



# **BOARD OF EDUCATION AGENDA AND BOARD PACKET**

***We are now in Phase 4 - February's board meeting will be in-person with a limit of 50 people including Board Members, Administration and the Public***

**REGULAR BOARD MEETING  
WEDNESDAY, FEBRUARY 17, 2021 at 6:00 p.m.  
PEOTONE HIGH SCHOOL - MEDIA CENTER**



## AGENDA

**BOARD OF EDUCATION - REGULAR BOARD MEETING  
WEDNESDAY, FEBRUARY 17, 2021 at 6:00 p.m.  
PEOTONE HIGH SCHOOL - MEDIA CENTER**

***We are now in Phase 4 – February's board meeting will be in-person with a limit of 50 people including Board Members, Administration and the Public***

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#### **VIII. FOR DISCUSSION:**

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- Increasing Instructional Time
- Sports Update

#### **IX. ADMINISTRATION REPORTS:**

#### **X. EXECUTIVE SESSION:**

For the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel; collective negotiating matters; student disciplinary cases and other matters relating to individual students; pending, probable, or imminent litigation; security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonable potential danger to the safety of employees, students, staff, the public or public property. **THERE MAYBE OR MAY NOT BE ANY ACTION FOLLOWING THE EXECUTIVE SESSION.**

#### **XI. OTHER:**

#### **XII. ADJOURNMENT:**

*The next scheduled regular board meeting will be on  
Monday, March 15, 2021 at 6:00 p.m.  
Peotone High School - Media Center*



**BOARD OF EDUCATION-REGULAR BOARD MEETING MINUTES  
OF WEDNESDAY, JANUARY 20, 2021  
AT PEOTONE HIGH SCHOOL- MEDIA CENTER**

*This Regular Board Meeting was conducted via a teleconference call. Present in the Media Center at Peotone High School tonight, were President Tara Robinson, Vice President Rick Uthe, Secretary Jennifer Moe, Trustee Roger Bettenhausen, Trustee Jodi Becker and Trustee Paul Douglas. Also present were Mr. Steve Stein, Dr. Charles Vitton, Mrs. Cathy Cuculich and Mr. Don Swanson. Trustee Jody Thatcher was absent for the board meeting tonight.*

**CALL TO ORDER:**

At 6:00 p.m., President Tara Robinson called the regular board meeting to order and requested all who are present to please stand and recite the Pledge of Allegiance. A roll call was taken and the following members answered aye (6): Mr. Roger Bettenhausen, Mrs. Jennifer Moe, Mrs. Tara Robinson, Mr. Paul Douglas, Mrs. Jodi Becker and Mr. Richard Uthe. Mrs. Jody Thatcher was absent for the regular board meeting of January 20, 2021.

**CONSENT AGENDA:**

President Robinson asked for a motion to approve the Consent Agenda for the January 20, 2021 regular board meeting. Mrs. Moe made a motion and Mr. Uthe seconded the motion, and a roll call vote was taken and the follow members answered aye (6): Mr. Bettenhausen, Mr. Douglas, Mrs. Moe, Mrs. Robinson, Mrs. Becker, Mr. Uthe and no nays. Mrs. Jody Thatcher was absent for the regular board meeting of January 20, 2021.

**OPPORTUNITY FOR VISITORS TO SPEAK:**

**Mr. Trevor Moore, Chief School Business Official**, addressed the Board, Administration and the Public with his State of the District and Five Year Financial Projection presentation. Mr. Moore stated that the presentation is available online for review.

### **OPPORTUNITY FOR VISITORS TO SPEAK (continued):**

**Mr. Tim Stoub, of Peotone, IL,** addressed the Board to find out what the Board is doing to prepare for a likely decline in enrollment for next year. Mr. Stein, responded that we will always look at those numbers on an annual basis which usually happens now, to make recommendations to the Board in order to make sure that we are providing the appropriate level of education to students. And one of the things that the Board has chosen to do over the years and I think it is a credit to the District, is that they have always kept student numbers very manageable across the board.

**Mrs. Dana Sippel, of Peotone, IL,** addressed the Board asking why we are not returning to a full day of school like other districts around us. Also, she had questions regarding extending the remote learning day to 3:05 p.m. Mr. Stein responded that if we look at Crete-Monee School District and Joliet School District, they have been remote since the beginning of the school year with no indication of returning to in-person learning. Also, right now we have a consistent form of education that is going on and so I think a lot of Superintendents and Boards are looking at maintaining that form of education until things stabilize even more, possibly for the fourth quarter.

**Mr. John Maxedon, of Peotone, IL,** addressed the Board regarding his FOIA request and emails to Mr. Stein and Mr. Trevor Moore. Mr. Stein responded, in regards to the email situation that you are inquiring about, you received the FOIA information that I had at my disposal, and you are also not taking into account that I have in-person conversations with Board members along with telephone conversations with Board members.

## **GOOD NEWS:**

### **PEOTONE HIGH SCHOOL RECOGNITION OF THE RECIPIENTS OF THE DECEMBER 2020 PEOTONE BOWLING CENTER EXCELLENCE AWARD**

President Robinson recognized the December winners of the Peotone Bowling Center Excellence Award, Mrs. Terry Wuske and her district cafeteria staff. Mr. Mike Arnold and his district custodial staff nominated Terry and her staff and wrote on their behalf:

*Terry and her staff shows a very strong work ethic year after year keeping our students in every school well fed with proper nutrition for each one of them to keep their minds and bodies nourished for a full school day. I am sure it is difficult to make sure that every week you have the food on hand to fill the menu from week to week to feed our students. To properly prepare and make certain the correct temperatures are maintained in the foods that are required to be served hot or cold. These ladies come in every day and serve our students with a very pleasant attitude, smile, and kindness toward each one of them every school day. With Terry's many years of experience here at our school district we know we have one of the best cafeteