control	188001627	0000000000	MM1219	AP	Pest Control Services	B	11/26/2019	12/19/2019	R	\$137.79
							19-20				\$137.79
ORKIN PE000	Orkin Pest Control	193020727	0000000000	MM111419	AP	Pest control services	H	10/31/2019	11/14/2019	R	\$100.00
							19-20			100991	\$100.00
ORKIN PE000	Orkin Pest Control	193020729	0000000000	MM1219	AP	Pest Control Services	B	11/26/2019	12/19/2019	R	\$100.00
							19-20				\$100.00
NUMBER OF INVOICES: 3											\$337.79
ORRISBIL000	Orris, Bill	11272019	0000000000	MM1219	AP	Bball, Boys V	B	11/27/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
NUMBER OF INVOICES: 1											\$65.00
PADDOCK 000	Paddock Publications	34903	0000000000	MM1219	AP	Public Notice	B	11/30/2019	12/19/2019	R	\$21.00
							19-20				\$21.00
NUMBER OF INVOICES: 1											\$21.00
PALATINE002	Palatine High School	GBWL1	0000000000	mm1219	AP	GRANT GIRLS BOWLING VARSITY AND JV ENTRY FEE FOR PALATINE INVITE 12/7/19	B	11/13/2019	12/19/2019	R	\$285.00
							19-20				\$285.00
PALATINE002	Palatine High School	GTRK 8	0000000000	mm1219	AP	GRANT GIRLS TRACK ENTRY FEE FOR THE PALATINE INVITE 4/25/20	B	12/11/2019	12/19/2019	R	\$175.00
							19-20				\$175.00
PALATINE002	Palatine High School	Pirates Booty Invite	0000000000	MM111419	AP	Pirates Booty entry fee	H	11/16/2019	11/14/2019	R	\$150.00
							19-20			100992	\$150.00

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
NUMBER OF INVOICES: 3											\$610.00
PARTS TO000	Parts Town, Llc	23515770	0000000000	MM1219	AP	Bldg & Grnds supply	B	08/12/2019	12/19/2019	R	\$330.00
							19-20				\$330.00
NUMBER OF INVOICES: 1											\$330.00
PER MAR 000	Per Mar Security Services	484729	0000000000	MM1219	AP	Security WE110219	B	11/02/2019	12/19/2019	R	\$5,286.30
							19-20				\$5,286.30
PER MAR 000	Per Mar Security Services	485212	0000000000	MM1219	AP	Security WE110919	B	11/09/2019	12/19/2019	R	\$5,434.19
							19-20				\$5,434.19
PER MAR 000	Per Mar Security Services	485617	0000000000	MM1219	AP	Security Services WE111619	B	11/16/2019	12/19/2019	R	\$5,495.81
							19-20				\$5,495.81
PER MAR 000	Per Mar Security Services	486464	0000000000	MM1219	AP	Security WE112319	B	11/23/2019	12/19/2019	R	\$5,782.98
							19-20				\$5,782.98
PER MAR 000	Per Mar Security Services	486675	0000000000	MM1219	AP	Security WE113019	B	11/30/2019	12/19/2019	R	\$2,214.24
							19-20				\$2,214.24
NUMBER OF INVOICES: 5											\$24,213.52
PETERRIC001	Petersen, Richard	12102019	0000000000	MM1219	AP	Bball, Girls V	B	12/10/2019	12/19/2019	R	\$67.00
							19-20				\$67.00
NUMBER OF INVOICES: 1											\$67.00
PINTEWIL000	Pinter, William	12102019	0000000000	MM1219	AP	Bball, Girls V	B	12/10/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
NUMBER OF INVOICES: 1											\$65.00
POUSSRIT000	Pousson, Rita	08192019	0000000000	MM1219	AP	Fall Flag reimbursement	B	08/19/2019	12/19/2019	R	\$540.40
							19-20				\$540.40

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION			DISC AMT	ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
						NUMBER OF INVOICES: 1						\$540.40
PRODRSPE000	Prodromos, Spencer	12032019	0000000000	MM1219	AP	Bball, Girls V	B	12/03/2019	12/19/2019	R		\$65.00
							19-20					\$65.00
						NUMBER OF INVOICES: 1						\$65.00
PRODUCTI000	Production Automation Corp	169483	0112000007	MM1219	AP	Dry Storage Container for TE	F	B	11/18/2019	12/19/2019	R	\$362.02
						3D Printing Materials						
							19-20					\$362.02
						NUMBER OF INVOICES: 1						\$362.02
PROSPECT001	Prospect High School	Speechapalooza	0000000000	MM111419	AP	Entry fees Speechapalooza	H	11/16/2019	11/14/2019	R		\$225.00
							19-20			100993		\$225.00
						NUMBER OF INVOICES: 1						\$225.00
PURCHROS000	Purchatzke, Ross	MSED608	0000000000	MM1219	AP	19-20 Tuition Reimbursement	B	12/06/2019	12/19/2019	R		\$495.00
							19-20					\$495.00
PURCHROS000	Purchatzke, Ross	MSED609	0000000000	MM1219	AP	19-20 Tuition Reimbursement	B	12/06/2019	12/19/2019	R		\$495.00
							19-20					\$495.00
PURCHROS000	Purchatzke, Ross	MSED610	0000000000	MM1219	AP	19-20 Tuition Reimbursement	B	12/06/2019	12/19/2019	R		\$1,485.00
							19-20					\$1,485.00
						NUMBER OF INVOICES: 3						\$2,475.00
QUILL C0002	Quill Corp.	2461895	1242000010	MM1219	AP	Shared Office Supplies	F	B	11/06/2019	12/19/2019	R	\$102.58
							19-20					\$102.58
QUILL C0002	Quill Corp.	3078268	1242000011	MM1219	AP	Shared Office Supplies	F	B	12/05/2019	12/19/2019	R	\$107.06
							19-20					\$107.06

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
QUILL C0002	Quill Corp.	3240065	1242000012	MM1219	AP	Shared Office Supplies	F	B	12/10/2019	12/19/2019	R	\$84.51
							19-20					\$84.51
						NUMBER OF INVOICES: 3						\$294.15
RAPP SUP000	Rapp Supply Inc	09182019	0000000000	MM1219	AP	Bball Cart service/parts	B		09/18/2019	12/19/2019	R	\$120.00
							19-20					\$120.00
						NUMBER OF INVOICES: 1						\$120.00
RAPTOR 000	Raptor	58146 RN	0000000000	MM112219	AP	Annual Access fee	H		11/01/2019	11/22/2019	R	\$525.00
							19-20			101063		\$525.00
						NUMBER OF INVOICES: 1						\$525.00
RAY CHEV001	Ray Chevrolet	CVCS535478	0000000000	MM1219	AP	Driver Ed-Install Pedal	B		10/29/2019	12/19/2019	R	\$150.00
							19-20					\$150.00
RAY CHEV001	Ray Chevrolet	CVCS535616	0000000000	MM1219	AP	Service/Pedal Removal	B		11/22/2019	12/19/2019	R	\$232.00
							19-20					\$232.00
RAY CHEV001	Ray Chevrolet	CVCS535617	0000000000	MM1219	AP	Driver Ed-Install Pedal	B		11/01/2019	12/19/2019	R	\$100.00
							19-20					\$100.00
RAY CHEV001	Ray Chevrolet	CVCS536199	0000000000	MM1219	AP	Service/Pedal Removal	B		11/22/2019	12/19/2019	R	\$229.00
							19-20					\$229.00
RAY CHEV001	Ray Chevrolet	CVCS536961	0000000000	MM1219	AP	Driver Ed service	B		11/15/2019	12/19/2019	R	\$138.09
							19-20					\$138.09
						NUMBER OF INVOICES: 5						\$849.09
READY RE000	READY REFRESH	19J8104637510	0000000000	MM111119	AP	Drinking Water	H		11/02/2019	11/11/2019	R	\$523.40
							19-20			100969		\$523.40

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR		INVOICE AMOUNT
						NUMBER OF INVOICES: 1					\$523.40
REEDYGER000	Reedy, Gerald	12032019	0000000000	MM1219	AP	Bball, Girls Frosh	B 12/03/2019	12/19/2019	R		\$45.50
							19-20				\$45.50
						NUMBER OF INVOICES: 1					\$45.50
RIVERVIC000	Rivera, Victor Rafael	12062019	0000000000	MM1219	AP	Bball, Girls V	B 12/06/2019	12/19/2019	R		\$67.00
							19-20				\$67.00
						NUMBER OF INVOICES: 1					\$67.00
RIVERVIC001	Rivera, Victor	11262019	0000000000	MM1219	AP	Bball, Boys Soph	B 11/26/2019	12/19/2019	R		\$104.00
							19-20				\$104.00
						NUMBER OF INVOICES: 1					\$104.00
ROBINJAS000	Robinson, Jason	11252019	0000000000	MM1219	AP	Bball, Boys V	B 11/25/2019	12/19/2019	R		\$65.00
							19-20				\$65.00
						NUMBER OF INVOICES: 1					\$65.00
ROCKFORD002	Rockford East High School	BBWL8	0000000000	mm1219	AP	GRANT BOYS BOWLING VARSITY AND JV ENTRY FEE FOR ERAB HOLIDAY INVITATIONAL 12/21/19	B 11/13/2019	12/19/2019	R		\$400.00
							19-20				\$400.00
						NUMBER OF INVOICES: 1					\$400.00
ROUND LA004	Round Lake High School	World of Speech	0000000000	MM111419	AP	World of Speech entry fee	H 11/08/2019	11/14/2019	R		\$150.00
							19-20		100994		\$150.00
						NUMBER OF INVOICES: 1					\$150.00
SAFE HAV000	Safe Haven School	5084	0000000000	MM1219	AP	10 days enrolled	B 11/26/2019	12/19/2019	R		\$2,252.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
SAFE HAV000	Safe Haven School	5084		*****	CONTINUED	*****					
							19-20				\$2,252.00
						NUMBER OF INVOICES: 1					\$2,252.00
SAFEWAY 000	Safeway Transportation Services Co	101215Reissue	0000000000	MM1219	AP	Stdnt Trnsprt Jul19	B	07/31/2019	12/19/2019	R	\$12,830.50
							19-20				\$12,830.50
SAFEWAY 000	Safeway Transportation Services Co	101229Reissue	0000000000	MM1219	AP	Stdnt Trnsprt Jun19	B	06/30/2019	12/19/2019	R	\$15,632.00
							19-20				\$15,632.00
SAFEWAY 000	Safeway Transportation Services Co	101343	0000000000	MM1219	AP	Student Trnsprt OCT19	B	10/31/2019	12/19/2019	S	\$10,539.50
							19-20				\$10,539.50
						NUMBER OF INVOICES: 3					\$39,002.00
SAUNDMAR000	Saunders, Mark	12032019	0000000000	MM1219	AP	Bball, Girls V	B	12/03/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
						NUMBER OF INVOICES: 1					\$65.00
SCARIANO000	Scariano, Himes And Petrarca	42635	0000000000	MM112019	AP	Legal Svcs OCT 2019	H	11/01/2019	11/20/2019	R	\$1,520.00
							19-20			101007	\$1,520.00
						NUMBER OF INVOICES: 1					\$1,520.00
SCHAUTYL000	Schaufel, Tyler	12022019	0000000000	MM1219	AP	Lighting-Fall Play 2019	B	12/02/2019	12/19/2019	R	\$1,000.00
							19-20				\$1,000.00
						NUMBER OF INVOICES: 1					\$1,000.00
SCHMIJER000	Schmidt, Jeremy	12062019	0000000000	MM1219	AP	Mileage/Meal reimbursement	B	12/06/2019	12/19/2019	R	\$137.88
							19-20				\$137.88
						NUMBER OF INVOICES: 1					\$137.88
SCHROJOS000	Schroeder, Joshua	11252019	0000000000	MM1219	AP	Bball, Boys V	B	11/25/2019	12/19/2019	R	\$65.00

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
SCHROJOS000	Schroeder, Joshua	11252019		*****CONTINUED*****			19-20				\$65.00
						NUMBER OF INVOICES: 1					\$65.00
SCHURING000	Schuring & Schuring, Inc.	NOV2019-18192	0000000000	MM1219	AP	Milk Delivery	B 11/30/2019	12/19/2019	R		\$2,703.66
							19-20				\$2,703.66
						NUMBER OF INVOICES: 1					\$2,703.66
SCHWAJEF000	Schwarz, Jeff	11252019	0000000000	MM1219	AP	Bball, Boys V	B 11/25/2019	12/19/2019	R		\$65.00
							19-20				\$65.00
						NUMBER OF INVOICES: 1					\$65.00
SECRETAR001	Secretary Of State	12062019-Becker	0000000000	MM1219	AP	C. Becker renewal	B 12/06/2019	12/19/2019	S		\$4.00
							19-20				\$4.00
SECRETAR001	Secretary Of State	12062019-Dubois	0000000000	MM1219	AP	T. Dubois renewal	B 12/06/2019	12/19/2019	S		\$4.00
							19-20				\$4.00
SECRETAR001	Secretary Of State	12062019-Falco	0000000000	MM1219	AP	D. Falco renewal	B 12/06/2019	12/19/2019	S		\$4.00
							19-20				\$4.00
SECRETAR001	Secretary Of State	12062019-Prouty	0000000000	MM1219	AP	R. Prouty renewal	B 12/06/2019	12/19/2019	S		\$4.00
							19-20				\$4.00
SECRETAR001	Secretary Of State	12062019-Sherman	0000000000	MM1219	AP	S. Lewand-Sherman renewal	B 12/06/2019	12/19/2019	S		\$4.00
							19-20				\$4.00
SECRETAR001	Secretary Of State	12062019-Wetter	0000000000	MM1219	AP	R. Wetter renewal	B 12/06/2019	12/19/2019	S		\$4.00
							19-20				\$4.00
SECRETAR001	Secretary Of State	12062019-Witt	0000000000	MM1219	AP	S. Witt renewal	B 12/06/2019	12/19/2019	S		\$4.00
							19-20				\$4.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
SECRETAR001	Secretary Of State	12062019-Zobrist	0000000000	MM1219	AP	D. Zobrist renewal	B	12/06/2019	12/19/2019	S	\$4.00
							19-20				\$4.00
						NUMBER OF INVOICES: 8					\$32.00
SECRETAR002	Secretary Of State	100813SB	0000000000	MM112019	AP	Plate Renewal 100813SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101008	\$10.00
SECRETAR002	Secretary Of State	100814SB	0000000000	MM112019	AP	Plate Renewal 100814SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101009	\$10.00
SECRETAR002	Secretary Of State	100815SB	0000000000	MM112019	AP	Plate Renewal 100815SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101010	\$10.00
SECRETAR002	Secretary Of State	100816SB	0000000000	MM112019	AP	Plate Renewal 100816SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101011	\$10.00
SECRETAR002	Secretary Of State	100817SB	0000000000	MM112019	AP	Plate Renewal 100817SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101012	\$10.00
SECRETAR002	Secretary Of State	100818SB	0000000000	MM112019	AP	Plate Renewal 100818SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101013	\$10.00
SECRETAR002	Secretary Of State	100819SB	0000000000	MM112019	AP	Plate Renewal 100819SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101014	\$10.00
SECRETAR002	Secretary Of State	100820SB	0000000000	MM112019	AP	Plate Renewal 100820SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101015	\$10.00
SECRETAR002	Secretary Of State	100821SB	0000000000	MM112019	AP	Plate Renewal 100821SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101016	\$10.00
SECRETAR002	Secretary Of State	100822SB	0000000000	MM112019	AP	Plate Renewal 100822SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101017	\$10.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
SECRETAR002	Secretary Of State	100823SB	0000000000	MM112019	AP	Plate Renewal 100823SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101018	\$10.00
SECRETAR002	Secretary Of State	100824SB	0000000000	MM112019	AP	Plate Renewal 100824SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101019	\$10.00
SECRETAR002	Secretary Of State	100825SB	0000000000	MM112019	AP	Plate Renewal 100825SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101020	\$10.00
SECRETAR002	Secretary Of State	100826SB	0000000000	MM112019	AP	Plate Renewal 100826SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101021	\$10.00
SECRETAR002	Secretary Of State	100847SB	0000000000	MM112019	AP	Plate Renewal 100847SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101022	\$10.00
SECRETAR002	Secretary Of State	100848SB	0000000000	MM112019	AP	Plate Renewal 100848SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101023	\$10.00
SECRETAR002	Secretary Of State	100849SB	0000000000	MM112019	AP	Plate Renewal 100849SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101024	\$10.00
SECRETAR002	Secretary Of State	100850SB	0000000000	MM112019	AP	Plate Renewal 100850SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101025	\$10.00
SECRETAR002	Secretary Of State	101196SB	0000000000	MM112019	AP	Plate Renewal 101196SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101026	\$10.00
SECRETAR002	Secretary Of State	101197SB	0000000000	MM112019	AP	Plate Renewal 101197SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101027	\$10.00
SECRETAR002	Secretary Of State	101198SB	0000000000	MM112019	AP	Plate Renewal 101198SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101028	\$10.00
SECRETAR002	Secretary Of State	101199SB	0000000000	MM112019	AP	Plate Renewal 101199SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101029	\$10.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
SECRETAR002	Secretary Of State	101200SB	0000000000	MM112019	AP	Plate Renewal 101200SB	H	11/20/2019	11/20/2019	S	\$10.00
							19-20			101030	\$10.00
SECRETAR002	Secretary Of State	19-21 DE Plates	0000000000	MM1219	AP	DE License plate stickers	B	12/04/2019	12/19/2019	M	\$20.00
							19-20			101070	\$20.00
NUMBER OF INVOICES: 24											\$250.00
SEDOL	001 Sedol	20CONTR.2	0000000000	MM1219	AP	19-20 Contractual Billing	B	12/11/2019	12/19/2019	R	\$16,769.00
							19-20				\$16,769.00
SEDOL	001 Sedol	30160	0000000000	MM1219	AP	17 days enrolled	B	11/26/2019	12/19/2019	R	\$5,091.84
							19-20				\$5,091.84
SEDOL	001 Sedol	30161	0000000000	MM1219	AP	10 days enrolled	B	11/26/2019	12/19/2019	R	\$2,995.20
							19-20				\$2,995.20
SEDOL	001 Sedol	Dec 2019	0000000000	MM1219	AP	Dec 2019 Billing	B	12/09/2019	12/19/2019	R	\$91,390.05
							19-20				\$91,390.05
SEDOL	001 Sedol	FY20 Housing	0000000000	MM1219	AP	19-20 Housing Formula Billing	B	11/19/2019	12/19/2019	R	\$44,332.00
							19-20				\$44,332.00
SEDOL	001 Sedol	Nov 2019	0000000000	MM1219	AP	Nov 2019 Billing	B	11/08/2019	12/19/2019	R	\$94,034.65
							19-20				\$94,034.65
NUMBER OF INVOICES: 6											\$254,612.74
SHAW MED000	Shaw Media	10003997	0000000000	MM1219	AP	ASA 2019	B	11/23/2019	12/19/2019	R	\$1,239.64
							19-20				\$1,239.64
NUMBER OF INVOICES: 1											\$1,239.64
SHORELIN000	Shoreline Graphics	5400	0000000000	MM1219	AP	500 6x9 Envelopes	B	11/12/2019	12/19/2019	R	\$89.32
							19-20				\$89.32

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
SHORELIN000	Shoreline Graphics	5404	0000000000	MM1219	AP	Corridor Passes	B	11/18/2019	12/19/2019	R	\$246.70
							19-20				\$246.70
SHORELIN000	Shoreline Graphics	5407	0000000000	MM1219	AP	App Prof Leave, Absence Rqst	B	11/21/2019	12/19/2019	R	\$878.68
							19-20				\$878.68
NUMBER OF INVOICES: 3											\$1,214.70
SMIGIAL 000	Smigiel, Al	11272019	0000000000	MM1219	AP	Bball, Boys Soph	B	11/27/2019	12/19/2019	R	\$104.00
							19-20				\$104.00
NUMBER OF INVOICES: 1											\$104.00
SMITHKEV000	Smith, Kevin	11252019	0000000000	MM1219	AP	Bball, Boys Soph	B	11/25/2019	12/19/2019	R	\$104.00
							19-20				\$104.00
SMITHKEV000	Smith, Kevin	12102019	0000000000	MM1219	AP	Bball, Girls JV	B	12/10/2019	12/19/2019	R	\$53.00
							19-20				\$53.00
NUMBER OF INVOICES: 2											\$157.00
SNODGMIC000	Snodgrass, Michael	11272019	0000000000	MM1219	AP	Bball, Boys V	B	11/27/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
NUMBER OF INVOICES: 1											\$65.00
SOENKMIC000	Soenksen, Michelle	12052019	0000000000	MM1219	AP	Postage reimbursement	B	12/05/2019	12/19/2019	R	\$25.50
							19-20				\$25.50
SOENKMIC000	Soenksen, Michelle	12102019	0000000000	MM1219	AP	Mileage reimbursement	B	12/10/2019	12/19/2019	R	\$21.46
							19-20				\$21.46
NUMBER OF INVOICES: 2											\$46.96
SONDETIN000	Sonders, Tina	12092019	0000000000	MM1219	AP	RTI travel reimbursement	B	12/09/2019	12/19/2019	R	\$704.16
							19-20				\$704.16

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
						NUMBER OF INVOICES: 1					\$704.16
SPADAVIT000	Spadavecchio, Vito	11262019	0000000000	MM1219	AP	Bball, Boys V	B	11/26/2019	12/19/2019	R	\$65.00
							19-20				\$65.00
						NUMBER OF INVOICES: 1					\$65.00
SPRINT 000	Sprint	212571510-213	0000000000	MM112019	AP	100919-110819 Cell Charges	H	11/12/2019	11/20/2019	R	\$800.18
							19-20			101031	\$800.18
						NUMBER OF INVOICES: 1					\$800.18
STAGG HI000	Stagg High School	DANCE5	0000000000	mm1219	AP	GRANT VARSITY ENTRY FEE 2	B	11/13/2019	12/19/2019	R	\$200.00
						ROUTINES STAGG IHSA					
						COMPETITION 12/21/19					
							19-20				\$200.00
						NUMBER OF INVOICES: 1					\$200.00
STATE SC000	State School News Service	7381	0000000000	MM1219	AP	ISNS Newsletter renewal	B	12/05/2019	12/19/2019	R	\$315.00
							19-20				\$315.00
						NUMBER OF INVOICES: 1					\$315.00
STEPHMAR000	Stephan, Mark	11262019	0000000000	MM1219	AP	Bball, Boys Frosh A	B	11/26/2019	12/19/2019	R	\$91.00
							19-20				\$91.00
						NUMBER OF INVOICES: 1					\$91.00
STERICYC002	Stericycle, Inc	4008974098	0000000000	MM1219	AP	Steri-Safe Select Qrtly	B	12/01/2019	12/19/2019	R	\$536.40
							19-20				\$536.40
						NUMBER OF INVOICES: 1					\$536.40
STEVENS0000	Stevenson High School	BTRK 5	0000000000	mm1219	AP	GRANT BOYS TRACK ENTRY FEE	B	12/11/2019	12/19/2019	R	\$250.00
						FOR THE PATRIOT RELAYS					

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	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
STEVENS0000	Stevenson High School	BTRK 5				*****CONTINUED***** 4/16/20					
							19-20				\$250.00
STEVENS0000	Stevenson High School	CHR2	0000000000	mm1219	AP	GRANT VARSITY AND JV CHEER ENTRY FEE WINTER INVITATIONAL 12/15/19	B	11/13/2019	12/19/2019	R	\$320.00
							19-20				\$320.00
STEVENS0000	Stevenson High School	DANCE2	0000000000	mm1219	AP	GRANT ENTRY FEE 2 ROUTINES WINTER INVITE 12/15/19	B	11/13/2019	12/19/2019	R	\$320.00
							19-20				\$320.00
						NUMBER OF INVOICES: 3					\$890.00
STOTTKEV000	Stott, Kevin	12072019	0000000000	MM1219	AP	Wrestling Varsity	B	12/07/2019	12/19/2019	R	\$151.00
							19-20				\$151.00
						NUMBER OF INVOICES: 1					\$151.00
STREAMWO000	Streamwood High School	GBWL2	0000000000	mm1219	AP	GRANT GIRLS BOWLING VARSITY ENTRY FEE FOR RAY MAXWELL INVITE 12/14/19	B	11/13/2019	12/19/2019	R	\$250.00
							19-20				\$250.00
						NUMBER OF INVOICES: 1					\$250.00
STREAMWO001	Streamwood Behavioral Health Care	11493	0000000000	MM1219	AP	Hospital Tutoring Svc	B	11/06/2019	12/19/2019	R	\$280.00
							19-20				\$280.00
STREAMWO001	Streamwood Behavioral Health Care	11531	0000000000	MM1219	AP	Hospital Tutoring Svc	B	11/08/2019	12/19/2019	R	\$280.00
							19-20				\$280.00
STREAMWO001	Streamwood Behavioral Health Care	11732	0000000000	MM1219	AP	Hospital Tutoring	B	11/29/2019	12/19/2019	R	\$175.00
							19-20				\$175.00

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
NUMBER OF INVOICES: 3											\$735.00
SULLIALE000	Sullivan, Alexandra	12062019	0000000000	MM1219	AP	5 Essentials reimbursement	B	12/06/2019	12/19/2019	R	\$23.98
							19-20				\$23.98
NUMBER OF INVOICES: 1											\$23.98
TECHNOLO000	Technology Campus	4/10	0000000000	MM1219	AP	Tuition OCT 2019	B	10/15/2019	12/19/2019	R	\$45,488.93
							19-20				\$45,488.93
TECHNOLO000	Technology Campus	5/10	0000000000	MM1219	AP	Tuition Billing NOV19	B	11/26/2019	12/19/2019	R	\$45,488.93
							19-20				\$45,488.93
NUMBER OF INVOICES: 2											\$90,977.86
TELCOM I000	Telcom Innovations Group	A54341	3002000027	MM1219	AP	Polycom 7000 Phone for Conference Room	F B	11/05/2019	12/19/2019	R	\$1,843.90
							19-20				\$1,843.90
NUMBER OF INVOICES: 1											\$1,843.90
TENGLSTE000	Tengler, Steve	11262019	0000000000	MM1219	AP	Bball, Boys Frosh A	B	11/26/2019	12/19/2019	R	\$91.00
							19-20				\$91.00
NUMBER OF INVOICES: 1											\$91.00
THE COVE000	The Cove School	SD124-1019	0000000000	MM1219	AP	21 days enrolled	B	10/31/2019	12/19/2019	R	\$5,450.13
							19-20				\$5,450.13
THE COVE000	The Cove School	SD124-1119	0000000000	MM1219	AP	16 days enrolled	B	11/30/2019	12/19/2019	R	\$4,152.48
							19-20				\$4,152.48
NUMBER OF INVOICES: 2											\$9,602.61
THE HOME001	The Home Depot Pro	521424226	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/08/2019	12/19/2019	R	\$1,977.20
							19-20				\$1,977.20

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
THE HOME001	The Home Depot Pro	522763358	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/18/2019	12/19/2019	R	\$1,289.50
							19-20				\$1,289.50
THE HOME001	The Home Depot Pro	523217156	0000000000	MM1219	AP	Bldg & Grnds service	B	11/20/2019	12/19/2019	R	\$125.00
							19-20				\$125.00
THE HOME001	The Home Depot Pro	523217164	0000000000	MM1219	AP	Bldg & Grnds service	B	11/20/2019	12/19/2019	R	\$39.25
							19-20				\$39.25
THE HOME001	The Home Depot Pro	523445484	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/21/2019	12/19/2019	R	\$3,313.10
							19-20				\$3,313.10
THE HOME001	The Home Depot Pro	523445492	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/21/2019	12/19/2019	R	\$38.04
							19-20				\$38.04
THE HOME001	The Home Depot Pro	523889905	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/25/2019	12/19/2019	R	\$450.00
							19-20				\$450.00
NUMBER OF INVOICES: 7											\$7,232.09
THE LODG000	The Lodge of Antioch	10192	0000000000	MM1219	AP	Ath Dir Meeting lunch	B	01/08/2020	12/19/2019	R	\$101.75
							19-20				\$101.75
NUMBER OF INVOICES: 1											\$101.75
THE NEW 000	The New York Times	888999562	0000000000	MM1219	AP	111119-110820 Subscription	B	11/10/2019	12/19/2019	R	\$286.00
							19-20				\$286.00
NUMBER OF INVOICES: 1											\$286.00
THE OMNI000	The Omni Group	1912-7100	0000000000	MM1219	AP	Compliance Oversight	B	12/01/2019	12/19/2019	R	\$3.50
							19-20				\$3.50
NUMBER OF INVOICES: 1											\$3.50
THYSSENK000	Thyssenkrupp Elevator Corp.	3004966865	0000000000	MM1219	AP	Elevator Service	B	12/01/2019	12/19/2019	R	\$1,057.80

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
THYSSENK000	Thyssenkrupp Elevator Corp.	3004966865		*****CONTINUED*****								
							19-20					\$1,057.80
						NUMBER OF INVOICES: 1						\$1,057.80
TM PRODU000	TM Production Services Inc.	2125	3002000026	MM1219	AP	Classroom Projector Installation Project	F	B	09/23/2019	12/19/2019	M	\$15,030.00
							19-20			100996		\$15,030.00
						NUMBER OF INVOICES: 1						\$15,030.00
TRIARCO 000	Triarco Arts & Crafts	624903	0042000014	MM1219	AP	AP Printmaking Supplies	F	B	12/03/2019	12/19/2019	R	\$540.56
							20-21					\$540.56
						NUMBER OF INVOICES: 1						\$540.56
UNIVERSI049	UNIVERSITY OF ILLINOIS	20009	0000000000	MM1219	AP	MATH241 CTF for 6 stdnts		B	11/07/2019	12/19/2019	R	\$2,400.00
							19-20					\$2,400.00
						NUMBER OF INVOICES: 1						\$2,400.00
URBANGRE000	Urbaniak, Gregory	SEPT-DEC19	0000000000	MM1219	AP	Travel reimbursement		B	12/12/2019	12/19/2019	R	\$826.93
							19-20					\$826.93
						NUMBER OF INVOICES: 1						\$826.93
VARSITY 000	Varsity Spirit Fashions	80004362	0502000006	MM1219	AP	CHEER UNIFORMS	F	B	08/05/2019	12/19/2019	R	\$6,417.00
							19-20					\$6,417.00
						NUMBER OF INVOICES: 1						\$6,417.00
VERNON H004	Vernon Hills High School	GBWL3	0000000000	mm1219	AP	GRANT GIRLS BOWLING VARSITY AND JV ENTRY FEE FOR BOWLING INVITE 12/21/19		B	11/13/2019	12/19/2019	R	\$460.00
							19-20					\$460.00

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	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
						NUMBER OF INVOICES: 1					\$460.00
VERSION2000	VERSION2 HOSTING	8060	0000000000	MM1219	AP	Veeam Backup	B	12/01/2019	12/19/2019	R	\$990.00
							19-20				\$990.00
						NUMBER OF INVOICES: 1					\$990.00
VILLAGE 016	Village Of Fox Lake	11122019	0000000000	MM1219	AP	Florence Fischer dinner	B	11/12/2019	12/19/2019	M	\$150.00
							19-20			100970	\$150.00
						NUMBER OF INVOICES: 1					\$150.00
VIRTOO S000	Virtoo Services LLC	11190	0000000000	MM1219	AP	Service Ticket 28175	B	12/02/2019	12/19/2019	R	\$162.50
							19-20				\$162.50
						NUMBER OF INVOICES: 1					\$162.50
VISION S000	Vision Service Plan IL (VSP)	807896910	0000000000	MM112219	AP	Vision Premium DEC19	H	11/22/2019	11/22/2019	R	\$561.04
							19-20			101064	\$561.04
						NUMBER OF INVOICES: 1					\$561.04
VORTEX E000	Vortex Enterprises, Inc	13440-2	0000000000	MM1219	AP	Carpet & Labor	B	10/11/2019	12/19/2019	R	\$22,772.68
							19-20				\$22,772.68
VORTEX E000	Vortex Enterprises, Inc	13440-3	0000000000	MM1219	AP	Carpet & Labor	B	10/31/2019	12/19/2019	R	\$8,116.90
							19-20				\$8,116.90
						NUMBER OF INVOICES: 2					\$30,889.58
WARD'S 001	Ward's	8088265377	0032000003	MM1219	AP	Wards BID LIST	P B	11/11/2019	12/19/2019	R	\$19.99
						Quote#8031029940					
							19-20				\$19.99
						NUMBER OF INVOICES: 1					\$19.99
WARREN E000	Warren Electric	165835	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/21/2019	12/19/2019	R	\$527.75

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
WARREN E000	Warren Electric	165835		*****	CONTINUED*****		19-20				\$527.75
WARREN E000	Warren Electric	165887	0000000000	MM1219	AP	Bldg & Grnds supply	B	11/08/2019	12/19/2019	R	\$1,120.95
							19-20				\$1,120.95
						NUMBER OF INVOICES: 2					\$1,648.70
WARREN T002	Warren Township High School	BBWL7	0000000000	mm1219	AP	GRANT BOYS BOWLING VARSITY ENTRY FEE FOR WARREN INVITE 12/14/19	B	11/13/2019	12/19/2019	R	\$250.00
							19-20				\$250.00
						NUMBER OF INVOICES: 1					\$250.00
WASSEBRU000	Wasser, Bruce	11272019	0000000000	MM1219	AP	Bball, Boys Frosh A	B	11/27/2019	12/19/2019	R	\$91.00
							19-20				\$91.00
						NUMBER OF INVOICES: 1					\$91.00
WASTE MA001	Waste Management	3587969-2354-0	0000000000	MM1219	AP	21-88605-03000	B	11/26/2019	12/19/2019	R	\$1,033.18
							19-20				\$1,033.18
WASTE MA001	Waste Management	3638285-2013-2	0000000000	MM111419	AP	16-86482-33006	H	09/30/2019	11/14/2019	R	\$3,082.05
							19-20			100995	\$3,082.05
WASTE MA001	Waste Management	3645342-2013-2	0000000000	MM111419	AP	16-86482-33006	H	10/31/2019	11/14/2019	R	\$2,829.14
							19-20			100995	\$2,829.14
WASTE MA001	Waste Management	3648842-2013-8	0000000000	MM1219	AP	16-86482-33006	B	11/26/2019	12/19/2019	R	\$3,107.56
							19-20				\$3,107.56
WASTE MA001	Waste Management	3648854-2013-3	0000000000	MM1219	AP	16-86682-83003	B	11/26/2019	12/19/2019	R	\$25.47
							19-20				\$25.47

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
						NUMBER OF INVOICES: 5					\$10,077.40
WAUCONDA007	Wauconda High School	GBWL7	0000000000	mm1219	AP	GRANT GIRLS BOWLING ENTRY FEE FOR WAUCONDA 1/25/20	B	11/13/2019	12/19/2019	R	\$300.00
							19-20				\$300.00
						NUMBER OF INVOICES: 1					\$300.00
WHEELING003	Wheeling High School	GTRK 3	0000000000	mm1219	AP	GRANT GIRLS TRACK ENTRY FEE FOR THE WILDCAT INVITE 2/29/20	B	12/11/2019	12/19/2019	R	\$290.00
							19-20				\$290.00
						NUMBER OF INVOICES: 1					\$290.00
WILLIDAV002	WILLIAMS, DAVE	12032019	0000000000	MM1219	AP	Bball, Girls JV	B	12/03/2019	12/19/2019	R	\$52.00
							19-20				\$52.00
						NUMBER OF INVOICES: 1					\$52.00
WODZIGRE000	Wodzien, Gregory	11142019	0000000000	MM1219	AP	Girls Track storage reimbursement	B	11/14/2019	12/19/2019	R	\$115.47
							19-20				\$115.47
						NUMBER OF INVOICES: 1					\$115.47
X-GRAIN 000	X-Grain	121002	0502000063	MM1219	AP	WINTER STUDENT TRAINER T-SHIRTS STUDENT OWNED	F B	12/10/2019	12/19/2019	R	\$132.00
							19-20				\$132.00
X-GRAIN 000	X-Grain	121039	0502000062	MM1219	AP	SOFTBALL COACHES GEAR	F B	12/10/2019	12/19/2019	R	\$315.00
							19-20				\$315.00
						NUMBER OF INVOICES: 2					\$447.00
ZAHARGAR000	Zahara, Gary	11272019	0000000000	MM1219	AP	Bball, Boys V	B	11/27/2019	12/19/2019	R	\$65.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT
ZAHARGAR000	Zahara, Gary	11272019		*****CONTINUED*****			19-20				\$65.00
						NUMBER OF INVOICES: 1					\$65.00
ZIELIKAT000	Zielinski, Katherine	11142019	0000000000	MM1219	AP	PBIS Cart reimbursement	B	11/14/2019	12/19/2019	R	\$96.15
							19-20				\$96.15
						NUMBER OF INVOICES: 1					\$96.15
						TOTAL NUMBER OF BATCH INVOICES:					447
						TOTAL NUMBER OF HISTORY INVOICES:					74
											516 COMPUTER CHECK INVOICES
											\$1,143,617.32
											5 MANUAL CHECK INVOICES
											\$101,415.00
						TOTAL INVOICES:					521
											\$1,245,032.32
						BANK TOTALS: BANK					INVOICE AMOUNT
						AP					NET AMOUNT
						BANK ACCOUNT #					
						**A000 1120 0000 00 000000					\$1,245,032.32
											\$1,245,032.32

LIQUIDATION STATUS (LQ) CODE LEGEND:

L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING
P = PARTIAL LIQUIDATION F = FULL LIQUIDATION
BLANK = NO LIQUIDATION

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

Emma Lancaster

The Grant Community High School December Student of the Month is senior Emma Lancaster, daughter of Jude and Kristina Lancaster of Round Lake.

Emma's academic achievements include induction into the National Honor Society during her sophomore year and has qualified for Honor Roll each semester. She currently holds an impressive 4.843 GPA.

Her extracurricular activities include the Spring Musical; Fall Play, earning the Excellence in Theatrical Performance; Choir, where she was chosen as Section Leader for two years and selected as Rookie of the Year in 2016 and receiving the award for Musical Excellence; Anthem Singers, honored with Herald Trumpet Award; and Speech Team, serving as Captain for two years.

Emma has participated in numerous community service projects with NHS, she regularly volunteers at Big Hollow, with the Anthem Singers, and assists in announcing the Grant Junior Bulldogs Football games.

In addition to all of her activities, Emma works as a babysitter for local families. She enjoys following Broadway theater, writing poetry and short stories, reading, playing piano, ukulele, and guitar, reviewing movies and television, and she is a proud ally and advocate of LGBTQ+ rights.

Her plans for the future include pursuing a degree in psychology and criminology in preparation for law school. She has been awarded the Presidential Excellence Scholarship at Bradley University and has been accepted into the Honors Program, but she is keeping her options open.

Luke Bedrosian

The Grant Community High School November Student of the Month is senior Luke Bedrosian, son of Jack and Jennifer Bedrosian of Round Lake.

Luke's academic achievements include induction into the National Honor Society during his sophomore year, he earned his place on Honor Roll and Scholars' List each semester, he has been enrolled in several AP classes, one dual credit class, and has passed all six AP exams. He was named an NLCC All-Scholar, Social Studies Golden Globe winner, and he was nominated for Boys' State. He currently holds an outstanding 5.198 GPA.

His extracurricular activities include four years of Football, where he earned the honors of MVP, Desire Award, Team Captain, Varsity starter since sophomore year, and NLCC All-Conference 1st Team; four years of Basketball, earning the Hustle Award during freshman year; and Track and Math Team each year of his high school career. He is also a founding member of the Computer Science Club.

Luke volunteers his time through the National Honor Society's community service events, he is a youth football junior coach and the head coach of the 4th grade feeder basketball team. He is also a Big Dawg Mentor and a Math Lab Tutor.

In addition to all of his activities, Luke worked as a lifeguard during the summer and is a host at Walker Bros. Pancake House. He also enjoys spending time researching special interests such as space exploration, math & physics, travel & culture, technology, and history.

His plans for the future include earning a degree in Aerospace Engineering and is currently assessing his university options, including MIT, Stanford, Purdue, and University of Illinois. His career aspiration is to further space exploration and colonization at SpaceX or NASA.



FALL SPORTS ACCOMPLISHMENTS

Report to the Board of Education

December 19, 2019

Boys and Girls Cross Country

Head Coach

Jeff Durlak

Assistant Coaches

Mike Kennedy, Nick Nenni and Jeff Harvey (Volunteer)

Participation Numbers

39 Student Athletes (23 boys and 16 girls)

Season Record and Accomplishments

Overall - Boys 6 - 1 Girls 6 - 0

NLCC Meet – Boys 1st Place Girls – 3rd Place

All Conference Runners – Total 9 – Boys 6 Girls 3

All County Runners – 3 Girls

All Regional, All Sectional and All State – Aly Negovetich 4th place at IHSA State

Academic Achievements

NLCC Academic All Conference – 11 student athletes (6 boys and 5 Girls)

Scholar Athletes – 25 student athletes (14 boys and 11 girls)

Community Service

Both teams volunteered to work the concession stand at the first home football game.

We hosted and ran a junior high cross country meet at the Bulldog Athletic Complex with our feeder schools Big Hollow, Gavin, and Stanton. We also help set up another meet at the Bulldog Athletic Complex that Big Hollow hosted. In the summer, coaches and athletes set up and volunteered at the Bonnie 5K held at the Bulldog Athletic Complex.

Highlights

Hosted the 21st Annual JT Cross Country Invitational at the Bulldog Athletic Complex. At the varsity level, both the boys and girls' teams won the invite along with the individual champions in both races as well.

Varsity Boys won the NLCC Championship which was the first conference championship since 1996.

The Varsity Girls were 5th at the IHSA Regional meet which qualified the team for Sectionals for the 8th straight season. The Girls went on to finish in 11th Place at the IHSA Sectional meet. Sophomore Aly Negovetich won the Lake County Invite, Fenton Invitational, JT Invite, IHSA Regionals and IHSA Sectionals, along with a 4th place finish at the IHSA State Championships. This is the second consecutive year that Aly has finished the season as an All-State runner.

Football

Head Coach

Chris Robinson

Assistant Coaches

Joe Barzak, Mark Barzak*, Josh Christian, Jim Cramer, Tom Evans, Bob Koval*, Pete Laubenstein, Ross Purchatzke and Chris VanAlstine

Participation Numbers

99 Student Athletes

Varsity: 49

Frosh/Soph: 50

Season Record and Accomplishments

Varsity

Overall 6 - 4 NLCC 4 – 3

Frosh/Soph 8 -1 NLCC 6 - 1

First playoff berth since 2011, first winning record since 2012

All Conference Players - 8

Academic Achievements

NLCC Academic All Conference – 14 student athletes

Scholar Athletes – 32 student athletes

Community Service

Players volunteered their time to help coach the Jr. Bulldog football teams in summer camp

Eight players raised over \$1,500 for the Special Olympics through the Polar Plunge program

Highlights

Kyle Rainey earned Daily Herald Player of the Week for Week 6 vs Lakes

John Bolton earned WRLR Player of the Game for Week 7 vs North Chicago

Continued the legacy of the Bulldog Open Golf Tournament

Boys Golf

Head Coach

John Eiduke

Assistant Coach

Matt Lukemeyer

Participation Numbers

15 Student Athletes

Season Record and Accomplishments

Overall 8 - 11

NLCC 2 – 8 4th Place in the NLCC Tournament

All Conference Golfers - 3

Academic Achievements

NLCC Academic All Conference – 2 student athletes

Scholar Athletes – 8 student athletes

Community Service

Volunteered to work the concession stand for a football game

Highlights

Improved throughout the season and had the most successful NLCC and regional tournaments in program history by having three individuals earn NLCC All-Conference honors and placing 4th at the IHSA regional and advancing four golfers to the IHSA sectional

NLCC Tournament - Zeven Linbo 6th place, Grant Pederson 9th place, David Lokietko 12th place

Sectional qualifiers: Rylan Atkinson, David Lokietko, Zeven Linbo, Grant Pederson

MVPs: Zeven Linbo and Grant Pederson

NLCC Sportsmanship Winner - Rylan Atkinson

Girls Golf**Head Coach**

AJ Havenga

Assistant Coach

Corey Hutcheson

Participation Numbers

12 Student Athletes

Season Record and Accomplishments

Overall 0 – 11

NLCC 0 - 4

Finished in 4th place at the Spirit of the Northwest Tournament

Academic Achievements

NLCC Academic All Conference – 3 student athletes

Scholar Athletes – 6 student athletes

Community Service

Volunteered to work the concession stand at various football games

Highlights

Abbi Themanson - All-Conference 10th place NLCC Varsity Tournament

Mia McDermed - 10th place NLCC JV Tournament

Kelsey Glunz/Emme Brockman – tied for 12th place NLCC JV Tournament

Boys Soccer

Head Coach

Andy Flaker

Assistant Coaches

Ben Burnet, Chris Carlson and Maddie Lyon

Participation Numbers

59 Student athletes

Season Record and Accomplishments

Varsity - Overall 5 - 14 - 1 NLCC 1 - 6

JV - Overall 3 - 11 - 2 NLCC 2 - 5

Freshman - Overall 3 - 10 - 1 NLCC 0 - 4 - 2

All Conference Players - 2

All Conference Honorable Mention Players - 2

All Area Honorable Mention - 3

All Sectional - 1

Academic Achievements

NLCC Academic All Conference - 9 student athletes

Scholar Athletes - 24 student athletes

Community Service

Participated in Homecoming Parade

Numerous players volunteered in the concession stand during the fall season

Highlights

Varsity had the most wins in a season since 2013

Girls Tennis

Head Coach

Shea Wintersteen

Assistant Coaches

Max Boton

Participation Numbers

28 Student athletes

Varsity - 15

JV - 14

Season Record and Accomplishments

Varsity - Overall 8 - 5 NLCC 4 - 2

JV - Overall 14 - 8 NLCC 5 - 2

Academic Achievements

NLCC Academic All Conference - 9 student athletes

Scholar Athletes - 20 student athletes

Highlights

1st place Dundee Quad

1st place Waukegan Tournament

1st place Spirit of the Northwest Tournament

4th place NLCC Conference Tournament

All fifteen of the girls on the varsity squad earned a 3.0 GPA or better

JV won the Ram Knight Invite and finished 2nd at the NLCC Invitational

Girls Volleyball

Head Coach

Michele Keenan

Assistant Coaches

Nick Goana, Kyle Kujala and Lynsea Volbrecht

Participation Numbers

19 Freshmen on the Freshmen Team – 6 were cut after tryouts (25)

13 Sophomores on the Sophomore Team – 26 at tryouts/5 cut/8 placed on JV or Varsity

14 JV players on the JV Team – 5 sophomores, 6 juniors and 3 seniors

13 Varsity players – 10 juniors and 3 sophomores

Total Student Athletes Cut - 8

Season Record and Accomplishments

Varsity - Overall 17 - 18 NLCC 2 - 5

JV – Overall 9 - 22 NLCC 4 – 8

Sophomores – Overall 15 – 11 NLCC – 3 - 5

Freshmen – Overall 38 - 1 NLCC 6 - 1

All Conference Players – 2

All Area Players – 1 First team and 2 Honorable Mention

Academic Achievements

NLCC Academic All Conference – 9 student athletes

Scholar Athletes – 32 student athletes

Community Service

Sponsored and volunteered to work at Culver's Night to benefit the GCHS Comfort Closet raising \$450. Team will continue to work with the Comfort Closet to organize donations.

Highlights

Beat Lake Zurich twice

Swept all levels against Warren

FALL 2019 SAT SUITE OF ASSESSMENT TESTING

General Information about SAT Suite of Assessments Tests and Scoring

The SAT Suite of Assessments is developed by the College Board, which also oversees the Advanced Placement (AP) program. The Suite of Assessments consists of three different tests:

- SAT – typically administered to juniors and seniors for college entrance
- PSAT 10 (Spring administration) or the PSAT/NMSQT (Fall administration) – typically administered to sophomores with the PSAT/NMSQT also administered to juniors in the fall of their junior year for the National Merit Scholarship program
- PSAT 8/9 – typically administered to 8th and 9th graders

All three tests are structured in the same format with two major section scores:

- Evidence-Based Reading and Writing (ERW) – two test portions make up this score (the Reading portion and a Writing and Language portion)
- Math – two test portions make up this score (a no-calculator use section and a calculator use section)

Scoring Information

The scoring ranges for each test and their major sections are below:

Test	Overall Score Range	ERW Score Range	Math Score Range
SAT	400-1600	200-800	200-800
PSAT 10 (PSAT/NMSQT)	320-1520	160-760	160-760
PSAT 8/9	240-1440	120-720	120-720

These are common score scales. That means if a student scored an overall score of 1200 on any one of the tests, that student would have also scored the same on the other two tests on that same day. This common score scale will help us to better track performance and growth of our students as we continue to administer these assessments.

Benchmark Information

Students are considered college and career ready when their SAT section scores meet both the Math and the Evidence-Based Reading and Writing benchmarks. Students who take the PSAT/NMSQT, PSAT 10, and PSAT 8/9 have grade-level benchmarks. Grade-level benchmarks indicate whether students are on track for college and career readiness. They are based on expected student growth toward SAT benchmarks at each grade.

Test/Grade Level	ERW Benchmark Score	Math Benchmark Score
SAT	480	530
11th Grade	460	510
10th Grade	430	480
9th Grade	410	450

Fall 2019 SAT Suite of Assessments Performance

Score Performance

Test	Overall Score Average	ERW Score Average	Math Score Average
PSAT/NMSQT Class of 2021	941	472	470
PSAT/NMSQT Class of 2022	893	448	445
PSAT 8/9 Class of 2023	875	435	440

Benchmark Performance

Test	Met Both Benchmarks	Met ERW Benchmark	Met Math Benchmark
PSAT/NMSQT Class of 2021	28%	54%	31%
PSAT/NMSQT Class of 2022	29%	55%	31%
PSAT 8/9 Class of 2023	36%	61%	40%

Historical Scoring Performance by Class on the SAT Suite of Assessments

Class of 2021 Historical Scoring Performance

Class of 2021	Overall Score Average	EBRW Score Average	Math Score Average
PSAT/NMSQT Fall 2019	941	472	470
PSAT 10 Spring 2019	909	458	450
PSAT/NMSQT Fall 2018	901	452	449
PSAT 8/9 Fall 2017	862	437	425

*During the 2017/2018 School Year, the spring test administration was only for the SAT for the Junior Class; therefore, there is no Spring 2018 PSAT 8/9 administration for the Class of 2021.

Class of 2022 Historical Scoring Performance

Class of 2022	Overall Score Average	EBRW Score Average	Math Score Average
PSAT/NMSQT Fall 2019	893	448	445
PSAT 8/9 Spring 2019	892	449	443
PSAT 8/9 Fall 2018	853	430	422

Historical Benchmark Performance by Class on the SAT Suite of Assessments

Class of 2021 Historical Benchmark Performance

Class of 2021	Met Both Benchmarks	Met ERW Benchmark	Met Math Benchmark
PSAT/NMSQT Fall 2019	28%	54%	31%
PSAT 10 Spring 2019	31%	57%	35%
PSAT/NMSQT Fall 2018	31%	55%	35%
PSAT 8/9 Fall 2017	35%	61%	38%

Class of 2022 Historical Benchmark Performance

Class of 2022	Met Both Benchmarks	Met ERW Benchmark	Met Math Benchmark
PSAT/NMSQT Fall 2019	29%	55%	31%
PSAT 8/9 Spring 2019	43%	64%	46%
PSAT 8/9 Fall 2018	36%	56%	39%

The concept of student privileges has been growing one conversation at a time over the past several semesters, and as a leadership team this fall we decided to make it an area of focus and include it as a short term goal in our Administrative Team's Priority Planning.

The timing is right to begin exploring these types of opportunities. Student privileges are a fundamental part of being a Positive Behavior Interventions and Supports (PBIS) school, and as PBIS has been embraced by staff and evolved as part of our school culture the idea of expanding student privileges has been developing. Additionally, as we have begun our work with DM Group, the Guiding Coalition has started thinking about new ways to use all the minutes in a school day. We think that reenvisioning the traditional study hall provides an opportunity to do both these things: reinforce positive student behaviors and start looking at time differently.

Tasked with exploring this opportunity, an Exploratory Committee was formed and has formally met four times this semester to begin vetting this idea and collect information. If we move forward with a pilot in the spring of 2020, this team will continue to meet to communicate with stakeholders, manage the pilots' systems, and make recommendations for the future. The team consists of six administrators (Jeremy Schmidt, Eric Taubery, Veronica Lukemeyer, Ryan Giest, Beth Reich, and Greg Urbaniak), one dean (Jeremy Anderson) and one school psychologist (Svetlana Petrova).

In addition to general research and networking with colleagues in other high schools, the Exploratory Committee has also gone on a site visit to Stevenson High School to learn about their team structures and student privileges, solicited feedback and insights from Grant's Teaching and Learning Committee, and lastly, students on the Principal's Advisory Council have discussed what would motivate them and how privileges could be used as incentives.

Based on all of that work, the Exploratory Committee believes that running a pilot program in the spring semester of 2020 would provide valuable information about the operational feasibility of running a program like this in the future. The committee is proposing that we open up the Library and Senior Cafe to senior students during their assigned study hall if they are meeting expectations with grades, attendance, and behavior expectations. This privilege will be open to seniors who are earning Cs or higher in all classes, have a 90% or better attendance rate year to date, and are *Keeping It RED* with minimal office discipline referrals.

Tracking this criteria will be done via the Student Services Team digital platform Panorama. Following each progress reporting period, using Panorama, a report would be run to identify seniors with study halls who meet all eligibility criteria. This creates a fluid system where students will be provided multiple opportunities each semester to achieve and maintain these academic, attendance, and behavioral goals.

Students meeting these expectations would have the privilege of reporting to their assigned study hall, the Library, or the Senior Cafe. Attendance will be taken via Skyward Positive

Attendance upon reporting to the location of their choice by a staff member. For the purposes of this pilot, additional staff supervision of the Senior Cafe for 4 periods is required. The Exploratory Committee anticipates that this additional supervision will be done by an existing food service staff member who will be a good supervisory fit. In lieu of a food service employee, the additional supervision could be accomplished by paying a certified staff member or other non-certified staff member to supervise. For the purposes of this pilot, depending on the employee supervising, the anticipated costs will range from \$3,540 - \$6,000. Current supervision of the Senior Cafe and Library for other periods already exists and will be piloted with existing staff. Therefore, these are not additional expenses.

Salary estimate for non-certified staff:
\$3,540 per semester

Salary range for certified staff:
\$6,000 per semester

At the conclusion of this pilot, the Exploratory Committee will review how feasible it is to operationally run a system like this, how students responded to the positive reinforcement, if additional incentives would better support students, and ultimately if this type of tiered system is something that that will positively reinforce appropriate student behaviors to develop a culture of achievement for all.

Update Memo



Please distribute to board members and appropriate staff.

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Online Instructions

Please follow these four easy steps to log in to **PRESS**:

1. Go to www.iasb.com and click on the yellow **Member Login** button.

2. Log in using your email address and password.
 - If you do not know your password, do not create a new account; reset your password using your district email address.
 - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty logging on to www.iasb.com, please contact Kat Barone at kbarone@iasb.com.
3. Click the yellow "Hi [Your Name]," button.

4. Under **My Account Links**, click on **PRESS Login**

PRESS

Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and PRESS Editor, 630/629-3776, ext. 1226; Maryam Brotine, Assistant General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1219; Debra Jacobson, Assistant General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1211; or Brian Zumpf, Director, Policy Services, 630/629-3776, ext. 1214.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated Policy Reference Manual (PRM) pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words.

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to www.iasb.com click on the *Policy Services & School Law* dropdown menu, located the header entitled *Policy Services*, then click on **PRESS** to find the **PRESS** video tutorial

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 10.

Please spend time reviewing the **PRESS** Committee Worksheets found at **PRESS Online** for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Please note that due to the volume and complexity of the laws passed in the 101st Illinois General Assembly that affect school boards, a piece of material from the PRM may appear in several Bundles.

Have feedback on PRESS materials?

Click on the new **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.

Legalization of Cannabis

One of the biggest changes in Illinois that affects school districts is the legalization of cannabis. The Ill. General Assembly enacted and amended several laws that legalize recreational use of cannabis and expand the use of medical cannabis products. The four major laws impacting the legalization of cannabis that affect school boards include:

1. The Cannabis Regulation and Tax Act (CRTA);
2. *Ashley's Law*;
3. The Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)); and
4. The Right to Privacy in the Workplace Act (RPWA).

The CRTA, 410 ILCS 705, added by P.A. 101-27, eff. 1-1-20, legalized recreational use of cannabis by individuals who are over the age of 21 in Illinois. While legalized, cannabis possession and usage is prohibited on or near school grounds or school buses. 410 ILCS 705/10-35, added by P.A. 101-27. Employers are allowed to develop zero-tolerance drug-free workplace policies (*Id.* at 10-50) and discipline their employees, including terminating them, for violating drug-free work policies (*Id.*). Many school officials may find the amendments to existing laws because of cannabis legalization confusing, so it is important to note that the CRTA only amended one section of the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA))(410 ILCS 130/210, amended by P.A. 101-27) as it pertained to tax returns prior to the CRTA's effective date of 1-1-20. All other amendments to the MCPA that affect school districts are discussed in the MCPA section pertaining to P.A. 101-363, just after the paragraph on *Ashley's Law*, below.

Ashley's Law, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20, originally passed into law in Illinois in 2018, has several significant amendments affecting school districts as follows:

1. Additions of school administrators and/or school nurses to the list of individuals who may administer cannabis infused products to a student who is a *registered qualifying patient* (as opposed to only registered caregiver(s) who must come to the school with the product to administer it to the student). These school employees are exempted from criminal prosecution for administering the products. They must also annually complete a training curriculum developed by the Ill. State Board of Education (ISBE) prior to the administration of a medical cannabis infused product.
2. Expansion of areas/times where school employees are allowed to administer cannabis infused products to a student which include not only administration during the school day but also while the student is on school premises, during any before or after school programming, on school buses and vehicles, and at school-sponsored activities.
3. Allowing students who are registered qualifying patients to self-administer the product if authorized by the school district, under the supervision of a school nurse

PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

Policy. The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

After adoption by the board, each policy should have an adoption date.

Administrative Procedures. Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.

Exhibits. Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.

Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.

or an administrator, and when a registered qualifying student's parent/guardian provides written authorization for its use, along with a copy of the registry identification card of the student and the parent/guardian or other individuals' (*designated caregiver's*) card. The written authorization must specify the following:

- When the medical cannabis infused products must be administered;
- Where medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator; and
- The times where or the special circumstances under which the medical cannabis infused product must be administered.
- The effective dates for the school year in which the school district authorizes a student to self-administer cannabis must be renewed each subsequent school year.

The Ill. General Assembly amended the Compassionate Use of Medical Cannabis Pilot Program Act (Medical Cannabis Program Act (MCPA)), 410 ILCS 130/1, amended by P.A. 101-363 and scheduled to be repealed on 7-1-20. The MCPA, 410 ILCS 130/10(h)(1) and (1.5), amended by P.A. 101-363 and scheduled to repeal on 7-1-20, added eleven new conditions that can qualify for medical marijuana prescriptions and allows certain advanced practice nurses and physician assistants to prescribe medical marijuana, rather than solely physicians. 410 ILCS 130/57(a), amended by P.A. 101-363 and scheduled to repeal on 7-1-20, allows students to have up to three (3) rather than two (2) designated caregivers. These amendments to the MCPA are important for school officials to review because the law impacts the number of students who may become registered qualifying patients and expands the number of designated caregivers per student, which may increase the number of individuals coming in and out of schools.

Last, with the enactment of the CRTA, the Ill. General Assembly amended RPWA, 820 ILCS 55/5(b), amended by P.A. 101-27. It clarifies that employers may not discriminate against their employees for their employees' use of lawful products, which means products that are legal under Illinois law. The law also expands the term on-call, deeming employees on-call when they are scheduled with at least 24 hours' notice by their employers to be on standby or otherwise responsible for performing tasks related to their employment either at the employers' premises or other previously designated locations by their employers or supervisors to perform work-related tasks. These amendments are important for school officials to discuss with their board attorneys because cannabis is now a lawful product yet the science behind implementing ways to detect employees who are impaired by or under the influence of cannabis is behind.

The following **PRESS** materials make up this important bundle:

- 2:150-AP, Superintendent Committees
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:30-AP2, Investigations
- 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition - **RENAMED**
- 5:120-AP2, Employee Conduct Standards
- 5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 7:190, Student Behavior
- 7:240-AP1, Code of Conduct for Extracurricular Activities
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:270-E2, School Medication Authorization Form - Medical Cannabis
- 8:30, Visitors to and Conduct on School Property

Grant Requirements

The Ill. State Board of Education (ISBE) recently released three *Checklists* on its website (www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx) to assist districts with meeting their compliance obligations in three specific areas related to federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (GATA): 1) procurement, 2) inventory management, and 3) personally identifiable information. As part of its grant oversight function, ISBE has been conducting field testing in these three areas. The **PRESS** Editors collaborated with ISBE's Federal and State Monitoring Department to revise existing and develop new **PRESS** materials to ensure they cover the *Checklist* items for written policies and/or procedures in these areas. Please note that in addition to written policies and/or procedures, ISBE is also requiring documented evidence

of actual implementation – see the *Checklists* for more information. The **PRESS** Editors wish to thank ISBE for its continuing collaboration on these issues.

As a result, the following **PRESS** materials are updated or created:

- 2:100, Board Member Conflict of Interest
- 4:15, Identity Protection
- 4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards - **NEW**
- 4:60-AP4, Federal and State Award Procurement Procedures - **RENAMED**
- 4:80, Accounting and Audits
- 4:80-AP3, Inventory Management For Federal and State Awards - **NEW**
- 5:120, Employee Ethics; Conduct; and Conflict of Interest

Threat Assessment

As forecasted in the spring with the release of policy 4:190, *Targeted School Violence Prevention Program*, and its accompanying materials, the Ill. General Assembly passed P.A. 101-455, requiring all schools districts to:

1. Implement a threat assessment procedure, which may be part of a board's targeted school violence prevention policy, by December 24, 2019.
2. Establish a threat assessment team (TAT) by February 22, 2020. Districts that are unable to establish a TAT using their own staff and resources have the option of using a regional TAT.

P.A. 101-455 also made accompanying changes to the Freedom of Information Act to exempt from public disclosure

records of the work of the TAT, and to the School Code to allow districts to levy taxes or issue bonds if the board determines it is necessary for school security purposes and the protection and safety of students and staff.

The following **PRESS** materials are updated based on P.A. 101-455:

- 4:150, Facility Management and Building Programs
- 4:170, Safety
- 4:170-AP1, Comprehensive Safety and Security Plan
- 4:190, Targeted School Violence Prevention Program
- 4:190-AP2, Threat Assessment Team (TAT)

Sexual Abuse Allegations and Investigations

In response to investigative journalism in 2018 that revealed numerous incidents of sexual abuse of students at schools by school personnel, the Ill. General Assembly passed two pieces of sweeping legislation aimed at preventing such incidents from occurring and going unaddressed in the future. P.A. 101-564, eff. 1-1-20, amends the Abused and Neglected Child Reporting Act (ANCRA) by:

1. Adding 325 ILCS 5/4(a)(4) to define a subset of mandated reporters now called *education personnel*.
2. Amending 325 ILCS 5/4(j) to require that:
 - a. Mandated reporters complete initial mandated reporter training within three months of their date of engagement in a professional or official capacity as a mandated reporter and at least every three years thereafter;
 - b. Mandated reporters notify their employers and their licensing or certification board (when applicable) when training is completed;
 - c. Mandated reporter training use a specific format and content;
 - d. Authorized providers of mandated reporter training (including ISBE) be identified;
 - e. Beginning 1-1-21, mandated reporter training hours count toward ISBE continuing education requirements.

P.A. 101-531 affects the School Code by:

1. Amending 105 ILCS 5/10-21.9(a-5) and (a-6) to require checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database every five years that an individual remains employed by a district.
2. Amending 105 ILCS 5/10-21.9(e) to require the district superintendent or regional superintendent to notify the State Supt. of Education within 15 business days after receiving a record of conviction or a registration in response to a check.
3. Amending 105 ILCS 5/10-21.9(c) and (g) to require that

boards consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of employment or student teaching.

4. Expanding the list of offenses in 105 ILCS 5/21B-80 for which an individual's educator license may be suspended or revoked, and providing that a license may be immediately suspended or an application for licensure denied when the holder is charged with attempting, conspiring, soliciting, or committing certain offenses.
5. Adding 105 ILCS 5/10-23.12(c) to define *negligent failure to report an instance of suspected child abuse or neglect* and to provide that any district employee (except for those licensed under 105 ILCS 5/21B) may be immediately dismissed for negligent failure to report.
6. Amending 105 ILCS 5/21B-75 to define *negligent failure to report an instance of suspected child abuse or neglect* and to add it to the list of reasons that the State Supt. of Education may initiate educator licensure suspension and revocation.
7. Adding 105 ILCS 5/22-85 (final citation pending), requiring that districts within a county served by an accredited Children's Advocacy Center (CAC) coordinate with the CAC when an *alleged incident of sexual abuse* – defined as sexual abuse of a student allegedly perpetrated by school personnel – is reported to DCFS.
8. Adding 105 ILCS 5/10-20.69 (final citation pending), requiring that every two years, districts within a county served by a CAC review all existing policies and procedures concerning sexual abuse investigations at schools to ensure consistency with new 105 ILCS 5/22-85 (final citation pending).

The following **PRESS** materials are updated:

- 3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process
- 4:60, Purchases and Contracts
- 4:60-AP1, Purchases

4:60-AP3, Criminal History Records Check of Contractor Employee
 4:175, Convicted Child Sex Offender; Screening; Notifications
 4:175-AP1, Criminal Offender Notification Laws; Screening
 5:30-AP2, Investigations
 5:90, Abused and Neglected Child Reporting
 5:100, Staff Development Program

5:125, Personal Technology and Social Media; Usage and Conduct
 5:150, Personnel Records
 5:150-AP, Personnel Records
 5:260, Student Teachers
 7:190-AP6, Guidelines for Investigating Sexting Allegations

Sexual Harassment Prohibitions

The 101st General Assembly also passed sweeping legislation to address sexual harassment in the workplace, as well as school official and employee ethics:

1. The Workplace Transparency Act, 820 ILCS 96/, added by P.A. 101-221, eff. 1-1-20, is a new law that protects employees from retaliation for making disclosures about unlawful employment practices and restricts the use of confidentiality clauses in settlement or termination agreements.
2. The Ill. Human Rights Act, 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20:
 - a. Expands the definition of unlawful harassment to include harassment based on actual or perceived protected categories;
 - b. Expands employer liability for certain categories of nonsupervisory employees and *nonemployees* if an employer has knowledge of harassment but fails to take corrective action;
 - c. Requires annual sexual harassment prevention training for all employees; and
 - d. Requires employers to disclose to the Ill. Dept. of Human Rights (IDHR) information about adverse judgments and administrative rulings involving findings of unlawful discrimination.
5. The State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requires boards to amend, by resolution, their sexual harassment policies no later than 2-9-20 to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by fellow board members or other elected officials.
6. The Ill. Governmental Ethics Act, 5 ILCS 420/4A, amended by P.A. 101-221, streamlines the law requiring school official

and employees to file statements of economic interest.

7. The Victims' Economic Security and Safety Act, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, now includes leave entitlement and protections for victims of *gender violence*.

Additionally, 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requires districts to maintain and implement an age-appropriate policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website.

The following **PRESS** materials are updated:

2:100, Board Member Conflict of Interest
 2:105, Ethics and Gift Ban
 2:110, Qualifications, Term, and Duties of Board Officers
 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
 2:260, Uniform Grievance Procedure
 5:10, Equal Employment Opportunity and Minority Recruitment
 5:20, Workplace Harassment Prohibited
 5:20-AP, Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation
 5:20-E, Resolution to Prohibit Sexual Harassment
 5:120, Employee Ethics; Conduct; and Conflict of Interest
 5:120-AP1, Statement of Economic Interests for Employees
 5:250, Leaves of Absence
 5:330, Sick Days, Vacation, Holidays, and Leaves
 7:20, Harassment of Students Prohibited
 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment

Clock Hours Minimum

One of the first pieces of legislation signed into law this legislative session addressed clock hour requirements and the use of e-learning days when school facilities are closed for emergency days:

1. 105 ILCS 5/10-19.05, added by P.A. 101-12, restored the previously long-standing requirement that a full school day of attendance contain a minimum of five clock hours of instruction.
2. 105 ILCS 5/10-20.56, amended by P.A. 101-12, expanded an e-learning pilot program to all districts in the State. Districts

may now implement an e-learning program for use during emergency days when students are unable to physically attend, provided they follow the specific approval and public hearing process outlined in the law.

The following **PRESS** materials are updated:

2:20, Powers and Duties of the School Board; Indemnification
 2:20-E, Waiver and Modification Request Resource Guide
 5:200, Terms and Conditions of Employment and Dismissal
 6:20, School Year Calendar and Day
 6:150, Home and Hospital Instruction

Open Meetings Act (OMA) and Freedom of Information Act (FOIA) Amendments

The following laws and one Illinois Supreme Court case pertaining to OMA (5 ILCS 120/) and FOIA (5 ILCS 140/) impacted the PRM:

1. 5 ILCS 120/2(c)(1), amended by P.A. 101-459, expands the exceptions of OMA to include closed session discussions pertaining to contractors and/or volunteers.
2. 5 ILCS 140/7(kk), added by P.A. 101-434, eff. 1-1-20, was an Alliance legislative initiative; it exempts district credit card numbers and other financial account information from disclosure under FOIA.
3. Bd. of Ed. v. Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill., 77 N.E. 3d 625 (Ill. 2017) (holding that before tak-

ing final action on a matter, public bodies must make a public recital containing “sufficient detail to identify the particular transaction or issue but [they] need not provide an explanation of its terms or its significance”).

The following **PRESS** materials are updated:

- 2:200, Types of School Board Meetings
- 2:220, School Board Meeting Procedure
- 2:220-E2, Motion to Adjourn to Closed Meeting
- 2:220-E6, Log of Closed Meeting Minutes
- 2:250, Access to District Public Records

Employment: Salary History and RIF Rights

The Ill. General Assembly enacted the following legislation aimed at narrowing the gender pay gap and protecting the benefits of educational support personnel subject to a reduction-in-force:

1. 820 ILCS 112/10, amended by P.A. 101-177, prohibits an employer from screening applicants based on wage or salary history or from requiring applicants to disclose wage or salary history as a condition of employment. The law also makes it unlawful for an employer to pay an employee less because of the employee’s sex or because an employee is African-American if the individual is performing substantially similar equal work as the opposite sex, or non-African American, as the case may be.

2. 105 ILCS 5/10-23.5, amended by P.A. 101-46, guarantees that educational support personnel maintain any rights accrued during their prior service if they are laid off and recalled to a vacant position within the statutory recall period.

The following **PRESS** materials are updated:

- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:30, Hiring Process and Criteria
- 5:30-API, Interview Questions
- 5:200, Terms and Conditions of Employment and Dismissal
- 5:290, Employment Termination and Suspensions

Curriculum

The Ill. General Assembly amended many School Code provisions to clarify existing instruction and curriculum requirements and add new ones. These included:

1. 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20, requires at least one semester of civics education consistent with the Ill. Learning Standards for social science in grades 6, 7, or 8.
2. 105 ILCS 5/27-21, amended by two Public Acts:
 - a. P.A. 101-227, eff. 7-1-20, requires study of the roles and contributions of lesbian, gay, bisexual, and transgender people in the history of Illinois and the United States; and
 - b. P.A. 101-341, eff. 1-1-20, requires the study of Illinois history.
3. 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, eff. 1-1-20, clarifies that substitutions for a year of mathematics are allowed with an advanced placement computer science course.
4. 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152, allows districts to offer a course on hunting safety as part of the curriculum during the school day or as part of an after-school program.
5. 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-347, eff. 1-1-20, allows workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees.
6. 105 ILCS 5/27-24.2, amended by P.A. 101-183, eff. 1-1-20, permits districts to allow a student to take a portion of the driver education course through a distance learning course, which is determined on a case-by-case basis and must be approved by the district’s administration, the student’s driver’s education teacher, and the student’s parent/guardian.
7. Two Public Acts addressed health education:
 - a. 105 ILCS 5/27-9.1, amended by P.A. 101-579, eff. 1-1-20, details requirements for sex education; and

- b. The Critical Health Problems and Comprehensive Health Education Act, 105 ILCS 110/3, amended by P.A. 101-305, eff. 1-1-20, details requirements for comprehensive health education instruction.

The following **PRESS** materials are updated:

6:60, Curriculum Content
 6:60-AP, Comprehensive Health Education Program
 6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes
 6:180, Extended Instructional Programs

Student Health: Mental Health and Medication Administration

The following laws passed during the 101st General Assembly impact student health issues:

1. 105 ILCS 5/10-22.21b(d), added by P.A. 101-205, eff. 1-1-20, permits students to self-administer medication if they have an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, Section 504 plan or IEP, provided the students have proper parent/guardian and physician authorization and the prescription label. The plans must address how emergency situations will be handled.
2. 105 ILCS 145/27, added by P.A. 101-428, permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. The supply may only be used for students with diabetes care plans.
3. 105 ILCS 5/22-33(g) (*Ashley's Law*), added by P.A. 100-660 and amended by P.A. 101-370, eff. 1-1-20, requires school boards to adopt a policy regarding the administration of a medical cannabis infused product to students who are *registered qualifying patients* under the MCPA (410 ILCS 130/, amended by P.A. 101-363), and in addition to allowing a student's delegated care aide(s) to administer it, allow a school nurse or administrator to administer it, and/or the student to self-administer. For more details, go to the discussion of *Ashley's Law* in the **Legalization of Cannabis Bundle**, above.
4. 105 ILCS 5/10-22.39, amended by P.A. 101-350, eff. 1-1-20, permits the use of the Ill. Mental Health First Aid training program to satisfy the training for licensed staff and administrators on mental illness and suicidal behavior in youth.

5. 20 ILCS 1705/76, added by P.A. 101-45, requires the Ill. Dept. of Public Health to create and maintain an online database and resource page on its website that contains mental health resources specifically geared toward school social workers, school counselors, parents, teachers, and school support personnel.
6. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, requires law enforcement officers, school resource officers, or other school security personnel to take steps to notify a student's parent/guardian and ensure that the parent/guardian or other school personnel are present during questioning if a student under 18, who is suspected of committing a criminal act, is detained and questioned on school grounds.

The following **PRESS** materials are updated:

5:100, Staff Development Program
 6:65, Student Social and Emotional Development
 7:150, Agency and Police Interviews
 7:190-AP8, Student Re-Engagement Guidelines
 7:190-E3, Memorandum of Understanding
 7:200, Suspension Procedures
 7:270, Administering Medicines to Students
 7:270-AP1, Dispensing Medication
 7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, and/or Opioid Antagonists, and/or Glucagon - **RENAMED**
 7:270-E1, School Medication Authorization Form
 7:270-E2, School Medication Authorization Form - Medical Cannabis
 7:290, Suicide and Depression Awareness and Prevention
 7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program

FAFSA Completion

105 ILCS 5/22-85 (final citation pending), added by P.A. 101-180, eff. 6-1-20, requires that beginning with the 2020-2021 school year, for a student to receive his/her high school diploma, his/her parent/guardian (or the student, if 18 years old or legally emancipated), must either (1) file a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education or an application for State financial aid, or (2) file a waiver on an Ill. State Board of Education form indicating the parent/guardian or student understands what the FAFSA and State financial aid applications are and have chosen not to file. High schools must also provide parents/guardians and students with the support necessary to meet

this requirement. If a student cannot meet this requirement due to extenuating circumstances (as determined by the district) and the principal attests that the district made a good faith effort to assist the student or his/her parent/guardian in meeting the requirement, then the district must award the student a high school diploma if the student has otherwise met all graduation requirements. The following **PRESS** materials are updated:

6:300, Graduation Requirements
 6:300-E2, State Law Graduation Requirements
 6:300-E3, Form for Exemption from Financial Aid Application Completion - **NEW**

Student Records Destruction

Due to the diligent work of the Ill. Council of School Attorneys and the Ill. Statewide School Management Alliance, the Ill. School Student Records Act (ISSRA), 105 ILCS 10/4(h), amended by P.A. 101-161, allows additional methods for providing reasonable prior notice of student records destruction. Before this amendment, districts were only permitted to notify a student of the destruction schedule for his/her permanent and temporary school student records at the student's last known address. Now, notification may occur through (1) notice in the school's parent or student handbook, (2) publication in a newspaper published in the school district or, if none is published, in a newspaper of general circulation in the school district, (3) U.S. mail delivered to the last known address, or (4) other means provided the notice is confirmed to have been received.

The following **PRESS** materials are updated:

- 7:50-AP, School Admissions and Student Transfers To and From Non-District Schools
- 7:340, Student Records
- 7:340-AP1, School Student Records
- 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records
- 7:340-AP2, Storage and Destruction of School Student Records
- 7:340-AP2, E1, Letter Containing Schedule for Destruction of School Student Records

Miscellaneous

The following **PRESS** materials are updated due to miscellaneous legislative, administrative rule, clean-up, and/or continuous review changes. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 10. The following **PRESS** materials are included in this catch-all bundle:

- 2:70, Vacancies on the School Board - Filling Vacancies
- 2:70-E, Checklist for Filling Board Vacancies by Appointment
- 2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules
- 3:50, Administrative Personnel Other Than the Superintendent
- 4:15-AP1, Protecting the Privacy of Social Security Numbers - **RENUMBERED**
- 4:30, Revenue and Investments
- 4:40, Incurring Debt
- 4:110, Transportation
- 4:140, Waiver of Student Fees
- 5:190, Teacher Qualifications
- 5:220, Substitute Teachers
- 5:220-AP, Substitute Teachers

- 5:250-AP, School Visitation Leave
- 5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 6:15, School Accountability
- 6:170-AP2, E1, District Annual Report Card Required by Every Student Succeeds Act (ESSA)
- 6:210, Instructional Materials
- 6:270, Guidance and Counseling Program
- 6:300-E1, Application for a Diploma for a Service Member Killed in Action or for Veterans of WW II, the Korean Conflict, or the Vietnam Conflict - **RENAMED**
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
- 6:320, High School Credit for Proficiency
- 7:190-AP7, Student Discipline Guidelines
- 8:95-AP, Parental Involvement
- 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights

Please also spend time reviewing the online **PRESS** Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

PRESS Issue 102 Trivia

491 PRM pages • 1,109 footnotes • 132,770 words • 101 PRM materials

Progress Report — The contents of this table frequently change.

Topics	Our Response
<p>Title IX Proposed Rules</p> <p>The U.S. Dept. of Education proposed revised regulations implementing Title IX of the Education Amendments Act of 1972 (Title IX) and accepted public comment on them through 1-31-19. Those comments are currently under review, but there is no deadline by which the proposed regulations must be finalized.</p>	<p>No PRESS materials are affected at this time. We will monitor the situation and update materials when necessary.</p>
<p>IDPH Certificate of Child Health Examination Form</p> <p>The IDPH Social and Emotional Learning Stakeholder group began meeting in March 2018 to review changes to the IDPH Certificate of Child Health Examination Form and develop the rules required by 105 ILCS 5/27-8.1, amended by P.A. 99-927, that will require that health examinations contain age-appropriate developmental and age-appropriate social and emotional screenings. The IDPH rules process is lengthy, and the law's requirements will not be implemented until at least the 2020-2021 school year.</p>	<p>We will address any required changes once the IDPH Certificate of Child Health Examination Form is updated and IDPH rules are established.</p>
<p>Accelerated Placement Act Rules</p> <p>ISBE rules implementing the Accelerated Placement Act (105 ILCS 5/14A, amended by P.A. 100-421) were approved and published in the Ill. Register on 6-28-19 (at 43 Ill. Reg. 7255); however, there are numerous typographical errors in the published rules. ISBE is pursuing expedited correction of these errors through the Joint Committee on Administrative Rules.</p>	<p>No PRESS materials are affected at this time. We will monitor the situation and update materials when corrected rules are published in the Ill. Register.</p>
<p>Alleged Incident of Sexual Abuse Investigation Procedures</p> <p>As noted above under Sexual Abuse Allegations and Investigations, P.A. 101-531 requires that districts within a county served by an accredited Children's Advocacy Center (CAC) coordinate with the CAC when an <i>alleged incident of sexual abuse</i> – defined as sexual abuse of a student allegedly perpetrated by school personnel – is reported to DCFS. The Act outlines specific duties of schools during coordinated investigations, which are appropriate for a sample PRESS administrative procedure once further research into CACs is conducted.</p>	<p>A NEW administrative procedure accompanying policy 5:90, <i>Abused and Neglected Child Reporting</i>, will be available in PRESS Issue 103.</p>
<p>Ill. Council of School Attorneys (ICSA) Publications</p> <p>The recent flood of legislation necessitates changes to the following ICSA publications:</p> <ol style="list-style-type: none"> 1. <i>Answers to FAQs: Vacancies on the Board of Education</i> (Revised March 2019 by ICSA) 2. <i>Guidelines for Interviews of Students at School by Law Enforcement Authorities</i> (Revised January 2018 by ICSA) 3. <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> (Revised May 2015, Published by ICSA) 	<p>ICSA publications will be updated in early 2020.</p>
<p>FLSA Overtime Rules</p> <p>On 9-24-19, the U.S. Dept. of Labor (DOL) announced final rules, eff. 1-1-20, that raise the minimum salary threshold to qualify for exemption from overtime under the FLSA from \$455 per week (\$23,660 per year) to \$684 per week (\$35,568 per year). The rules also allow employers to use nondiscretionary bonuses and incentive payments to satisfy up to 10% of the standard salary level, in recognition of evolving pay practices.</p>	<p>No PRESS materials are affected.</p>

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:20, Powers and Duties of the School Board; Indemnification	The policy and footnotes are updated in response to 105 ILCS 5/10-23.12(c) and 105 ILCS 5/21B-75(b), respectively added and amended by P.A. 101-531, regarding board determinations that an employee has willfully or negligently failed to report suspected child abuse/neglect. Additional continuous improvement updates are made to the policy and footnotes.	<input type="checkbox"/>
2:20-E, Waiver and Modification Request Resource Guide	The exhibit is updated in response to 105 ILCS 5/10-19.05(d), added by P.A. 101-12, allowing parent-teacher conferences to count as a full day of attendance under certain configurations.	<input type="checkbox"/>
2:70, Vacancies on the School Board - Filling Vacancies	The policy and footnotes are updated. The policy is updated in response to 105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20 (extending the timeline for a board to fill a member vacancy from 45 to 60 days). The footnotes are updated for the same reason, to address <i>holdover</i> incumbent board members, and for continuous improvement.	<input type="checkbox"/>
2:70-E, Checklist for Filling Board Vacancies by Appointment	The exhibit is updated in response to: <ol style="list-style-type: none"> 105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20, extending the timeline for a board to fill a member vacancy from 45 to 60 days. 105 ILCS 5/10-10.5, amended by P.A. 100-800, requiring an at-large election proposition if a vacancy for an area of residence remains unfilled. Situations in which an incumbent board member may hold over his or her seat if it went unfilled at an election. Other continuous improvements. 	<input type="checkbox"/>
2:100, Board Member Conflict of Interest	The policy, Legal References, and footnotes are updated. The policy is updated with a new Federal and State Grant Awards subhead in response to the Ill. State Board of Education's <i>Procurement and Purchasing Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). The footnotes are updated for the same reasons, in response to the Ill. Governmental Ethics Act (GEA), 5 ILCS 420/, amended by P.A. 101-221, and for continuous improvement. The Legal References are updated to include GATA and in response to GEA, amended by P.A. 101-221.	<input type="checkbox"/>
2:105, Ethics and Gift Ban	The policy, Legal References, Cross References, and footnotes are updated in response to the State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend, by resolution, their sexual harassment policies by 2-9-20 to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. The policy includes a new subhead, Complaints of Sexual Harassment Made Against Board Members By Elected Officials . A minor style change is also made to the policy.	<input type="checkbox"/>
2:110, Qualifications, Term, and Duties of Board Officers	The policy, Legal References, and footnotes are updated for the reason specified above in 2:105, <i>Ethics and Gift Ban</i> . Additional continuous improvement changes are also made to the policy and footnotes.	<input type="checkbox"/>
2:150-AP, Superintendent Committees	The procedure and footnotes are updated as follows: <ol style="list-style-type: none"> Renaming the Employee Drug Substance Abuse Prevention Committee subhead, adding text, and amending footnotes in response to the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27 (legalizing recreation cannabis use for persons over the age of 21). Adding text to the PERA (Performance Educational Reform Act) Joint Committee and the RIF (Reduction in Force) Joint Committee subhead and its footnote to address 105 ILCS 5/24A-5.5, added by P.A. 101-591, requiring districts to develop and implement a local appeals process for unsatisfactory teacher ratings by the 2020-2021 school year. 	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

2:200, Types of School Board Meetings	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to OMA, 5 ILCS 120/2(c)(1), amended by P.A. 101-459, that expanded this exception to include closed session discussions pertaining to specific individuals who serve as volunteers and/or contractors. Other policy changes delete outdated public acts.</p> <p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. Ill. Educational Labor Relations Act (IELRA), 115 ILCS 5/18, amended by P.A. 100-768, an Ill. Statewide School Management Alliance initiative requested by the Ill. Council of School Attorneys (ICSA), clarifies that negotiating team strategy sessions are excluded from the application of OMA. 2. New Ill. Atty. Gen. Public Access Counselor Opinions (PAOs) 16-13 and 18-12. 3. Local Government Wage Increase Transparency Act, 50 ILCS 155/5, amended by P.A. 101-228, expands disclosable payments to also include payment for accumulated sick leave. 4. Other minor stylistic and continuous improvement updates. <p>One non-substantive change is made to the Legal References.</p>	<input type="checkbox"/>
2:220, School Board Meeting Procedure	<p>The policy and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> 1. PRESS Advisory Board member feedback to delete or explanation from its text so that the policy text reflects the court's decision in <u>Bd. of Ed. v. Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill.</u>, 77 N.E. 3d 625 (Ill 2017)(requiring public bodies to provide in a public recital "sufficient detail to identify the particular transaction or issue but [they] need not provide an explanation of its terms or its significance"). 2. Other minor stylistic changes. <p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. The policy text changes. 2. A non-binding Ill. Atty. Gen. Public Access Counselor Opinion (PAO) 2019 PAC 57660 addressing informing the public when a board member participates remotely. 3. Other non-substantive stylistic and continuous improvement updates. 	<input type="checkbox"/>
2:220-E2, Motion to Adjourn to Closed Meeting	The exhibit is updated in response to OMA, 5 ILCS 120/2(c)(1), amended by P.A. 101-459, described above in 2:200, <i>Types of School Board Meetings</i> .	<input type="checkbox"/>
2:220-E6, Log of Closed Meeting Minutes	The exhibit is updated as described above in 2:220-E2, <i>Motion to Adjourn to Closed Meeting</i> .	<input type="checkbox"/>
2:250, Access to District Public Records	The policy is unchanged. The footnotes are updated in response to FOIA, 5 ILCS 140/7(kk), added by P.A. 101-434, eff. 1-1-20, exempting district credit card numbers and other financial account information from disclosure under FOIA.	<input type="checkbox"/>
2:250-AP1, Access to and Copying of District Public Records	The exhibit is updated in response to the Personnel Records Review Act (PRRA), 820 ILCS 40/8, amended by P.A. 101-531, requiring the disclosure of personnel records related to an incident or attempted incident of sexual abuse or severe physical abuse. Additional continuous improvement updates are made to this exhibit.	<input type="checkbox"/>
2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules	The exhibit is updated to clarify Personal Information Protection Act (PIPA) mandates for disposing of materials containing personal information, and procedures for management of electronic records. Additional continuous improvement updates are made to this exhibit.	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated in response to 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requiring districts to maintain and implement an <i>age-appropriate</i> policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

2:260, Uniform Grievance Procedure	The policy is updated for continuous improvement. The footnotes are updated for the reason specified above in 2:105, <i>Ethics and Gift Ban</i> , and for continuous improvement.	<input type="checkbox"/>
3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process	The exhibit is updated in response to: <ol style="list-style-type: none"> III. Pension Code, 40 ILCS 5/15-155(g), amended by P.A. 101-10, raising the cap for board contributions to the Teachers Retirement System back to 6%. 105 ILCS 5/10-21.9, amended by P.A. 101-531, modifying criminal background check requirements. Additional continuous improvement updates are made to the exhibit.	<input type="checkbox"/>
3:50, Administrative Personnel Other Than the Superintendent	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/21B-45, amended by P.A. 101-85, eff. 1-1-20, requiring professional development training to be offered on inclusive practices in the classroom as part of license renewal. Other minor stylistic changes are also made to the footnotes.	<input type="checkbox"/>
4:15, Identity Protection	The policy, Legal References, and footnotes are updated. The policy is updated with a new Treatment of Personally Identifiable Information Under Grant Awards subhead in response to the Ill. State Board of Education's <i>Checklist for Protection of Personally Identifiable Information Review</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). The footnotes are updated for the same reason, and to incorporate an amendment to PIPA, amended by P.A. 101-343, eff. 1-1-20, into the option in footnote number 4.	<input type="checkbox"/>
4:15-AP1. Protecting the Privacy of Social Security Numbers	RENUMBERED. Continuous improvement updates are made to this procedure.	<input type="checkbox"/>
4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards	NEW. The procedure is created for the reason discussed above in 4:15, <i>Identity Protection</i> .	<input type="checkbox"/>
4:30, Revenue and Investments	The policy, Legal References, and footnotes are updated in response to the Public Funds Investment Act, 30 ILCS 235/, amended by P.A. 101-473, eff. 1-1-20, requiring boards to consider sustainability factors in making investment decisions.	<input type="checkbox"/>
4:40, Incurring Debt	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/20-2, 5/20-4, and 5/20-5, amended by P.A. 101-416. Continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>
4:60, Purchases and Contracts	The policy and footnotes are updated in response to: <ol style="list-style-type: none"> 105 ILCS 5/10-21.9(c), amended by P.A. 101-531, requiring boards to consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of employment. 105 ILCS 5/21B-80(c), amended by P.A. 101-531, expanding the list of offenses for which an individual's educator license may be suspended or revoked. Additional continuous improvement updates are made to the policy and footnotes.	<input type="checkbox"/>
4:60-AP1, Purchases	The procedure, footnotes, and Legal References are updated in response to 105 ILCS 5/10-20.21(a), amended by P.A. 101-570, excepting contracts/purchases of fuel from public bidding requirements. Other footnotes and the Legal References are updated in response to 105 ILCS 5/10-21.9(c) and 105 ILCS 5/21B-80(c), amended by P.A. 101-531, for the reasons stated in 4:60, <i>Purchases and Contracts</i> , above. Additional continuous improvement updates are also made.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

4:60-AP3, Criminal History Records Check of Contractor Employees	The procedure is updated to incorporate changes to 105 ILCS 5/10-21.9(c) and 105 ILCS 5/21B-80(c), amended by P.A. 101-531, as discussed in 4:60, <i>Purchases and Contracts</i> , above. Additional continuous improvement updates are made.	<input type="checkbox"/>
4:60-AP4, Federal <u>and State</u> Award Procurement Procedures	RENAMED. The procedure is updated in response to the Ill. State Board of Education's <i>Procurement and Purchasing Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/).	<input type="checkbox"/>
4:80, Accounting and Audits	The policy and footnotes are updated in response to the Ill. State Board of Education's <i>Equipment and Inventory Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/), and for continuous improvement. An optional new subhead, Capitalization Threshold , is added to the policy.	<input type="checkbox"/>
4:80-AP3, Inventory Management for Federal and State Awards	NEW. The procedure is created for the reasons discussed above in 4:80, <i>Accounting and Audits</i> .	<input type="checkbox"/>
4:110, Transportation	The policy is unchanged. The footnotes are updated in response to Ill. State Board of Education guidance regarding safety hazards due to criminal gang activity and other minor continuous improvements.	<input type="checkbox"/>
4:140, Waiver of Student Fees	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/2-3.155, amended by P.A. 101-227, eff. 7-1-20 (textbook block grant program).	<input type="checkbox"/>
4:150, Facility Management and Building Programs	The Legal References and footnotes are updated as follows: <ol style="list-style-type: none"> 1. A Legal Reference to 410 ILCS 35/25 is added. 2. The footnotes are updated in response to: <ol style="list-style-type: none"> a. Equitable Restrooms Act, 410 ILCS 35/25, added by P.A. 101-165, eff. 1-1-20, requiring schools to identify all single-occupancy restrooms as all-gender; and b. 105 ILCS 5/17-2.11(d), amended by P.A. 101-455, allowing districts to levy taxes or issue bonds if necessary for school security purposes. 	<input type="checkbox"/>
4:170, Safety	The policy is unchanged. The footnotes are updated in response to: <ol style="list-style-type: none"> 1. 105 ILCS 128/45, added by P.A. 101-455, requiring the establishment of a threat assessment procedure and threat assessment team. 2. 105 ILCS 128/25, amended by P.A. 101-455, requiring boards to review threat assessment team procedures during its annual meeting to review each building's emergency and crisis response plans. 3. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-548, allowing districts to install a door security locking means to prevent unwanted entry if certain conditions are met. 4. 105 ILCS 5/2-3.176, added by P.A. 101-413, eff. 1-1-20, making ISBE grants available to support school security improvements. 	<input type="checkbox"/>
4:170-AP1, Comprehensive Safety and Security Plan	The procedure is updated in response to 105 ILCS 128/45, added by P.A. 101-455, and 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-548. A new Appendix B is added to illustrate the alignment of the Comprehensive Safety and Security Plan with the Targeted School Violence Prevention Program.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

4:175, Convicted Child Sex Offender; Screening; Notifications	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 105 ILCS 5/10-21.9(a-5) and (a-6), amended by P.A. 101-531, requiring checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database every five years that an individual remains employed by a district. 105 ILCS 5/21.9(e), amended by P.A. 101-531, requiring the district superintendent or regional superintendent to notify the State Supt. of Education within 15 business days after receiving a record of conviction or a registration in response to one of the above-noted database checks. 105 ILCS 5/21.9(c) and (g), amended by P.A. 101-531, requiring boards to consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of employment or student teaching. Code of Criminal Procedure of 1963, 725 ILCS 5/111-1(e), added by P.A. 101-521, requiring the State's Attorney to communicate with a school administrator when prosecuting a school employee for a sex offense. 	<input type="checkbox"/>
4:175-AP1, Criminal Offender Notification Laws; Screening	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> 105 ILCS 5/10-21.9(a-5), (a-6), and (e), amended by P.A. 101-531, as discussed in 4:175, <i>Convicted Child Sex Offender; Screening; Notifications</i>, above. 105 ILCS 5/21B-80, added by P.A. 101-531, expanding the list of offenses for which an individual's educator license may be suspended or revoked. 	<input type="checkbox"/>
4:190, Targeted School Violence Prevention Program	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 128/45, added by P.A. 101-455. See 4:170, <i>Safety</i>, above. A continuous improvement update is made to the Cross References.</p>	<input type="checkbox"/>
4:190-AP2, Threat Assessment Team (TAT)	<p>The procedure and its footnotes are updated in response to 105 ILCS 128/45, added by P.A. 101-455. See 4:170, <i>Safety</i>, above.</p>	<input type="checkbox"/>
5:10, Equal Employment Opportunity and Minority Recruitment	<p>The policy, Legal References, Cross References and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law's protections. Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/, amended by P.A. 101-363 and scheduled to repeal on 7-1-20, adding qualifying conditions for medical cannabis use. <p>In addition to the reasons listed above for the policy updates, the footnotes are updated to incorporate the creation of, or amendments to:</p> <ol style="list-style-type: none"> Workplace Transparency Act, 820 ILCS 96/, added by P.A. 101-221, eff. 1-1-20, protecting employee disclosures about unlawful employment practices. Illinois Human Rights Act, 775 ILCS 5/2-108, added by P.A. 101-221, eff. 1-1-20, requiring employers to disclose to the Ill. Dept. of Human Rights information about adverse judgments and administrative rulings involving findings of unlawful discrimination. Ill. Equal Pay Act of 2003, 820 ILCS 112/, amended by P.A. 101-177, prohibiting employers from requesting wage or salary history from applicants or employees. Reproductive Health Act, 775 ILCS 55/, added by P.A. 101-13, prohibiting State and local governments from interfering with a woman's right to make reproductive decisions. 83 Fed.Reg. 65296, vacating certain employer wellness program regulations under the Americans with Disabilities Act and Genetic Information Nondiscrimination Act. <p>Additional continuous improvement updates are made to the footnotes. Corrections to the Legal References are made, and the Cross References are updated to reflect a revised policy title.</p>	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:20, Workplace Harassment Prohibited	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> 1. Ill. Human Rights Act, 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20, (1) expanding the definition of unlawful harassment and employer liability for certain categories of employees and nonemployees, and (2) requiring annual sexual harassment prevention training for all employees. 2. Continuous improvement changes. <p>In addition to the reasons listed above for the policy updates, the footnotes are updated to incorporate the creation of or amendments to:</p> <ol style="list-style-type: none"> 1. Workplace Transparency Act, 820 ILCS 96/1-30, added by P.A. 101-221, eff. 1-1-20, restricting the use of confidentiality clauses in settlement or termination agreements. 2. State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend, by resolution, their sexual harassment policies to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. 3. Ill. Human Rights Act, 775 ILCS 5/2-108, added by P.A. 101-221, eff. 1-1-20, requiring employers to disclose to the Ill. Dept. of Human Rights (IDHR) information about adverse judgments and administrative rulings involving findings of unlawful discrimination. 4. FOIA, 5 ILCS 140/7.5(oo), added by P.A. 101-221, eff. 1-1-20, exempting data about settlement agreements involving unlawful discrimination that must be reported to IDHR. <p>The Legal References are updated in response to 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20 and with a correction to a case title.</p>	<input type="checkbox"/>
5:20-AP, Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation	<p>The procedure is updated in response to the Ill. Human Rights Act, 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20, expanding the definition of unlawful harassment.</p>	<input type="checkbox"/>
5:20-E, Resolution to Prohibit Sexual Harassment	<p>The exhibit is updated for the reason discussed above in 2:105, <i>Ethics and Gift Ban</i>.</p>	<input type="checkbox"/>
5:30, Hiring Process and Criteria	<p>The policy and footnotes are updated to incorporate changes made to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531, regarding indicated findings of child abuse/neglect for applicants. 2. Equal Pay Act of 2003, 820 ILCS 112/10, amended by P.A. 101-177 (prohibiting potential employers from asking applicants about salary history). 3. Continuous improvement updates throughout. <p>The footnotes are updated to note the Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260, eff. 1-1-20, along with more continuous improvement updates.</p>	<input type="checkbox"/>
5:30-AP1, Interview Questions	<p>The procedure is updated to align with the same laws discussed in 5:30, <i>Hiring Process and Criteria</i>, above.</p>	<input type="checkbox"/>
5:30-AP2, Investigations	<p>The procedure and footnotes are updated to incorporate changes made to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-21.9, amended by P.A.s 101-72, requiring checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database for substitute teachers. 2. 105 ILCS 5/10-21.9, amended by P.A. 101-531, for reasons stated in 4:175, <i>Convicted Child Sex Offender; Screening; Notifications</i>, above. <p>The Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260, eff. 1-1-20, is added to the footnotes.</p>	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

<p>5:50, Drug- and Alcohol-Free Workplace; <u>E-Cigarette</u>, Tobacco, and <u>Cannabis</u> Prohibition</p>	<p>RENAMED. The new text in the policy's title includes <u>E-Cigarettes</u> (PRESS Advisory Board (PAB) feedback) and <u>Cannabis</u> (Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27 legalizing recreational cannabis use for persons over the age of 21). The policy, Legal References, Cross References, and footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. The CRTA, 410 ILCS 705/, added by P.A. 101-27. 2. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20 (described above in 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i>). 3. The Right to Privacy in the Workplace Act (RPWA), 820 ILCS 55/5(b), amended by P.A. 101-27. 4. Changes to <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20. 5. The Prevention of Tobacco Use by Minors and Sale of and Distribution of Tobacco Products Act, 720 ILCS 675, amended by P.A. 101-2. 6. The regulation of e-cigarettes by the U.S. Food and Drug Administration at 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed. Reg. 28973. 7. Other continuous improvement updates to the Legal References given recent current events and the impending legalization of recreational cannabis include adding the Smoke Free Illinois Act, 410 ILCS 82/, and the Code of Ethics for Illinois Educators, 23 Ill.Admin. Code Sec. 22.20. 	<input type="checkbox"/>
<p>5:90, Abused and Neglected Child Reporting</p>	<p>The policy, footnotes, and Cross References are updated in response to:</p> <ol style="list-style-type: none"> 1. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(a)(4), added by P.A. 101-564, eff. 1-1-20, defining the <i>education personnel</i> subset of mandated reporters. 2. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20, requiring initial mandated reporter training within three months of employment and every three years after. 3. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, requiring that districts within a county served by an accredited Children's Advocacy Center (CAC) coordinate with the CAC when investigating an <i>alleged incident of sexual abuse</i>. 4. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requiring districts within a county served by a CAC to review sexual abuse investigation policies and procedures to ensure consistency with new 105 ILCS 5/22-85. 5. 105 ILCS 5/10-23.12(c), added by P.A. 101-531, allowing any district employee (except for those licensed under 105 ILCS 5/21B) to be immediately dismissed for negligent failure to report suspected child abuse or neglect. 6. 105 ILCS 5/21B-75, amended by P.A. 101-531, allowing the State Supt. of Education to initiate educator licensure suspension and revocation for negligent failure to report. <p>A new subhead <u>Alleged Incidents of Sexual Abuse; Investigations</u> is added to the policy. The policy text adds policy 7:20, <i>Harassment of Students Prohibited</i>.</p>	<input type="checkbox"/>
<p>5:100, Staff Development Program</p>	<p>The Legal References and footnotes are updated. Legal References are updated in response to the Ill. Human Rights Act, 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20, and the Seizure Smart School Act, 105 ILCS 150/, added by P.A. 101-50, eff. 7-1-20. The footnote 4 option for boards to list in-services in their policies is updated in response to:</p> <ol style="list-style-type: none"> 1. Seizure Smart School Act, 105 ILCS 150/, added by P.A. 101-50, eff. 7-1-20, requiring certain employees to take trainings in the basics of seizure recognition, first aid, and emergency protocols. 2. Ill. Human Rights Act, 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20, requiring annual sexual harassment prevention training for all employees. 3. 105 ILCS 5/10-22.39, amended by P.A. 101-350, eff. 1-1-20, permitting the use of the Ill. Mental Health First Aid training program to satisfy the training for licensed staff and administrators on mental illness and suicidal behavior in youth. 4. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20, requiring mandated reporters to complete initial mandated reporter training within three months of employment and at least every three years after that. 	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:120, Employee Ethics; Conduct; and Conflict of Interest	The policy, Legal References, Cross References, and footnotes are updated. The policy, Legal References, and footnotes are updated to incorporate: 1. The Ill. State Board of Education's <i>Procurement and Purchasing Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). A new Federal and State Grant Awards subhead is added to the policy. 2. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(a)(4), amended by P.A. 101-564, eff. 1-1-20, defining the <i>education personnel</i> subset of mandated reporters. 3. 105 ILCS 5/10-23.12(c), added by P.A. 101-531, defining <i>negligent failure to report</i> suspected child abuse/neglect by all district employees. 4. 105 ILCS 5/21B-75(b), amended by P.A. 101-531, defining <i>negligent failure to report</i> suspected child abuse/neglect by a teacher. 5. Ill. Human Rights Act, 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20, requiring annual sexual harassment prevention training for all employees. A new Cross Reference to the policy is also added.	<input type="checkbox"/>
5:120-AP1, Statement of Economic Interests for Employees	The procedure is updated in response to 5 ILCS 420/4A-106.5, added by P.A. 101-221, streamlining the law requiring certain employees to file statements of economic interests.	<input type="checkbox"/>
5:120-AP2, Employee Conduct Standards	The procedure and footnotes are updated for the reasons discussed above in 5:50, <i>Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</i> ; 5:90, <i>Abused and Neglected Child Reporting</i> ; and for the purpose of continuous improvement throughout.	<input type="checkbox"/>
5:125, Personal Technology and Social Media; Usage and Conduct	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/21B-75, amended by P.A. 101-531, allowing suspension or revocation of an educator license for abuse/neglect of a child, or willful or negligent failure to report suspected child abuse/neglect.	<input type="checkbox"/>
5:150, Personnel Records	The policy is unchanged. The footnotes are updated in response to PRRA, 820 ILCS 40/8, amended by P.A. 101-531, requiring the disclosure of personnel records related to an incident or attempted incident of sexual abuse or severe physical abuse.	<input type="checkbox"/>
5:150-AP, Personnel Records	The procedure is updated in response to PRRA, 820 ILCS 40/8, as noted above in 5:150, <i>Personnel Records</i> , as well as 820 ILCS 40/9, amended by P.A. 101-531, allowing the districts to gather records in an employee's personnel file concerning activities/associations with individuals/groups involved in physical, sexual, or other exploitation of a minor.	<input type="checkbox"/>
5:190, Teacher Qualifications	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/27-24.2, amended by P.A. 101-450, addressing qualification for contracted driver education teachers.	<input type="checkbox"/>
5:200, Terms and Conditions of Employment and Dismissal	The Legal References updated in response to: 1. 105 ILCS 5/10-19.05(a), added by P.A. 101-12, restoring the five clock hour requirement; and 2. 105 ILCS 5/10-20.6 (final citation pending). The footnotes are updated in response to 105 ILCS 5/24A-5.5, added by P.A. 101-591, requiring districts to develop and implement a local appeals process for unsatisfactory teacher ratings by the 2020-2021 school year.	<input type="checkbox"/>
5:220, Substitute Teachers	The policy is unchanged. A citation in the Legal References and Footnote 10 is updated. Footnote 7 is updated to reflect that due to P.A. 101-49, TRS annuitants may return to teaching in a subject shortage area until 6-30-21 (previously 6-30-19).	<input type="checkbox"/>
5:220-AP, Substitute Teachers	The procedure, footnotes, and Legal References are updated to correct citations. Footnote 4 is added in response to 105 ILCS 5/24-5, amended by P.A. 100-513, regarding evidence of freedom from communicable disease.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:250, Leaves of Absence	<p>The policy, Legal References and footnotes are updated. The policy is updated to incorporate:</p> <ol style="list-style-type: none"> 105 ILCS 5/24-6, previously amended by P.A. 99-173, removing the need for an advanced practice nurse to have a written collaborative agreement with a physician. VESSA, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law's protections. A minor continuous improvement update. <p>The footnotes are updated in response to the above and:</p> <ol style="list-style-type: none"> <u>Dynak v. Bd. of Education of Wood Dale Sch. Dist. 7</u>, 2019 IL App (2d) 180551, a State appellate case finding that 105 ILCS 5/24-6 did not allow a teacher to take sick leave for birth after an intervening summer break. Minor stylistic changes. <p>The Legal References are updated in response to the Service Member Employment and Reemployment Rights Act, 330 ILCS 61/, added by P.A. 100-1101.</p>	<input type="checkbox"/>
5:250-AP, School Visitation Leave	<p>The procedure is updated in response to the School Visitation Rights Act, 820 ILCS 147, amended by P.A. 101-486, eff. 8-1-20, allowing leave for school conferences, <u>behavioral meetings</u>, or <u>classroom activities</u> <u>academic meetings</u> related to an employee's child.</p>	<input type="checkbox"/>
5:260, Student Teachers	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/10-21.9(g), amended by P.A. 101-531, requiring boards to consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of student teaching. Additional continuous improvement changes are made.</p>	<input type="checkbox"/>
5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> CRTA, 410 ILCS 705/, added by P.A. 101-27, eff. 1-1-20, legalizing recreational cannabis. A minor style change. 	<input type="checkbox"/>
5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> CRTA, 410 ILCS 705/, added by P.A. 101-27, eff. 1-1-20, legalizing recreational cannabis. 49 C.F.R. Part 382, Subpart G, requiring employers to conduct checks of an online federal Drug and Alcohol Clearinghouse before and during CDL drivers' employment beginning on 1-6-20. Minor continuous improvements and stylistic changes. 	<input type="checkbox"/>
5:290, Employment Termination and Suspensions	<p>The policy is updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531, and 105 ILCS 5/21B-75(b), amended by P.A. 101-531, permitting immediate dismissal of non-licensed employees for willful or negligent failure to report an instance of suspected child abuse or neglect. The footnotes are updated to incorporate:</p> <ol style="list-style-type: none"> The policy text changes. 105 ILCS 5/10-23.5, amended by P.A. 101-46, guaranteeing that support personnel maintain any rights accrued during their prior service if they are laid off and recalled. <p>The Cross References are also updated.</p>	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:330, Sick Days, Vacation, Holidays, and Leaves	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> 105 ILCS 5/24-6, previously amended by P.A. 99-173, removing the need for an advanced practice nurse to have a written collaborative agreement with a physician. VESSA, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law's protections. <p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> VESSA, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law's protections. School Visitation Rights Act, 820 ILCS 147, amended by P.A. 101-486, eff. 8-1-20, allowing leave for school conferences, <u>behavioral meetings</u>, or <u>classroom activities academic meetings</u> related to an employee's child. Other minor continuous improvement and stylistic changes. <p>The Legal References are updated in response to the Service Member Employment and Reemployment Rights Act, 330 ILCS 61/, added by P.A. 100-1101.</p>	<input type="checkbox"/>
6:15, School Accountability	<p>The policy is unchanged. Footnote 7 is updated to align with changes to 105 ILCS 5/10-17a, amended by P.A. 101-68, eff. 1-1-20, regarding school report card requirements.</p>	<input type="checkbox"/>
6:20, School Year Calendar and Day	<p>The Legal References and footnotes are updated. The Legal References include 105 ILCS 5/10-19.05, amended by P.A. 101-12 (addressing minimum five clock hours to qualify as a full day of attendance). The footnotes are updated to include this and the following:</p> <ol style="list-style-type: none"> Arab American Heritage Month, 5 ILCS 490/6, amended by P.A. 100-1150. Other minor continuous improvement updates are made, including a final citation update that was not final as of PRESS Issue 99 in Nov. 2018. 	<input type="checkbox"/>
6:60, Curriculum Content	<p>The policy and footnotes are updated. The policy is updated as follows:</p> <ol style="list-style-type: none"> Civics education in 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20 (requiring at least one semester of civics education in accordance with the Ill. Learning Standards for social science in grades 6, 7, or 8). Addition of a sentence regarding examples of behaviors that violate policy 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i>. Additions to the text of paragraph 13's history topics to reflect 105 ILCS 5/27-21, amended by P.A. 101-227, eff. 7-1-20 (requiring study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of Ill. and the U. S.); and 105 ILCS 5/27-21, amended by P.A. 101-341, eff. 1-1-20 (requiring study of Ill. history). Other stylistic and continuous improvement updates. <p>The footnotes are updated with case law regarding the Pledge of Allegiance clarifications and options regarding new laws as follows:</p> <ol style="list-style-type: none"> 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20, is added to clarify that school districts may use private funding for civics education. 105 ILCS 5/27-24.2, amended by P.A. 101-183, eff. 1-1-20, is added to clarify that a school district may decide to allow a student to take a portion of the driver education course through a distance learning course, which is determined on a case-by-case basis and must be approved by the district's administration, the student's driver's education teacher, and the student's parent/guardian. 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, eff. 1-1-20, is added for clarity to explain that substitutions of an advanced placement computer science course for a year of mathematics are allowed. An option for boards that do not receive E-rate funds, but want to exceed the requirements of the 105 ILCS 5/27-13.3 to include grades K-2 is added. An option is added for boards to consider including a sentence on workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees is provided pursuant to 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-347, eff. 1-1-20. An option is added for boards to consider including a course on hunting safety as part of its curriculum during the school day. 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152. 	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:60-AP, Comprehensive Health Education Program	<p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 105 ILCS 110/3, amended by P.A. 101-305, eff. 1-1-20, detailing requirements for comprehensive health education instruction. 105 ILCS 5/27-9.1, amended by P.A. 101-579, eff. 1-1-20, detailing requirements for sex education. <p>Additional continuous improvement updates are made to the procedure and footnotes.</p>	<input type="checkbox"/>
6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes	<p>The exhibit is unchanged. The footnotes are updated to incorporate changes to 105 ILCS 5/27-9.1, amended by P.A. 101-579, eff. 1-1-20, detailing requirements for sex education.</p>	<input type="checkbox"/>
6:65, Student Social and Emotional Development	<p>The policy is unchanged. The footnotes are updated in response to the following laws:</p> <ol style="list-style-type: none"> 20 ILCS 1705/76, added by P.A. 101-45, eff. 1-1-20 (requiring the Ill. Dept. of Public Health to create and maintain an online Mental Health Database and Resource page on its website with mental health resources). 305 ILCS 5/5-5.23(g), added by P.A. 101-461, eff. 1-1-20 (creating a Family Support Program (FSP) in the Dept. of Healthcare and Family Services, which was the former Individual Care Grant program, to enable early treatment of youth, emerging adults, and transition-age adults with a serious mental illness or serious emotional disturbance). 	<input type="checkbox"/>
6:150, Home and Hospital Instruction	<p>The policy and footnotes are updated in response to 105 ILCS 5/14-13.01(a-5), amended by P.A. 100-863, clarifying that a written statement is needed from medical personnel to obtain home or hospital instruction.</p>	<input type="checkbox"/>
6:170-AP2, E1, District Annual Report Card Required by Every Student Succeeds Act (ESSA)	<p>The procedure is updated to align with changes made to the district's annual report card requirement under the Every Student Succeeds Act by Pub.L. 115-224.</p>	<input type="checkbox"/>
6:180, Extended Instructional Programs	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152, which allows districts to offer a course on hunting safety as part of an after school program.</p>	<input type="checkbox"/>
6:210, Instructional Materials	<p>The policy is unchanged. Footnote 6 is updated to incorporate changes to 105 ILCS 5/28, amended by P.A. 101-17.</p>	<input type="checkbox"/>
6:270, Guidance and Counseling Program	<p>The policy is unchanged. The footnotes are updated to reflect 105 ILCS 5/10-22.24b, amended by P.A. 101-290, (requiring that counseling services include discussion of all post-secondary education options, including four-year colleges or universities, community colleges, and vocational schools).</p>	<input type="checkbox"/>
6:300, Graduation Requirements	<p>The policy and footnotes are updated in response to:</p> <ol style="list-style-type: none"> 105 ILCS 5/22-85 (final citation pending), eff. 6-1-20, requiring students to complete a FAFSA application, a state aid application, or an ISBE waiver form to graduate. 105 ILCS 5/22-27, amended by P.A. 101-131, to allow districts to award a diploma to a service member killed in action. <p>The footnotes are also updated to reflect changes to graduation requirements related to:</p> <ol style="list-style-type: none"> The State Seal of Biliteracy, 105 ILCS 5/2-3.159, amended by P.A. 101-503, eff. 1-1-20. Math courses, 105 ILCS 5/27-22, amended by P.A. 101-464, eff. 1-1-20. The State's final accountability assessment, 105 ILCS 5/2-3.64a-5, amended by P.A.s 100-7 and 100-1046. 	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:300-E1, Application for a Diploma <u>for a Service Member Killed in Action</u> or for Veterans of WW II, the Korean Conflict, or the Vietnam Conflict	RENAMED. The exhibit is updated to align with changes to 105 ILCS 5/22-27, amended by P.A. 101-131, to allow districts to award a diploma to a service member killed in action.	<input type="checkbox"/>
6:300-E2, State Law Graduation Requirements	The exhibit is updated to reflect changes to graduation requirements related to math courses and FAFSA completion, as discussed in 6:300, <i>Graduation Requirements</i> , above.	<input type="checkbox"/>
6:300-E3, Form for Exemption from Financial Aid Application Completion	NEW. The exhibit is created to facilitate compliance with the FAFSA completion requirement, as discussed in 6:300, <i>Graduation Requirements</i> , above.	<input type="checkbox"/>
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students	The policy is unchanged. Footnotes are updated in response to: <ol style="list-style-type: none"> 1. U.S. Dept. of Education (DOE) guidance on providing transition services to high school students who have individualized education programs. 2. 105 ILCS 5/2-3.175, renumbered by P.A. 101-81. 3. 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, eff. 1-1-20, allowing certain substitutions for students taking advanced placement computer science options. 4. 23 Ill.Admin.Code §1.425(e)(2), clarifying limits for substituting physical education course requirements with interscholastic or extracurricular athletic programs. 	<input type="checkbox"/>
6:320, High School Credit for Proficiency	The policy is unchanged. Footnote 1 is updated to align with State Seal of Biliteracy requirements under 105 ILCS 5/2-3.159, amended by P.A. 101-503, eff. 1-1-20.	<input type="checkbox"/>
7:20, Harassment of Students Prohibited	The policy, Cross References, and footnotes are updated. The policy and footnotes are updated in response to: <ol style="list-style-type: none"> 1. 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requiring districts to maintain and implement an <i>age-appropriate</i> policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website. 2. 105 ILCS 5/10-20.69 (final citation pending) and 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, for reasons stated in 5:90, <i>Abused and Neglected Child Reporting</i>, above. <p>A Cross Reference to policy 5:90 is added to ensure a coordinated response to alleged incidents of sexual abuse of a student by school personnel.</p>	<input type="checkbox"/>
7:50-AP, School Admissions and Student Transfers To and From Non-District Schools	The procedure is updated in response to 105 ILCS 10/4(h), amended by P.A. 101-161, allowing additional methods for providing prior notice of student records destruction. Additional continuous improvement updates are made to the procedure and Legal References.	<input type="checkbox"/>
7:150, Agency and Police Interviews	The policy, footnotes, Legal References, and Cross References are updated in response to 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, prescribing preconditions to the interview of a student at school by a law enforcement officer, school resource officer, or other school security personnel when the student is suspected of criminal wrongdoing. Footnote 1 is supplemented with February 2019 guidance from the Privacy Technical Assistance Center regarding school law enforcement units and the Family Educational Rights and Privacy Act (FERPA).	<input type="checkbox"/>
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment	The policy, Cross References, and footnotes are updated. The policy and footnotes are updated to include reference to 7:315, <i>Restrictions on Publications; High Schools</i> , for high school and unit districts. The footnotes are also updated in response to 105 ILCS 5/2-3.176, added by P.A. 101-438 (safe and healthy learning grant). A new Cross Reference is added.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:190, Student Behavior	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. The regulation of e-cigarettes by the U.S. Food and Drug Administration at 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed. Reg. 28973. 2. The CRTA, 410 ILCS 705/, added by P.A. 101-27. 3. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20 (described above in 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i>). 4. Changes to <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20. 5. 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requiring districts to maintain and implement an <i>age-appropriate</i> policy on sexual harassment. 6. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, and described above in 7:150, <i>Agency and Police Interviews</i>. 7. Other continuous improvement and stylistic updates are made. 	<input type="checkbox"/>
7:190-AP6, Guidelines for Investigating Sexting Allegations	<p>The procedure is updated to incorporate P.A. 101-531 into a citation to 105 ILCS 5/21B-75 regarding obligations under policy 5:90, <i>Abused and Neglected Child Reporting</i>. Additional continuous improvement updates are made.</p>	<input type="checkbox"/>
7:190-AP7, Student Discipline Guidelines	<p>The procedure and footnotes are updated to incorporate the 12-12-18 <i>Dear Colleague Letter</i> by DOE/U.S. Dept. of Justice rescinding their School Climate and School Discipline Guidance Package. Other continuous improvement updates are made.</p>	<input type="checkbox"/>
7:190-AP8, Student Re-Engagement Guidelines	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> 1. Mental Health and Developmental Disabilities Administrative Act, 20 ILCS 1705/76, added by P.A. 101-45, requiring the Ill. Dept. of Public Health (IDPH) to create an online database of mental health resources geared toward school personnel and parents. 2. Public Aid Code, 305 ILCS 5/5-5.23(g), amended by P.A. 101-461, eff. 7-1-20, requiring IDPH restructure the Family Support Program (formerly Individual Care Grant program). 3. Other continuous improvement updates are made. 	<input type="checkbox"/>
7:190-E3, Memorandum of Understanding	<p>The exhibit and footnotes are updated in response to 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, and described above in 7:150, <i>Agency and Police Interviews</i>. Footnotes are additionally updated in response to:</p> <ol style="list-style-type: none"> 1. 20 ILCS 1705/76, added by P.A. 101-45, as discussed in 7:190-AP8, <i>Student Re-Engagement Guidelines</i>, above. 2. The 12-12-18 <i>Dear Colleague Letter</i> by DOE/U.S. Dept. of Justice rescinding their School Climate and School Discipline Guidance Package. <p>Other continuous improvement updates are made.</p>	<input type="checkbox"/>
7:200, Suspension Procedures	<p>The policy is unchanged. The footnotes are updates in response to:</p> <ol style="list-style-type: none"> 1. The 12-12-18 <i>Dear Colleague Letter</i> by DOE/U.S. Dept. of Justice rescinding their School Climate and School Discipline Guidance Package. 2. 20 ILCS 1705/76, added by P.A. 101-45, as discussed in 7:190-AP8, <i>Student Re-Engagement Guidelines</i>, above. 3. Other continuous improvement updates are made. 	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:240-AP1, Code of Conduct for Extracurricular Activities	<p>The procedure and footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. The regulation of e-cigarettes by the U.S. Food and Drug Administration at 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed. Reg. 28973. 2. The CRTA, 410 ILCS 705/, added by P.A. 101-27. 3. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20 (described above in 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i>). 4. Changes in <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20. 5. Other continuous improvement and stylistic updates are made. 	<input type="checkbox"/>
7:270, Administering Medicines to Students	<p>The policy, Legal References, Cross References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-22.21b(d), added by P.A. 101-205, eff. 1-1-20 requiring Emergency Action Plans for each student who wishes to self-administer medication and addressing liability, indemnification, and hold harmless provisions. 2. 105 ILCS 145/27, added by P.A. 101-428, which permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. 3. 105 ILCS 5/22-33(g) (<i>Ashley's Law</i>), added by P.A. 100-660 and amended by P.A. 101-370, eff. 1-1-20 requiring school boards to adopt a policy regarding the administration of a medical cannabis infused product to students who are qualifying registered patients under the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/, amended by P.A. 101-363 and scheduled to repeal on 7-1-20, and in addition to allowing a student's delegated care aide(s) to administer it, allow a school nurse or administrator to administer it, and/or the student him or herself. 4. Other continuous improvement and stylistic updates. <p>The footnotes are updated in response to the laws detailed in the policy. The Legal References are updated in response to 105 ILCS 145/, added by P.A. 101-428 (undesignated glucagon) and the Compassionate Use of Medical Cannabis Pilot Program Act 410 ILCS 130/, amended by P.A. 101-363 and scheduled to repeal on 7-1-20.</p>	<input type="checkbox"/>
7:270-AP1, Dispensing Medication	The procedure and Legal References are updated to align with the same laws discussed in 7:270, <i>Administering Medicines to Students</i> , above.	<input type="checkbox"/>
7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, <u>and/or Glucagon</u>	RENAMED. The procedure is updated to align with the same laws discussed in 7:270, <i>Administering Medicines to Students</i> , above, except for the cannabis-related laws.	<input type="checkbox"/>
7:270-E1, School Medication Authorization Form	The exhibit is updated to align with the same laws discussed in 7:270, <i>Administering Medicines to Students</i> , above, except for the cannabis-related laws.	<input type="checkbox"/>
7:270-E2, School Medication Authorization Form - Medical Cannabis	The procedure is updated to align with the cannabis-related laws discussed in 7:270, <i>Administering Medicines to Students</i> , above.	<input type="checkbox"/>
7:290, Suicide and Depression Awareness and Prevention	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-22.39, amended by P.A. 101-350, as discussed in 5:100, <i>Staff Development Program</i>, above. 2. ISBE suicide prevention resources. 3. Other continuous improvement and stylistic updates are made. 	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program	The procedure is updated with ISBE suicide prevention resources, and other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
7:340, Student Records	The policy is unchanged. Footnotes are updated in response to: <ol style="list-style-type: none"> 1. February 2019 guidance from the Privacy Technical Assistance Center regarding school law enforcement units and FERPA. 2. 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i>, above. 	<input type="checkbox"/>
7:340-AP1, School Student Records	The procedure is updated in response to: <ol style="list-style-type: none"> 1. 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i>, above. 2. 105 ILCS 10/2(f), amended by P.A. 101-515, placing related service logs in the student temporary record. 3. ISBE military recruitment access guidance. 4. Other continuous improvement updates. 	<input type="checkbox"/>
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records	The exhibit and Footnote 3 are updated in response to 105 ILCS 10/2(f), amended by P.A. 101-515, as discussed in 7:340-AP1, <i>School Student Records</i> . Other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
7:340-AP2, Storage and Destruction of School Student Records	The procedure is updated in response to 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i> , above. Other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
7:340-AP2, E1, Letter Containing Schedule for Destruction of School Student Records	The exhibit is updated in response to 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i> , above. Other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
8:30, Visitors to and Conduct on School Property	The policy, Legal References, Cross References, and footnotes are updated in response to: <ol style="list-style-type: none"> 1. The CRTA, 410 ILCS 705/, added by P.A. 101-27; 2. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20; 3. Changes to <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20; 4. Continuous improvement clarifications to footnotes 20 and 21 regarding the text of the policy purposefully being broader than 105 ILCS 5/24-24, and requiring the board to provide hearings when ejecting persons from <i>both</i> school events and meetings with instructions for boards that wish to narrow the policy text; 5. Continuous improvement suggestions from PRESS subscribers and the PRESS Advisory Board (PAB) to align with 105 ILCS 5/27-23.7; and 6. Stylistic changes are made to the Legal References. 	<input type="checkbox"/>
8:95-AP, Parental Involvement	The procedure is updated in response to 105 ILCS 5/10-22.31, amended by P.A. 101-164, requiring a district to provide notice to parents/guardians if it intends to withdraw from a special education cooperative.	<input type="checkbox"/>
8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights	The exhibit is updated for the reason explained above in 5:250-AP, <i>School Visitation Leave</i> .	<input type="checkbox"/>

Office of General Counsel

The IASB Office of General Counsel's mission is to honestly, professionally, and credibly protect and preserve IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.



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The Policy Reference Education Subscription Service (**PRESS**) Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on **PRESS** Issues. We appreciate their contributions and thank them sincerely.

— **Kimberly Small, Maryam Brotine, Debra Jacobson, and Brian Zumpf**

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SCHOOL BOARD POLICY

Grant Community High School District 124

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POWERS AND DUTIES OF THE SCHOOL BOARD; INDEMNIFICATION

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

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.



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7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School, and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act ([ANCRA](#)). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting



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that a student is an abused child as defined in ~~the Act~~[ANCRA](#), direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ~~the Act's~~[ANCRA's](#) requirements concerning the reporting of child abuse.

19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

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

Legal Reference:

105 ILCS 5/10, 5/17-1, and 5/27-1

115 ILCS 5/, III. Educational Labor Relations Act

325 ILCS 5/, Abused and Neglected Child Reporting Act

Original Policy Adopted: 1981

Policy Reviewed and Adopted: 10/17/1991, 1/20/1994, 3/18/2010, 12/20/2012,
09/18/2014, 05/16/2019, 00/00/0000



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VACANCIES ON THE SCHOOL BOARD – FILLING VACANCIES

Vacancy

Elective office of a School Board member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the Board,
3. Legal disability,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in the School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with Board membership.

Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within 5 days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term.



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However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 45-60 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board, the Board will publicize it and accept resumes from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

Legal Reference:

105 ILCS 5/10-10 and 5/10-11

Original Policy Adopted: August 18, 1988

Policy Reviewed and Adopted: 10/17/1991, 1/20/1994, 3/18/2010, 9/15/2016,

00/00/0000



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BOARD MEMBER CONFLICT OF INTEREST

No School Board member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Board members must annually file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act. Each Board member is responsible for filing the statement with the county clerk of the county in which the District's main office is located by May 1.

Federal and State Grant Awards

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act. (GATA) (30 ILCS 708/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with a Board member that may compromise or impair the Board member's fairness and impartiality, including a member of the Board member's immediately family or household;
2. The Board member's business partner; or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.



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Legal Reference:

5 ILCS 420/4A-101.5, 420/4A-105, 420/4A-106.5, and 420/4A-107
30 ILCS 708/, Grant Accountability and Transparency Act

50 ILCS 105/3

105 ILCS 5/10-9

2 C.F.R. §200.318(c)(1)

Original Policy Adopted: 03/15/2007

Policy Reviewed and Adopted: 3/18/2010, 03/21/2013, 04/20/2017, 00/00/0000



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ETHICS AND GIFT BAN

Prohibited Political Activity

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

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

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

Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or ~~District~~ employee, and no spouse of or immediate family member living with any Board member or employee ~~(collectively referred to herein as "recipients")~~, shall intentionally solicit or accept



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any *gift* from any *prohibited source*, as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including



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any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.

8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. *Catered* means food or refreshments that are purchased ready to consume, which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. *Intra-governmental gift* means any gift given to a Board member or employee from another Board member or employee, and *inter-governmental gift* means any gift given to a Board member or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

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

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the



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recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under [Section 501\(c\)\(3\) of the Internal Revenue Code](#) 26 U.S.C. §501(c)(3).

Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

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

Political activity means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.



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



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14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

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

Prohibited source means any person or entity who:

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

Gift means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or



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attributable to government employment or the official position of a Board member or employee.

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

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

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



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

Legal Reference:

5 ILCS 430/~~4-1~~, et seq., State Officials and Employees Ethics Act,
10 ILCS 5/9-25.1, Election Interference Prohibition Act

Original Policy Adopted: August 18, 1988

Policy Reviewed and Adopted: 10/17/1991, 1/20/1994, 3/15/2007, 03/21/2013,

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QUALIFICATIONS, TERM, AND DUTIES OF BOARD OFFICERS

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

President

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

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; ~~and~~
11. Serve as ~~or appoint~~ the Board's official spokesperson to the media; and
- ~~11.~~ 12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of



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[sexual harassment made against a Board member by another Board member or elected official.](#)

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

The Vice President fills a vacancy in the Presidency.

Vice President

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

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

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

Secretary

The Board elects a Secretary for a two-year term. The secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not to exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term.

The duties of the Secretary are to:

1. Keep minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;



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3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

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

Recording Secretary

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

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



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

Treasurer

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

The Treasurer must:

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

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board;
and
5. Receive, hold, and expend District funds only upon the order of the Board.

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



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Legal Reference:

5 ILCS 120/7 and 420/4A-106

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7,
5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5 and 5/17-1

Original Policy Adopted: August 18, 1988

Policy Reviewed and Adopted: 10/17/1991, 1/20/1994, 3/18/2010, 03/21/2013,
04/17/2014, 08/15/2019, 00/00/0000



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TYPES OF SCHOOL BOARD MEETINGS

General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's Library. Board policy 2:220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:



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1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or education setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or education setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 99-646101-459.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance, or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).



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6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7)
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), ~~amended by P.A. 99-235, eff. 1-1-16.~~
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).



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14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.



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Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each ~~regular~~ meeting which shall remain posted until the regular meeting is concluded.



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Legal Reference:

5 ILCS 120/, Open Meeting Act

5 ILCS 140/, Freedom of Information Act

105 ILCS 5/10-6 and 5/10-16.

Original Policy Adopted: October 17, 1991

Policy Reviewed and Adopted: 4/15/2004 and 08/17/2006, 1/21/2010,
03/21/2013, 01/21/2016, 12/15/2016, 00/00/0000



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SCHOOL BOARD MEETING PROCEDURE

Agenda

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

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

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall



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determine its outcome. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Minutes

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

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;



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7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

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

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

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

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public



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or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

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

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

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

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of



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Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

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

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (~~10th~~ 11th Edition) as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.



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

Legal Reference:

5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06

105 ILCS 5/10-6, 5/10-7, 5/10-12, 5/10-16.

Original Policy Adopted: 1981 and August 18, 1988

Policy Reviewed and Adopted: 10/17/1991, 01/20/1994, 12/18/2003,
08/17/2006, 3/18/2010, 12/20/2012, 12/15/2016, 00/00/0000



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UNIFORM GRIEVANCE PROCEDURE

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

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/



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15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint



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

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate



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the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

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

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

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

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

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



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

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

Appointing Nondiscrimination Coordinator and Complaint Managers

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

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

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



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Nondiscrimination Coordinator:

Christy Sefcik
Name

285 E. Grand Avenue
Address

Fox Lake, Illinois 60020
City, State Zip

847-587-2561
Telephone

Complaint Managers:

Jeremy Schmidt
Name

285 E. Grand Avenue
Address

Fox Lake, Illinois 60020
City, State Zip

847-587-2561
Telephone

Beth Reich
Name

285 E. Grand Avenue
Address

Fox Lake, Illinois 60020
City, State Zip

847-587-2561
Telephone



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Legal Reference:

Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
Equal Pay Act, 29 U.S.C. §206(d)
Genetic Information Nondiscrimination Act, 42 U.S.C §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a)
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4,
5/27-1, 5/27-23.7, and 45/1-15
Illinois Genetic Information Privacy Act, 410 ILCS 513/
Illinois Whistleblower Act, 740 ILCS 174/
Illinois Human Rights Act, 775 ILCS 5/
Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code
Part 280
Equal Pay Act of 2003, 820 ILCS 112/
Employee Credit Privacy Act, 820 ILCS 70/
23 Ill.Admin.Code §§1.240 and 200.40
Original Policy Adopted: February 18, 2010
Policy Reviewed and Adopted: 03/21/2013, 10/15/2015, 12/28/2017,
04/19/2018, 00/00/0000



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IDENTITY PROTECTION

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for



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collection of the social security number must be relevant to the documented purpose.

5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) *protected personally identifiable information*, (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training



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in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

Legal Reference:

2 C.F.R. §200.303(e)

5 ILCS 179/, Identity Protection Act

30 ILCS 708/, Grant Accountability and Transparency Act

50 ILCS 205/3, Local Records Act

105 ILCS 10/, Illinois School Student Records Act

Original Policy Adopted: 02/21/2013

Policy Reviewed and Adopted: 04/20/2017, 12/28/2017, 00/00/0000



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REVENUE AND INVESTMENTS

Revenue

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

Investments

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

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

Investment Objectives

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

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



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4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

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

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

The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (c) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than three years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short term obligations of corporations.
5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is



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limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.

6. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
7. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
8. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.



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

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

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.



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- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
- d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
- e. The security interest must be perfected.
- f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
- g. Agreements shall be for periods of 330 days or less.
- h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
- i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District's claims to rights to those securities.
- j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.



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- k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.
- 12. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 11 supersedes paragraphs 1-10 and controls in the event of conflict.

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

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

Selection of Depositories, Investment Managers, Dealers, and Brokers

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

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



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reports of examination that it is required to furnish to the appropriate State or federal agency.

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

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

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.



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Collateral Requirements

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

Safekeeping and Custody Arrangements

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

Controls and Report

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

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

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



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Ethics and Conflicts of Interest

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

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

Revenue for Rental of Facilities

With authorization from the School Board the Superintendent or his/her designee may approve the rental of District facilities to community organizations. Decisions to approve or disapprove such requests shall be based upon the availability of the facilities, interference or potential interference with the instructional program or other school operations and verification that the groups maintains adequate coverage against personal injury and/or property loss. In cases of doubt, the Superintendent or his/her designee shall bring the matter to the School Board for its final determination.

The fee for the use of facilities shall be established by the School Board. Income from such rentals shall be credited to the Operations & Maintenance Fund and all expenses resulting from such rentals shall be charged against this fund.



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Legal Reference:

30 ILCS 235/, [Public Funds Investment Act](#)
[30 ILCS 238/, III. Sustainable Investing Act](#)

105 ILCS 5/8-7, 5/10-22.44, 5/17-1 and 5/17-11

Original Policy Adopted: 03/15/2007

Policy Reviewed and Adopted: 04/17/2014, 02/16/2017, 05/16/2019, 00/00/0000



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PURCHASES AND CONTRACTS

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

Standards for Purchasing and Contracting

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

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

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

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

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.



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3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70 *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); and (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.



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- b. In accordance with 105 ILCS 58/24-5: (1) concerning each employee of a contractor that provides services to students or in schools, who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

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

Legal Reference:

105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9,
5/10-22.34c, 5/19b-1 et seq. and 5/24-5
820 ILCS 130/

Original Policy Adopted: 1981

Policy Reviewed and Adopted: 10/17/1991, 05/19/1994, 10/20/2005,
11/20/2008, 03/21/2013, 09/18/2014, 12/15/2016, 00/00/0000



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ACCOUNTING AND AUDITS

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Illinois State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.



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Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. 200.313, if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests



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unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$500.00. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to



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ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third party to audit internal controls in addition to the annual audit.

Legal Reference:

2 C.F.R. §200 et seq.

30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill. Adm. Code 7000 et seq.

105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.

23 Illinois Administrative Code, Part 100

Original Policy Adopted: 1981

Policy Reviewed and Adopted: 10/17/1991, 5/19/1994, 10/20/2005, 03/21/2013, 07/19/2018, 00/00/0000



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GENERAL PERSONNEL EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY RECRUITMENT

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic [violence](#), ~~or sexual violence~~, [or gender 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; 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 [Pilot](#) 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.



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The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Christine A. Sefcik, Superintendent
285 E. Grand Avenue
Fox Lake, IL 60020
Phone: 847/587-2561

Complaint Managers

Beth Reich, Business Manager
Grant Community High School
285 East Grand Ave.
Fox Lake, IL. 60020
847 587-2561

Jeremy Schmidt, Principal
Grant Community High School
285 E. Grand Ave.
Fox Lake, IL. 60020
847 587-2561

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.



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Legal Reference:

- 8 U.S.C. §1324a et seq., Immigration Reform and Control Act
 - 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972,
implemented by 34 C.F.R. Part 106
 - 29 U.S.C. §206(d), Equal Pay Act
 - 29 U.S.C. §621 et seq., Age Discrimination in Employment Act
 - 29 U.S.C. §701 et seq., Rehabilitation Act of 1973
 - 38 U.S.C. §§4301 et seq., Uniformed Services Employment and Reemployment
Rights Act (1994)
 - 42 U.S.C. §1981 et seq., Civil Rights Act of 1991
 - 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, implemented
by 29 C.F.R. Part 1601
 - 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008
 - 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964
 - 42 U.S.C. §2000e(k), Pregnancy Discrimination Act
 - 42 U.S.C. §12111 et seq., Americans With Disabilities Act, Title I
 - Ill. Constitution, Art. I, §§17, 18, and 19
 - 105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1,
and 5/24-7
 - 410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act
 - 410 ILCS 513/25, Genetic Information Privacy Act
 - 740 ILCS 174/, Ill. Whistleblower Act
 - 775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act
 - 775 ILCS 35/5, Religious Freedom Restoration Act
 - 820 ILCS 55/10, Right to Privacy in the Workplace Act
 - 820 ILCS 70/, Employee Credit Privacy Act
 - 820 ILCS 75/, Job Opportunities for Qualified Applicants Act
 - 820 ILCS 112/, Ill. Equal Pay Act of 2003
 - 820 ILCS 180/30, Victims' Economic Security and Safety Act
 - 820 ILCS 260/, Nursing Mothers in the Workplace Act
 - 23 Ill. Admin. Code §1.230
- Original Policy Adopted: November 16, 2006
Policy Reviewed and Adopted: 04/30/2013, 04/17/2014, 01/15/2015, 00/00/0000



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GENERAL PERSONNEL WORKPLACE HARASSMENT PROHIBITED

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, 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 ~~or~~ 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 Policy 7:20, *Harassment of Students Prohibited*.

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

Sexual Harassment Prohibited

The School 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



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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 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. Employees-Individuals may choose to report to a person of the employee's-individual's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

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

Whom to Contact with a Report or Complaint

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

Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 5:20, Workplace Harassment Prohibited.



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

Non-Discrimination Coordinator

Christine Sefcik

Grant Community High School
285 East Grand Ave.
Fox Lake, IL. 60020
847 587-2561

Complaint Managers

Beth Reich

Grant Community High School
285 East Grand Ave.
Fox Lake, IL. 60020
847 587-2561

Jeremy Schmidt

Grant Community High School
285 E. Grand Ave.
Fox Lake, IL. 60020
847 587-2561

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator 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. The District shall investigate alleged workplace harassment



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when [the Nondiscrimination Coordinator or](#) a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

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, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and 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



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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, ~~and~~ 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 reprinting—including this policy in the appropriate handbooks.



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Legal Reference:

Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106

State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a)

Ill. Human Rights Act, 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2

56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220

Burlington Industries v. Ellerth, 524 U.S. 742 (1998)

Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009)

Faragher v. City of Boca Raton, 524 U.S. 775 (1998)

Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992)

Harris v. Forklift Systems, 510 U.S. 17 (1993)

Jackson v. Birmingham Board of Education, 544 U.S. 167 (2005)

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986)

Oncale v. Sundown Offshore Services, 523 U.S. 75 (1998)

Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009)

Sangamon County Sheriff's Dept. V. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009)

Vance v. Ball State University, 133 S. Ct. 2434 (2013)

Original Policy Adopted: June 18, 1992

Policy Reviewed and Adopted: 4/15/1993, 4/21/1994, 9/13/2000, 04/15/2010, 12/20/2012, 04/19/2018, 00/00/0000



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GENERAL PERSONNEL HIRING PROCESS AND CRITERIA

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

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

Job Descriptions

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

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

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board



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President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. Dept. of State Police and/or Statewide Sex Offender Database. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

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

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

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

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. [The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.](#)



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3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
- 4.5. The District does not ask an applicant or applicant's current or previous employer about wage or salary history, including benefits or other compensation.
- 2.6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
- 3.7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
- 4.8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Physical Examinations

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



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

Orientation Program

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



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Legal Reference:

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80 5/10-22.34, 5/10-22.34b, 5/22-6.5 and 5/24-5

20 ILCS 2630/3.3, Criminal Identification Act

820 ILCS 55/, Right to Privacy in the Workplace Act

820 ILCS 70/, Employee Credit Privacy Act

Americans With Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630

Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.

Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App.3d 763 (1st Dist. 1985),
aff'd in part and remanded 115 Ill.2d 482 (Ill., 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

Original Policy Adopted: November 16, 2006

Policy Reviewed and Adopted: 4/15/2010, 12/20/2012, 09/18/2014, 12/20/2018,

00/00/0000



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GENERAL PERSONNEL 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, or use or being impaired by or under the influence of medical 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 5/22-33.7. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms listed in the Cannabis Regulation and Tax Act (CRTA).

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.



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For purposes of this policy, *District premises* means workplace as defined in the 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 the 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 ~~(5)~~ 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.



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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 shall have the meaning provided in section 105 ILCS 5/10-20.5b of the School Code.

Cannabis shall have 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



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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 ~~School~~ Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within ~~thirty (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** subheaded in policy 2:240, *Board Policy Development*.



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Legal Reference:

Americans With Disabilities Act, 42 U.S.C. § 12114

Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11 – 1308.15

Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.

Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.

30 ILCS 580/, Drug-Free Workplace Act

105 ILCS 5/10-20.5b

[410 ILCS 82/, Smoke Free Illinois Act](#)

410 ILCS 130/, Compassionate Use of Medical Cannabis ~~Pilot~~ Program [Act](#)

[410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act](#)

[720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act](#)

[820 ILCS 55/, Right to Privacy in the Workplace Act](#)

[21 C.F.R. Parts 1100, 1140, and 1143](#)

[23 Ill.Admin.Code §22.20](#)

Original Policy Adopted: April 15, 1993

Policy Reviewed and Adopted: 4/21/1994, 4/15/2010, 12/19/2013, 10/15/2015,

00/00/0000



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GENERAL PERSONNEL ABUSED AND NEGLECTED CHILD REPORTING

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. [Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act \(ANCRA\) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.](#)

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's Cyber Tipline 1-800-THE-LOST (1-800-843-5678) or online at www.report.cybertip.org or www.cybertipline.com www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee



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

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

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within ~~one year~~three months of initial employment and at least every ~~5~~three years after that date.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

Alleged Incidents of Sexual Abuse; Investigations

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school



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grounds during a school activity; or outside of school grounds or not during a school activity.

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

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act/ANCRA, direct or cause the Board to direct the Superintendent or other



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equivalent school administrator to comply with ~~the Act's~~ANCRA's requirements concerning the reporting of child abuse.

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

Legal Reference:

105 ILCS 5/10-21.9

20 ILCS 1305/1-1 et seq., Department of Human Services Act

325 ILCS 5/, Abused and Neglected Child Reporting Act

720 ILCS 5/12C-50.1, Criminal Code of 2012

Original Policy Adopted: November 16, 2006

Policy Reviewed and Adopted: 4/15/2010, 04/30/2013, 12/19/2013, 01/21/2016,
12/28/2017, 00/00/0000



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GENERAL PERSONNEL EMPLOYEE ETHICS; CONDUCT; AND CONFLICT OF INTEREST

Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, [willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act \(325 ILCS 5.\)](#), or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Statement of Economic Interests

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

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.



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Ethics and Gift Ban

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

Prohibited Interests; Conflict of Interest; and Limitation of Authority

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

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest ~~as defined by 2 C.F.R. §200.318(c)(1).~~ A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee’s fairness and impartiality, including a member of the employee’s immediate family or household;
2. An employee’s business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.



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Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Outside Employment

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

Incorporated

By reference: 5:120-E (Code of Ethics for Illinois Educators)

Legal References:

U.S. Constitution, First Amendment

2 C.F.R. §200.318(c)(1)

5 ILCS 420/4A-101, [Ill. Governmental Ethics Act](#)
[and 5 ILCS 430/, State Officials and Employee Ethics Act](#)
[30 ILCS 708/, Grant Accountability and Transparency Act](#)

50 ILCS 135/, [Local Governmental Employees Political Rights Act](#)

105 ILCS 5/10-22.39, and 5/22-5

[325 ILCS 5/, Abused and Neglected Child Reporting Act](#)

775 ILCS 5/5A-102, [Ill. Human Rights Act](#)

23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968)

Garcetti v. Ceballos, 547 U.S. 410 (2006)

Original Policy Adopted: June 17, 1999

Policy Reviewed and Adopted: 4/15/2004, 4/15/2010, 04/30/2013, 06/18/2015,
04/20/2017, **00/00/0000**



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PROFESSIONAL PERSONNEL LEAVES OF ABSENCE

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Each full-time professional staff member is granted 13 days sick leave each school year at full pay. Unused days are allowed to accumulate to 390 days. Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an-a licensed advanced practice registered nurse ~~who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered nurse to perform health examinations~~, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.



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The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Child Bereavement Leave

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

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

Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

Personal Leave

Professional staff members are granted two personal leave days per year. A personal leave day is defined as a day to allow professional personnel time to



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conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave day in a school year will be credited to the cumulative sick leave.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Superintendent or designee 2 days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval,
3. Personal leave may not be used in increments of less than one-half day,
4. Personal leave days are subject to a substitute's availability,
5. Personal leave days may not be used during the first and/or last three days of the school year.

Leave of Absence without Pay

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No



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more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

Child-Rearing Leave

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed 3 semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

A teacher ~~must~~should request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly Leave



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

Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Department of Defense overseas school.

School Visitation Leave

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

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

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

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



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

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

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

Legal Reference:

10 ILCS 5/13-2.5, [20 ILCS 1805/30.1 et seq.](#),

105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1

[330 ILCS 61/, Service Member Employment and Reemployment Rights Act](#)

820 ILCS 147/, School Visitation Rights Act

820 ILCS 154/, Child Bereavement Leave Act

820 ILCS 180/, Victims' Economic Security and Safety Act

Original Policy Adopted: 02/21/2013

Policy Reviewed and Adopted: 01/15/2015, 12/15/2016, 05/16/2019



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EDUCATIONAL SUPPORT PERSONNEL EMPLOYMENT TERMINATION AND SUSPENSIONS

Resignation and Retirement

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. [This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.](#)

Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions



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concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgement, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. of Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:



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- a. A suspension with pay; or
- b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

Legal Reference:

5 ILCS 430 et seq.

105 ILCS 5/10-22.34c and 5/10-23.5

325 ILCS 5/7.4(c-10)

820 ILCS 105/4a

Original Policy Adopted: November 16, 2006

Policy Reviewed and Adopted: 4/15/2010, 06/18/2015, 12/28/2017, 00/00/0000



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EDUCATIONAL SUPPORT PERSONNEL SICK DAYS, VACATION, HOLIDAYS, AND LEAVES

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive sick leave days according to the Classified Handbook schedule. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an a licensed advanced practice registered nurse ~~who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered nurse to perform health examinations~~, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is



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by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the Classified Handbook schedule. The Superintendent will determine procedure for requesting vacation.

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 has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a holiday listed below, District employees will not be required to work on:

New Year's Day
Martin Luther King Jr.'s Birthday
Abraham Lincoln's Birthday
Casimir Pulaski's Birthday
Memorial Day
Independence Day

Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day



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A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Full-time educational support personnel have two paid personal leave days per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal two days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last three days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.



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2. School Visitation Leave.
3. Leaves for Victims of Domestic Violence, ~~or~~ Sexual Violence, or Gender Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

Legal Reference:

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6

330 ILCS 61/, Service Member Employment and Reemployment Rights Act

20 ILCS 1805/30.1 et seq.,

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. School Dist. No. 127 1/2, 60 Ill.App.2d56 (1st Dist. 1965).

Original Policy Adopted: 02/21/2013

Policy Reviewed and Adopted: 12/15/2016, 05/16/2019, 00/00/0000



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CURRICULUM CONTENT

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

1. Subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and ~~for students entering the 9th grade in the fall of 2016 and each year after it~~, one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

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



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2. Steroid abuse prevention must be taught, as well as in interscholastic athletic programs.
3. Provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. Age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235 – *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. Character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. [Instruction in all grades will include examples of behaviors that violate policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.](#)
6. Citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. Physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310-



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High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students and 7:260-Exemption from Physical Education.

8. Health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
9. Career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
10. Consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
11. Conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.



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12. United States [\(U.S.\)](#) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, ~~and~~ (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, [\(f\) a study of the roles and contributions of lesbian, gay, bisexual, and transgender \(LGBT\) people in the history of the U.S. and Illinois, and \(g\) Illinois history.](#)

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

13. Courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
14. The curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
15. The curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
16. The curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade,



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slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.

17. Instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

Legal Reference:

Pub. L. No. 108-447, Section 111 of Division J., Consolidated Appropriations Act of 2005

Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act

47 C.F.R. §54.520

5 ILCS 465/3 and 465/3a

20 ILCS 2605/2605-480

105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 27/6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-24.2, 435/, and 110/3

625 ILCS 5/6-408.5

23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440

Original Policy Adopted: March 19, 2009

Policy Reviewed and Adopted: 09/20/2012, 01/15/2015, 01/21/2016, 12/15/2016, 12/28/2017, 12/20/2018, 00/00/0000



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HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Legal Reference:

105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5
23 Ill.Admin.Code §§1.520, 1.610, and 226.300

Original Policy Adopted: July 15, 2010

Policy Reviewed and Adopted: 04/30/2013, 07/17/2014, 12/28/2017, **00/00/0000**



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GRADUATION REQUIREMENTS

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill. Admin. Code §1.440.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5(c).

6. Beginning with the 2020-2021 school year, filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:



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1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

No student/candidate shall participate in the graduation commencement ceremony until they have completed all of the requirements for graduation.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.



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Veterans of World War II, the Korean Conflict, or the Vietnam Conflict Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or Upon application, an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict will be awarded a diploma, provided that he or she: (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

Legal Reference:

105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, and 5/27-22.10

105 ILCS 70/, Educational Opportunity for Military Children Act

23 Ill.Admin.Code § 1.440

Original Policy Adopted: October 17, 1991

Policy Reviewed and Adopted: 5/19/1994, 10/19/1995, 11/21/1996, 11/19/1998,
1/18/2001, 11/15/2007, 6/17/2010, 04/30/2013, 01/15/2015, 04/21/2016,

00/00/0000



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HARASSMENT OF STUDENTS PROHIBITED

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibitive conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:



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- a. Substantially interfering with a student's educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment;
- or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a complaint; ~~Enforcement~~

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. ~~Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.~~

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy. ~~another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.~~



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The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female and at least one will be male.

Nondiscrimination Coordinator

Christine A. Sefcik
Grant Community High School
285 East Grand Ave.
Fox Lake, IL. 60020
847 587-2561

Complaint Managers

Beth Reich
Grant Community High School
285 East Grand Ave.
Fox Lake, IL. 60020
847 587-2561

Jeremy Schmidt
Grant Community High School
285 E. Grand Ave.
Fox Lake, IL. 60020
847 587-2561

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including: , such as, by including it in the appropriate handbooks.

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.



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Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply 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 an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Alleged Incidents of Sexual Abuse

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 any response required by this policy.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary



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action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Legal Reference:

20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972

34 C.F.R. Part 106

105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7

775 ILCS 5/1-101 et seq., Illinois Human Rights Act

23 Ill.Admin.Code §1.240 and Part 200

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992)

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000)

Original Policy Adopted: March 20, 1997

Policy Reviewed and Adopted: 9/13/2000, 08/19/2010, 9/20/2012, 09/18/2014,
12/28/2017, 00/00/0000



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AGENCY AND POLICE INTERVIEWS

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
 - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
 - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
 - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.



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Legal Reference:

[105 ILCS 5/10-20.64, 5/22-85 \(final citation pending\)](#)

55 ILCS 80/, Children's Advocacy Center Act

325 ILCS 5/, Abused and Neglected Child Reporting Act

720 ILCS 5/31-1 et seq., Interference with Public Officers Act

725 ILCS 120/, Rights of Crime Victims and Witnesses Act

Original Policy Adopted: August 19, 2010

Policy Reviewed and Adopted: 04/21/2016, 00/00/0000



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PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

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

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



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Definitions from 105 ILCS 5/27-23.7

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

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

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



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

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.



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3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Dr. Christine Sefcik, Superintendent
Grant Community High School
285 E. Grand Avenue
Fox Lake, IL 60020
CSefcik@grantbulldogs.org
847-587-2561

Complaint Managers

Mrs. Beth Reich, Business Manager
Grant Community High School
285 E. Grand Avenue
Fox Lake, IL 60020
BReich@grantbulldogs.org
847-587-2561

Mr. Jeremy Schmidt, Principal
Grant Community High School
285 E. Grand Avenue
Fox Lake, IL 60020
JSchmidt@grantbulldogs.org
847-587-2561

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.



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5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.



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7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.



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The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.



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- h. 7:315, *Restrictions on Publications*; [High Schools](#). This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Legal Reference:

405 ILS 49/, Children's Mental Health Act
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7
23 Ill.Admin.Code §1.240 and §1.280

Original Policy Adopted: August 19, 2010

Policy Reviewed and Adopted: 09/20/2012, 04/17/2014, 09/18/2014,
12/28/2017, 11/14/2019, 00/00/0000



SCHOOL BOARD POLICY

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ADMINISTERING MEDICINES TO STUDENTS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* ([SMA Form](#)) is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess [and self-administer](#) an epinephrine injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an [SMA School Medication Authorization Form](#). [The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.](#)



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A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A *qualifying plan* means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The ~~School~~ District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine auto-injectors, or medication required under a qualifying plan. ~~the storage of any medication by school personnel.~~ A student's parent/guardian must indemnify and hold harmless the ~~School~~ District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or medication required under a qualifying plan. ~~or the storage of any medication by school personnel.~~

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors



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The Superintendent or designee shall implement [Section 105 ILCS 5/22-30\(f\) of the School Code](#) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement [Section 105 ILCS 5/22-30\(f\) of the School Code](#) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

[School District Supply of Undesignated Glucagon](#)



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The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on the school-operated property or while being transported on a school bus.



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3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.



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The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated ~~epinephrine injector, or an opioid antagonist~~medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law ~~as explained in Section 22-30(c) of the School Code~~ apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of ~~an epinephrine injector, and/or an undesignated opioid antagonist~~undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding ~~such~~ these medication(s).



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Legal Reference:

105 ILCS 5/10-20.14b, 5/10-22.21b, ~~and 5/22-30~~, and 5/22-33

105 ILCS 145/, Care of Students with Diabetes Act

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act, and
scheduled to be repealed on July 1, 2020

720 ILCS 550/, Cannabis Control Act

23 Ill.Admin.Code §1.540

Original Policy Adopted: February 15, 2007

Policy Reviewed and Adopted: 04/30/2013, 09/15/2016, 12/28/2017,
12/20/2018, 00/00/0000



SCHOOL BOARD POLICY

Grant Community High School District 124

Section: School - Community Relations
S.B.P. File: 8:30 (Page 1 of 5)

VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

The following definitions apply to this policy:

School property – 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.

Visitor – Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the school's main office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, and friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.



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Grant Community High School District 124

Section: School - Community Relations
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The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
- ~~8.~~ 8.9. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug; ~~be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/or where the use occurred.~~
- ~~8.9.~~ Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
- ~~9.10.~~ Use or possess medical cannabis, unless he or she has complied with policy 7:270, Administering Medicines to Students, implementing Ashley's Law.
- ~~10.11.~~ Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- ~~11.12.~~ Enter upon any portion of school premises at any time for the purposes other than those that are lawful and authorized by the Board.



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- ~~12.13.~~ Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
- ~~13.14.~~ Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
- ~~14.15.~~ Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
- ~~15.16.~~ Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent



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Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during [duty](#)-free times of such employees.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has the right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied;
and
4. Instructions on how to waive a hearing.



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Legal Reference:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000)

20 U.S.C. §7181 et seq., Pro-Children Act of 1994

105 ILCS 5/10-20.5b, [5/22-33](#), 5/24-24, ~~and~~ 5/24-25, [and 5/27-23.7\(a\)](#).

410 ILCS 130/, Compassionate Use of Medical Cannabis ~~Pilot~~ Program [Act](#)

430 ILCS 66/, Firearm Concealed Carry Act

[410 ILCS 705/, Cannabis Tax and Regulation Act](#)

720 ILCS 5/11-9.3.

Original Policy Adopted: May 20, 1993

Policy Reviewed and Adopted: 9/21/2006, 12/17/2009, 04/30/2013, 12/19/2013,
01/21/2016, **00/00/0000**

Grant Community High School District E-learning Plan

DRAFT of District E-learning Plan

Introduction

The State of Illinois now provides schools with the flexibility to utilize e-learning days in lieu of emergency days (Public Act 101-0012). Up to a maximum of five (5) e-learning days may be used annually in place of emergency days. With faculty and students each having possession of a district provided computer, we are able to extend educational experiences beyond the walls of the classroom.

Highlights:

- An e-learning day may be utilized on severe weather days when it is possible for the decision to be made regarding closure by 8:00 P.M. the evening prior.
- If it is necessary to close school without ample warning, an e-learning day will not be used and the district will utilize the emergency days reserved at the end of the year.
- E-learning days will be limited in use. If consecutive emergency days are necessary, it is not likely that consecutive e-learning days will take place.
- It is advised that families and staff plan their annual calendar taking into account the potential use of all emergency days rather than plan for e-learning days to be utilized.
- The district will provide a practice e-learning opportunity this school year, on a regularly scheduled school day when school is in session, for students and staff to practice e-learning.

Learning Experiences

Student learning activities will be tied to the existing curriculum, shall be valuable learning experiences, and each learning activity is expected to be the length of a typical class period. Student learning will be facilitated utilizing the district approved Learning Management System, Schoology. On an e-learning day, lessons will be posted in Schoology by 8:30 A.M. All lessons will have a component that shall be completed by students to demonstrate participation and attendance in the e-learning class. Teachers will be available to interact with their students digitally between 8:30 A.M. and 3:10 P.M. Assignments shall be due by students no later than three (3) school days after the e-learning day.

Student Access / Connectivity

In order to accommodate students that may not have internet connectivity in their homes, students are provided with information about the locations of free public wifi and are encouraged to access the services in those venues. District hotspots are available to check-out for qualifying students, and students will have three (3) school days to complete e-learning tasks so that they may utilize district connectivity at school on the days following an e-learning day.

Student Attendance / Completion of Activities

Student attendance will be facilitated utilizing Schoology. Students shall check-in online, for attendance purposes, by completing a form in each of their courses' e-learning folders no later than 4:00 P.M. Alternately, if students are unable to check-in online, parents may contact the Attendance Office directly at (847)587-2266 to report their student as participating in the e-learning day.

Meeting the Needs of All Students

Students will be afforded all accommodations and modifications outlined in their IEP and/or 504 Plan. Teachers will be available to confer with students on an e-learning day from 8:30 A.M. to 3:10 P.M. Teachers shall respond to any email messages received from students regarding the e-learning lesson, received after normal school hours, within 24 hours of the original message. Additionally, students will have up to three (3) school days after an e-learning day to access any resources that may be necessary to complete the learning activity.

Ongoing Evaluation and Feedback

The district will provide a practice e-learning opportunity this school year, on a regularly scheduled school day when school is in session, so that staff and students may prepare for the potential use of an e-learning day. The district will solicit feedback on the proposed procedures and effectiveness of the District E-learning Plan. Ongoing evaluation and feedback will occur to ensure we are meeting the needs of all learners in an e-learning environment.

RESOLUTION TO ADOPT eLEARNING PROGRAM IN LIEU OF
THE DISTRICT'S SCHEDULED EMERGENCY DAYS

WHEREAS, the Board of Education of Grant Community High School District 124 is adopting an eLearning program district-wide that shall permit student instruction to be received electronically while students are not physically present in lieu of the district's scheduled emergency days.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Grant Community High School District 124 that will employ an eLearning program that:

- May utilize the Internet, telephones, texts, chat rooms, or other similar means of electronic communication for instruction and interaction between teachers and students that meet the needs of all learners.
- Ensures and verifies that required clock hours of instruction or school work for each student participating in an eLearning day.
- Ensures access from home or other appropriate remote facility for all students participating in the program including availability of non-electronic materials to students who do not have access to the required technology.
- Ensures appropriate learning opportunities for students with special needs.
- Ensures the monitoring and verification of each student's electronic participation.
- Addresses the extent to which student participation is within the student's control as to the time, pace, and means of learning.
- Provides effective notice to students and their parents or guardians of the particular days for eLearning.
- Provides staff and students with adequate training for eLearning days' participation.
- Ensures an opportunity for any collective bargaining negotiations that would be legally required.
- Reviews the program as implemented to address difficulties confronted through revision or otherwise.
- Ensures that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, students, and parents at least 30 days prior to utilization.
- Ensures all teachers and staff who may be involved in the provision of eLearning have access to any and all hardware and software that may be required for the program.
- Will be verified by the Regional Office of Education for the school district to ensure access for all students.
- Will be implemented for a period of 3 years (2019-20, 2020-21, 2021-22) prior to renewal.

ADOPTED: _____ 2019, by a roll call vote as follows:

YES: _____

NO: _____

ABENT/OTHER: _____

President, Board of Education

Attest: _____
Secretary, Board of Education

Regional Office of Education e-Learning Program Verification Form

According to Public Act 101-0012 of 101st Illinois General Assembly, local school district e-learning programs, adopted by resolution, may not exceed the minimum number of emergency days in the approved school district; ROE must approve program **prior** to the use of an emergency day. Before adoption, the school board must hold a public hearing for initial proposal or renewal of e-learning program by:

- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing.
Date of Publication: 12/2/2019
 - Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district.
Date of Notification: 12/6/2019
 - Written or electronic notice designed to reach any exclusive collective bargaining representatives of school district employees and all those employees not in a collective bargaining unit.
Date of Notification: 12/6/2019
 - The school board's approval of a district's initial e-learning program and renewal of the e-learning program shall be for a term of 3 years.
Date of Public Hearing: 12/19/2019 Date of Board Meeting/Resolution 12/19/2019
-

Specifically, the Regional Office of Education for the school district must verify that the e-learning proposal will: 1) ensure access for all students; ensure that the specific needs of all students are met, including special education students and English learners; ensure that all mandates are still met using the e-Learning program adopted; and 2) contain provisions designed to reasonably and practicably accomplish the following:

- Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day.
- Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program.
- Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology.
- Ensure appropriate learning opportunities for students with special needs.
- Monitor and verify each student's electronic participation.
- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning.
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning.
- Provide staff and students with adequate training for e-learning days' participation.
- Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program.
- Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day.
- Review and revise the program as implemented to address difficulties confronted.
- Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day.

Christine A. Sefcik
Verified by: School Dist. Superintendent (printed)

Christine A. Sefcik
Signature*

12/3/2019
Date

Verified by: Regional Superintendent (printed)

Signature

Date

*** Supporting documentation for any/all items listed may be required by the Lake County Regional Office of Education.**

Transition Program Overview

The Transition Program is a special education program that is offered to students with disabilities who require continued support after completion of their four years of high school. These students may need further instruction and guided practice in the areas of work-based learning, independent living, and community access to further their independence as determined by the student's IEP team. The students in the program have a range of abilities and disabilities and the goal of the program is to help each student reach their highest level of independence in these areas.

Each student participates in a curriculum that is adapted and appropriate to his/her needs, interests, and abilities. The Transition Program offers a range of experiences, allowing students to continue to learn and apply functional academics, self-advocacy/self-determination, problem solving skills, social emotional skills, and speech and language skills.

The experience in the Transition Program allows students to make progress towards their IEP goals and post-secondary transition outcomes. Before exiting the program, the students and families gain an understanding of adult services and how to access these resources for life-long support. In collaboration with families and the community, we prepare students to be productive, integral, and valued members of society.

Transition Program Schedule

Our Transition Program follows the Grant Community High School District 124 yearly calendar (including Flex Schedule, Activity Schedule, Early Release and Non-Attendance Days). Please refer to the District's main webpage for additional information.

We deliver instruction through a block schedule that focuses on the development of community access, independent living, and work-based learning skills needed for a more independent adult life.

Transition Program Support Structure

The Transition Program offers support based on students' abilities, needs and post-secondary goals. The program will focus on providing support in the areas of independent living, work-based learning and community access, while promoting independence.

Estimated Savings to Bring Transition Program In-House

Estimated Savings

SEDOL Vocational Program Contractual
Costs (3 days per week) \$ 42,339

SEDOL Tuition for individual students
10 Students (7 Existing plus 3 New for
20-21) \$ 339,803

Total Estimated Savings \$ 382,142

Estimated Costs

Staffing

1.0 Full Time Teacher \$ 71,481 MA, Step 5
1.0 Full Time Teacher Aide \$ 38,065
1.0 Full Time Job Coach \$ 38,065
1.0 Full Time Vocational Facilitator \$ 94,690

Total Estimated Costs \$ 242,301

Total Estimated Net Savings \$ 139,841

Notes:

*Tuition Costs are based on 2019-20 costs - anticipate an increase from SEDOL

*One-time room preparation costs are estimated at \$15,000. Funds will be used to purchase equipment, furnishings, and to make gas and plumbing connections.

*Staffing Costs for Teacher, Aide and Job Coach are Estimates based on 2020-21 Salary Schedule, District paid TRS and IMRF, Medicare, Social Security, and cost of single health insurance

*Staffing Costs for Vocational Facilitator is based on SEDOL current cost (\$14,113 per day, multiplied by 5 days per week), plus District paid TRS and cost of single health insurance. Correlates with MA, Step 14 on Grant's 2020-21 Salary Schedule.

To: Dr. Sefcik and members of the Board of Education
From: Casey Duval
Date: November 18, 2019
Re: Speech Team Overnight Trip Request for January 2020

November 20, 2019

Dear Esteemed Members of the Board of Education:

Pursuant to our yearly competition schedule, we will register for the two day speech tournament held at Downers Grove South High School on Friday, January 24, 2020 and Saturday, January 25, 2020. This tournament is an elite showcase of schools that will contend to qualify for the IHSA tournament. The event begins at 3:30 PM on Friday, January 24th and ends that night at around 9:30 PM. With travel times approximated to be around 90 minutes, students would not arrive back at GCHS until sometime after 11:00PM. Departure time on Saturday morning would be at 5:00 AM due to the fact that competition starts at 7:00 AM.

Coach Trisha Crambes and I have discussed the logistics of the trip, and we both feel that an overnight stay is warranted to ensure that our competitors arrive on time and are well rested. We want to put our best foot forward competitively. Trisha plans to leave Grant Community High School after 5th period on Friday, January 24th with no more than 28 competitors in two activity busses. The Speech Team will pay for the cost of all accommodations from their activity fund. We are asking the district to pay for the competition entry fees and any potential fuel costs, while the students will be asked to provide their own money to pay for meals on Friday and Saturday. Trisha will be accompanied by the Assistant Coach, Emmy Spetz, for the duration of travel and the competition.

You have been supportive of our student groups and we'd love the opportunity to bring home a sectional or state trophy this year to Grant Community High School. Thank you for your time and your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Casey W. Duval". The signature is written in dark ink and is positioned below the word "Sincerely,".

Casey Duval
Assistant Director of Activities and Athletics

11-20-19.

Josh,

Sorry to say I will be
giving you my 2 week notice.

I really enjoyed working for you
but I honestly love my bus job.

Dec 5 2019 will be my last
day.

Thank you, Dawn Eales

FAMILY AND MEDICAL LEAVE REQUEST FORM

Name: **Jacqueline Hernandez**

Title: **Paraprofessional**

Seniority Date: **August 10, 2018**

Date of Request: **December 3, 2019**

PURPOSE OF LEAVE (check one):

☒

Birth of Child

☐

Expected placement of child for adoption

☐

Expected placement of child for foster care

☐

Serious illness of family member

Name of family member: _____

Relationship to employee: _____

☐

Employee's serious illness

LEAVE DATES Beginning: **February 3, 2019** Ending: **May 6, 2020**

TYPE OF LEAVE (check one):

☒

Continuous

☐

Intermittent basis

Schedule requested: _____

☐

Reduced schedule

Schedule requested: _____

This form is to be completed either by the employee requesting leave or the employer's designated representative to whom the request is made. Attach any written leave requests from the employee to this form.

Principal's Report to the Board of Education
Jeremy Schmidt, Principal
December 2019

Semester 1 Final Exams

As the first semester concludes, we are prepared to administer final exams. All classes administer a final exam to all students, but exam types vary in format from objective, to essay, to performance, to portfolios. All freshmen, sophomores, and juniors take finals in all classes. Some senior students are exempt from final exams if they have met SAT benchmark scores or have earned a cumulative grade of an A for that class. Any incomplete student grades must be made up within 10 days of returning from Winter Break. Semester exams take place over the course of three consecutive days and will be completed by Friday, December 20.

Feeder School Articulations and Eight Grade Placements

December 13 was our second Principal Articulation Meeting of the year. With 8th Grade Enrollment Night right around the corner on January 22 and 23, student placement is a pressing topic. Last year we tweaked our placement process by moving the 8th grade teacher recommendation process back to May, as opposed to December. This process proved more effective for 8th grade teachers and ultimately resulted in fewer, disruptive moves at the start of this year, overall benefiting our students.

The process is now streamlined where initial placements in core subjects are being made by MAP Test cut scores. Therefore, at 8th Grade Enrollment Night student schedules will indicate that they are enrolled in a math, science, and an English class along with the MAP scores required for each course level. At the end of the year, we will meet with feeder school teachers to again tweak placements based on a full year of MAP scores and 8th grade teacher recommendations.

5Essentials Survey Administration

The Illinois 5Essentials Survey window is now open all stakeholders, and we are planning and actively working to administer the survey to parents, teachers, and students. The Illinois 5Essentials Survey is a required state survey that is intended to allow stakeholders to complete survey questions regarding their perspectives on school effectiveness. Ultimately, survey data may be included on the School Report Card.

Since October 24 parents have been responding to this survey opportunity. Survey administration is highlighted via popup on the school website, was included in the District newsletter, was communicated via Skyward, and we have set up booths at parent events for parents to complete surveys on the spot.

Grant certified staff and students will be responding to this survey in January 2020. Certified staff currently have access to the survey, but we will provide some additional time to complete the survey during the January 22 Late Start. For students, the survey will be administered on January 9, 2020 using an activity schedule with their TEAM classes. The survey is anticipated to take approximately 30 minutes using their student-issued Chromebooks. Student results are

anonymously reported to the State, and participation rates will be included in the School Report Card. The window to complete all surveys closes on February 14, 2020.

Performing Arts Society

The Performing Arts Society (PAS) has had an exceptionally productive, exciting, and busy few weeks. The theater's fall play performance of *A Midsummer's Night Dream* on the weekend of November 22 was quick-witted, funny, and professional. With two evening performances and one Sunday matinee, the cast and crew wowed the audience of 383 and were able to showcase their impressive range with this Shakespearian classic.

Lastly, the Jazz Ensemble performed their Winter Concert on December 4, the Holiday Band Concert featuring the Jazz Band, Concert Band, Symphonic Band, and Wind Ensemble performed on December 10, and the Winter Choir Concert was held on December 12. Through these performances, Grant musicians and singers showcased their talents to packed houses of excited parents, peers, and community members.

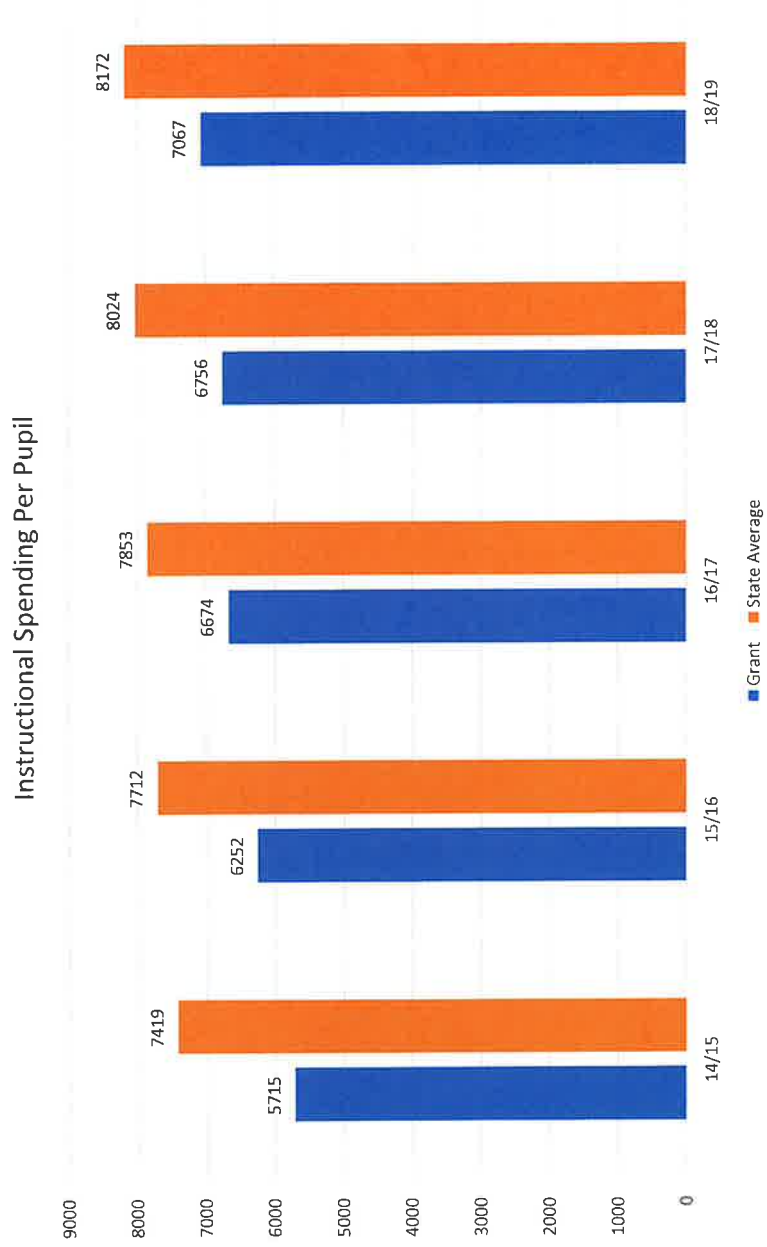
Financial Highlights

December 19, 2019

High School Tax Rate's in Lake County - 2018

District	2018 Tax Rate
Grayslake CHSD 127	4.420
Zion Benton HS	4.397
CHSD #117 (Antioch/Lakes)	3.535
Stevenson HS	2.888
Mundelein HS	2.543
Libertyville CHSD 128	2.502
Grant HS	2.432
Warren HS	2.352

Operating Expense Per Pupil - 2018		
District		OEPP
Libertyville CHSD 128	\$	23,311
Stevenson HS	\$	19,261
Grayslake CHSD 127	\$	19,032
CHSD #117 (Antioch/Lakes)	\$	18,566
Mundelein HS	\$	16,874
Zion Benton HS	\$	15,089
Grant HS	\$	14,507
Warren HS	\$	14,327

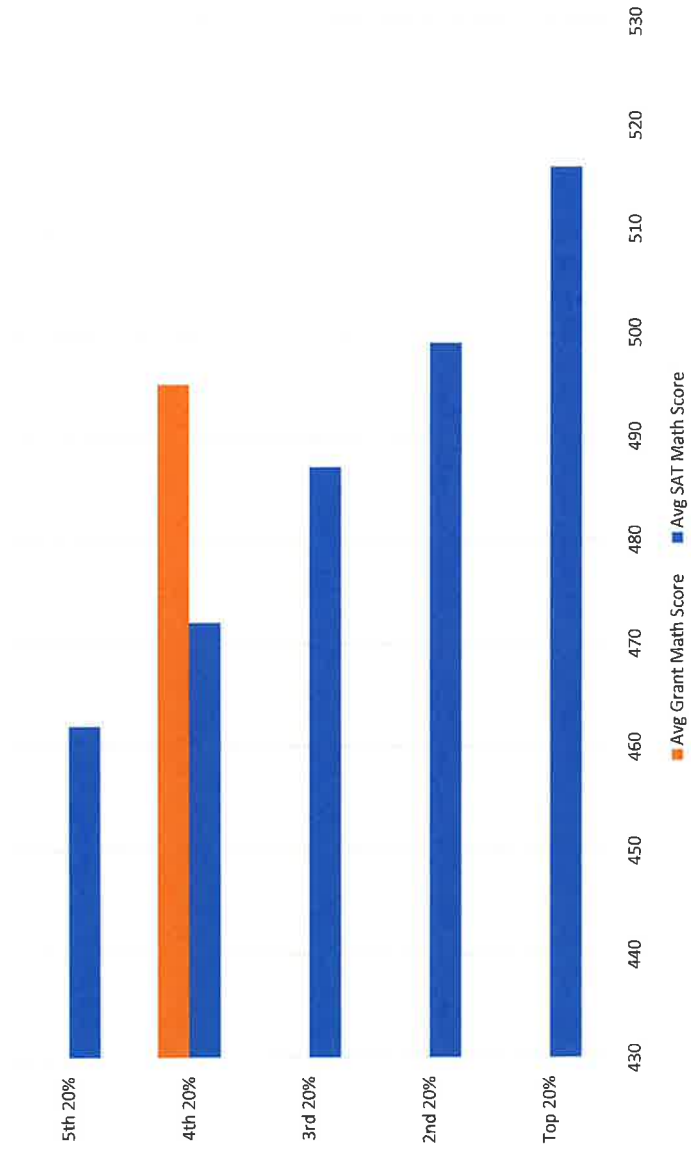


Percent of Adequacy Per the Evidenced Based Funding - 2018		
District		Adequacy
Libertyville CHSD 128		165.0%
Stevenson HS		158.0%
Mundelein HS		90.0%
CHSD #117 (Antioch/Lakes)		85.0%
Grayslake CHSD 127		74.0%
Warren HS		68.0%
Zion Benton HS		65.0%
Grant HS		65.0%

FY2020 Evidence Based Funding 65% Adequacy Tier 1

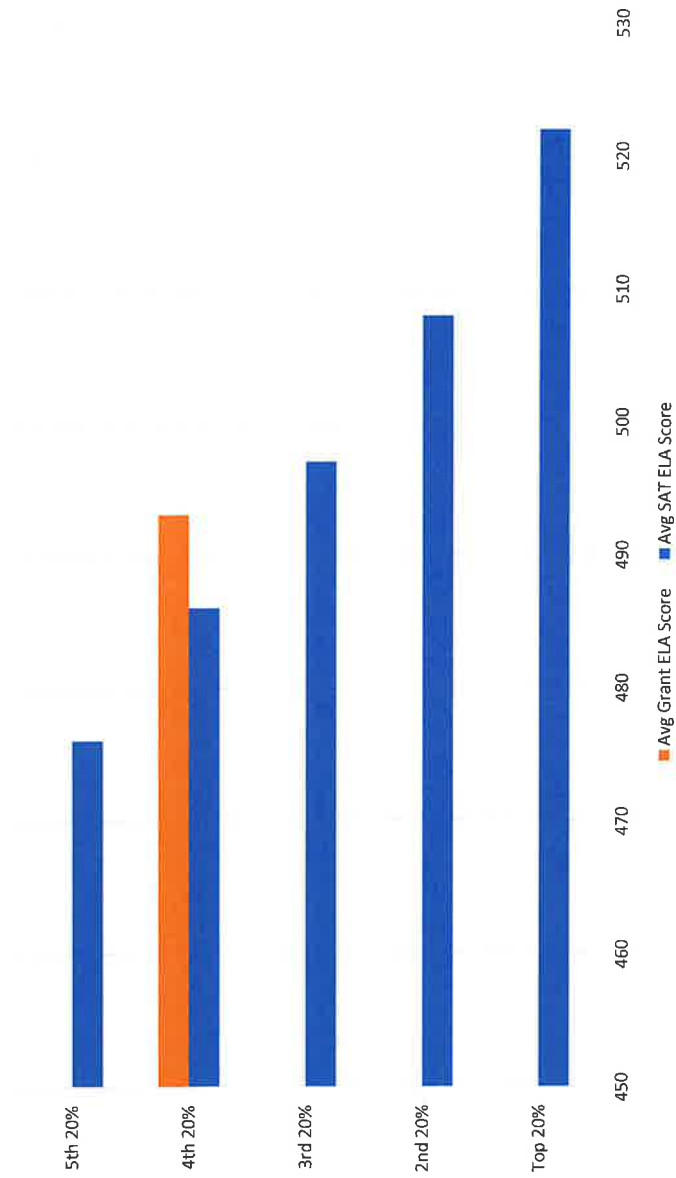


Funding Adequacy & SAT Math Scores



Source: Illinois State Board of Education

Funding Adequacy & SAT ERW Scores



Source: Illinois State Board of Education

Original:

X

Amended:

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CERTIFICATE OF TAX LEVY

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

District Name	District Number	County
Grant Community High School District	124	Lake

Amount of Levy			
Educational	\$ 15,775,000	Fire Prevention & Safety *	\$ 0
Operations & Maintenance	\$ 4,100,000	Tort Immunity	\$ 0
Transportation	\$ 1,100,000	Special Education	\$ 0
Working Cash	\$ 378,000	Leasing	\$ 0
Municipal Retirement	\$ 425,000	0	\$ 0
Social Security	\$ 400,000	SEDOL IMRF	\$ 49,096
		Total Levy	\$ 22,227,096

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

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

We hereby certify that we require:

the sum of	<u>15,775,000</u>	dollars to be levied as a special tax for educational purposes; and
the sum of	<u>4,100,000</u>	dollars to be levied as a special tax for operations and maintenance purposes; and
the sum of	<u>1,100,000</u>	dollars to be levied as a special tax for transportation purposes; and
the sum of	<u>378,000</u>	dollars to be levied as a special tax for a working cash fund; and
the sum of	<u>425,000</u>	dollars to be levied as a special tax for municipal retirement purposes; and
the sum of	<u>400,000</u>	dollars to be levied as a special tax for social security purposes; and
the sum of	<u>0</u>	dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
the sum of	<u>0</u>	dollars to be levied as a special tax for tort immunity purposes; and
the sum of	<u>0</u>	dollars to be levied as a special tax for special education purposes; and
the sum of	<u>0</u>	dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
the sum of	<u>0</u>	dollars to be levied as a special tax for _____; and
the sum of	<u>49,096</u>	dollars to be levied as a special tax for <u>SEDOL IMRF</u>
on the taxable property of our school district for the year	<u>2019</u>	

Signed this 19th day of December . _____
(President)

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

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

Number of bond issues of said school district that have not been paid in full 0 .

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 124 , Lake County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2019 was filed in the office of the County Clerk of this County on December 20th , 2019 .

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

The total levy, as provided in the original resolution(s), for said purposes for the year 2019 , is \$ 22,227,096

(Signature of County Clerk)

(Date)

(County)

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

I, the undersigned, hereby certify that I am the presiding officer of Grant Community High School District 124, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the “Truth in Taxation Act”.

Notice and hearing requirements of Section 18-60 through 18-85 of the Truth in Taxation Act are applicable.

This certificate applies to the 2019 levy.

Date: December 19, 2019

Presiding Officer: _____

December 19, 2019

RESOLUTION TO SPREAD A TAX LEVY

RESOLVED THAT (1) this Board spread a tax levy as follows: The sum of \$15,775,000 to be levied as a special tax for educational purposes; the sum of \$4,100,000 to be levied as a special tax for operations and maintenance purposes; the sum of \$1,100,000 to be levied as a special tax for transportation purposes; the sum of \$425,000 to be levied as special tax for municipal retirement purposes; the sum of \$400,000 to be levied as special tax for Social Security purposes; the sum of \$0 to be levied as a special tax for bond and interest purposes; the sum of \$0 to be levied as a special tax for tort immunity purposes on the assessed value of the taxable property of District #124 for the year 2019. (2) the President and the Secretary of this Board certify said tax levy in the form and manner prescribed by statute.

President

ATTEST: _____
Secretary

December 19, 2019

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

I, Ruth Michniewicz, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Grant Community High School District Number 124, Lake County, Illinois, and as such I am the keeper of the records and files of the Board of Education of said District.

I do further certify that the foregoing constitutes a full, true and complete copy of the Resolution entitled “RESOLUTION TO SPREAD A TAX LEVY FOR THE YEAR 2019”, and that said Resolution was duly passed and adopted at a lawfully convened and held meeting of the Board of Education of said School District Number 124 held on December 19, 2019.

IN WITNESS WHEREOF, I hereunto affix my signature at Fox Lake, Illinois this 19th day of December, 2019.

Secretary
Board of Education
Grant Community High School
District No. 124
Lake County, Illinois

December 19, 2019

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

I, Ruth Michniewicz, do hereby certify that I am duly qualified and acting Secretary of the Board of Education of Grant Community High School District Number 124, Lake County, Illinois and as such I am the keeper of the records and files of the Board of Education of said District.

I do certify that the foregoing constitutes a full, true and complete copy of the “LEVY ORDINANCE” and that said Ordinance was duly passed and adopted at a lawfully convened and held meeting of the Board of Education of said School District Number 124 on December 19, 2019.

IN WITNESS WHEREOF, I hereunto affix my signature at Fox Lake, Illinois this 19th day of December 2019.

Secretary
Board of Education
Grant Community High School
District No. 124
Lake County, Illinois

STATE OF ILLINOIS)
)
COUNTY OF LAKE) SS

CERTIFICATION

I, Ruth Michniewicz, the duly qualified and acting Secretary of the Board of Education, Grant Community High School District Number 124, Lake County, Illinois, and the keeper of the records thereof, DO HEREBY CERTIFY that attached hereto is a true and correct copy of the resolution entitled:

RESOLUTION TO LEVY CERTAIN SPECIAL TAXES
FOR SPECIAL EDUCATION DISTRICT IMRF PURPOSES

adopted at a regular meeting of the Board of Education of said School District held on the 19th day of December, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of December, 2019.

Secretary, Board of Education
Grant Community High School
District No. 124
Lake County, Illinois

**RESOLUTION TO LEVY CERTAIN SPECIAL TAXES
FOR SPECIAL EDUCATION DISTRICT IMRF PURPOSES**

WHEREAS, the Board of Education is authorized by Section 7-171 of the Pension Code to levy, by proper resolution, an annual tax for Illinois Municipal Retirement purposes; and

WHEREAS, the Board of Education is authorized by Public Act 90-511 to levy, by proper resolution, an annual tax for Illinois Municipal Retirement purposes for its contribution to the Special Education District of Lake County; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION, Grant Community High School District Number 124, Lake County, State of Illinois, as follows:

Section 1. For the ensuing year, the County Clerk of Lake County is hereby authorized and directed to extend the following special taxes on behalf of this School District: the sum of \$49,096 to be levied as a special tax for its contributions to Special Education District of Lake County for its employees for Illinois Municipal Retirement purposes.

Section 2. This Resolution shall be in full force and effect upon its adoption.

Adopted this 19th day of December, 2019.

President, Board of Education

ATTEST:

Secretary, Board of Education

December 19, 2019

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

I, Ruth Michniewicz, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Grant Community High School District Number 124, Lake County, Illinois, and as such I am the keeper of the records and files of the Board of Education of said District.

I do further certify that the foregoing constitutes a full, true and complete copy of the Resolution entitled “RESOLUTION FOR LEVYING FOR WORKING CASH FUND PURPOSES FOR THE YEAR 2019,” and that said Resolution was duly passed and adopted at a lawfully convened and held meeting of the Board of Education of said School District No. 124 held on December 19, 2019.

IN WITNESS WHEREOF, I hereunto affix my signature at Fox Lake, Illinois this 19th day of December, 2019.

Secretary
Board of Education
Grant Community High School
District No. 124
Lake County, Illinois

December 19, 2019

**RESOLUTION FOR LEVYING FOR WORKING CASH FUND PURPOSES
FOR THE YEAR 2019**

IT IS HEREBY RESOLVED BY THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 124, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1. That this Board of Education hereby determines that is necessary and for the best interest of this School District that a Working Cash Fund be levied by this Board of Education for the year 2019.

SECTION 2. That there is hereby levied a tax in the sum of \$378,000 or whatever but not more than .05 per cent of the full fair cash value as equalized or assessed by the Department of Revenue for the year 2019 upon all the taxable property of this School District No. 124, Lake County, Illinois.

SECTION 3. That the Secretary of the Board of Education is hereby authorized and directed to include said tax hereby levied for the year 2019 in the Certificate of Tax Levy for the year 2019 which certificate the Secretary shall file in the office of the County Clerk of Lake County, Illinois.

SECTION 4. That the Resolution shall be in full force and effect immediately upon its passage.

ADOPTED THIS 19th day of December, 2019.

President

ATTEST: _____
Secretary

SCHOOL MAINTENANCE PROJECT GRANT

FY 20 Application Cycle - Round 1

District Certification

Name : Grant CHSD 124

RCDT #: 34-049-1240-16

TIN #: 366004900

The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in the Grant Application Certifications and Assurances and the Program Specific and Financial Assurances of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds to complete the projects described in the "Work Item Listing" section of the School Maintenance Project Grant Application. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, is the authorized representative of the applicant in connection with this grant agreement, and that he or she is authorized to execute these Certifications and Assurances and Standard Terms of the Grant on behalf of the applicant. Further, the person submitting this application on behalf of the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification.

The authorized representative of the applicant who will affix his or her signature below certifies that he or she has read, understood and will comply with all of the provisions of the following certifications and assurances.

The person approving these Certifications, Assurances and Standard Terms of the Grant hereby certifies and assures the Illinois State Board of Education that the person submitting the final application on behalf of the applicant (and thereby executing the grant agreement with the Illinois State Board of Education) has the necessary legal authority to do so. (v2.23.2017)

The person approving this application certifies (1) to the statements contained in the list of certifications, and (2) that the statements herein are true, complete and accurate to the best of his/her knowledge. He/she also provided the required assurances and agrees to comply with any resulting terms if an award is accepted. He/she is aware that any false, fictitious, or fraudulent statements or claims may subject him/her to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001). The list of certification and assurances is included below.

By submitting this form, I certify to the above and that the local board of education or other school governing authority has authorized the school maintenance project during a duly convened meeting, and has reserved local funds to meet the local match requirement. In addition, the applicant has not obligated funds or begun work on any of the projects listed on this application prior to the submission of this application. By checking the box and signing below certifies that he or she has read, understood and will comply with all of the provisions of the following "Grant Application Certifications and Assurances, and the Program-Specific and Financial Assurances for the School Maintenance Project Grant."

- ✓ Grant Application Certifications and Assurances, and Standard Terms for the School Maintenance Project Grant
- ✓ Program-Specific and Financial Assurances for the School Maintenance Project Grant

Signature of President of Board of Education

Date

Name of Board President (type or print)

A copy of this form signed by the President of the Board of Education AND the Taxpayer Identification Number Form MUST be printed, signed and attached as a PDF under the Application Required Attachments before your application can be approved. No application will be processed without these two signed attachments, without the ICQ completed through the grantee portal, and the GATA Risk Assessment completed in IWAS.

[Add Item to Schedule](#)

1. COUNTY CODE 049, Lake			2. DISTRICT CODE/NAME 34049124016, Grant CHSD 124			3. APPLICATION YEAR/ROUND 2020, 1					
Item I.D.	Facility Name	Facility Address	Facility Description	Project Description	Priority Code	Category Code	Unit of Measure	Quantity	Est. cost	Est. Start Date	Est. Completion Date
Open 1	GRANT COMMUNITY HIGH SCHOOL	285 E Grand Ave, Fox Lake	Football field and track in stadium	The track needs resurfacing and the football field needs carpet replacement. Both the track and the football field are used all day long (7 periods per day) in fall and spring for Physical Education classes. Both are over 10 years old and have excessive wear to them. We have limited gym space which is why we utilize both of these for our physical education classes.	D	RMDL	1	1	\$735,000.00	05/26/2020	08/01/2020
Open 2	GRANT COMMUNITY HIGH SCHOOL	285 E Grand Ave, Fox Lake	School building housing 1845 students.	Update all exterior doors to fob entry for security purposes and fob the elevators for students who need to use them. The fob system allows for reports showing who has used it and when, plus allows for easy shutoff when someone leaves. We can also control the doors/elevators remotely in the event of emergency.	D	SECU	1	1	\$30,000.00	05/26/2020	08/01/2020
Open 3	GRANT COMMUNITY HIGH SCHOOL	285 E Grand Ave, Fox Lake	School building housing 1845 students.	North parking lot is failing. Complete removal and reconstruction is necessary to solve drainage issues and unevenness.	D	PAVE	1	1	\$363,000.00	05/26/2020	08/01/2020
Open 4	GRANT COMMUNITY HIGH SCHOOL	285 E Grand Ave, Fox Lake	High school building housing 1845 students.	West Gym Bleachers are wooden bleachers that have been recommended to be replaced per inspection.	D	BLCH	1	1	\$45,000.00	05/26/2020	08/01/2020
Open 5	GRANT COMMUNITY HIGH SCHOOL	285 E Grand Ave, Fox Lake	High school building housing 1845 students.	East gym floor incurred damage from shotput practice. Temporary patching was done, but permanent replacement of wood needs to be done. Entire floor will need to be sanded, painted and sealed after the patching is done down the middle of the floor.	D	FLOR	1	1	\$65,000.00	05/26/2020	08/01/2020

Total Estimated Project Cost	\$1,238,000.00
Total Requested Grant Amount	\$50,000.00
Total Reserved Local Funds	\$1,188,000.00
test	

RESOLUTION
OF THE BOARD OF EDUCATION OF
GRANT COMMUNITY HIGH SCHOOL DISTRICT NO. 124
LAKE COUNTY, ILLINOIS

AUTHORIZING ACCOUNTING TRANSFER(S) TO
CAPITAL PROJECTS FUND
TO IMPLEMENT STATE REGULATIONS

WHEREAS, pursuant to Sections 2-3, 2-3.27, and 2-3.28 of the *School Code*, the Illinois State Board of Education ("ISBE") has the power and duty to formulate and approve forms, procedures and regulations for school district accounts and budgets; and

WHEREAS, ISBE Regulation Section 100.40(a), effective as of FY 2009, requires the establishment of a Capital Projects Fund to replace the fund formerly known as the Site and Construction Fund; and

WHEREAS, the Board of Education ("Board") of Grant Community High School District No. 124, Lake County, Illinois ("District"), has previously established a Capital Projects Fund in compliance with these regulations; and

WHEREAS, in addition to expenditures which were in previous fiscal years properly made out of the Site and Construction Fund, ISBE Regulation Section 100.50(d)(2) provides that when revenues or other sources of funds are pledged to pay for a capital project or acquisition, the moneys shall be transferred for accounting purposes into the Capital Projects Fund and expended from that Fund, except in case of acquisition of any equipment that must be financed from the transportation fund pursuant to Section 17-8 of the *School Code*.

NOW, THEREFORE, it is hereby resolved by the Board of Education of Grant Community High School District No. 124, Lake County, Illinois that:

- Section 1:** The Preamble above is hereby incorporated into the body of this Resolution.
- Section 2:** The accounting transfer of revenues and other sources of funds into the Capital Projects Fund by the Treasurer is hereby approved for the pledged expenditures itemized on Exhibit A.
- Section 3:** All such accounting transfers shall be reflected in District financial reports in accordance with ISBE regulations.
- Section 4:** All expenditures from District Funds shall continue to be approved by the Board in accordance with law and Board Policy.

Section 5: All inter-fund transfers expressly authorized by statute shall continue to be approved by the Board as provided in the applicable statute.

Section 6: The Treasurer is directed to implement this Resolution.

Section 7: This Resolution shall take effect immediately upon adoption.

Adopted this 19th day of December 2019, by the following roll call vote:

AYES: _____

NAY: _____

ABSENT: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

**EXHIBIT A
TO**

**RESOLUTION AUTHORIZING ACCOUNTING TRANSFER(S) TO
CAPITAL PROJECTS FUND
TO IMPLEMENT STATE REGULATIONS**

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	<u>Pledged For</u>
Operations and Maintenance Fund	Capital Projects Fund	\$ 1,800,000	School building facility remodeling.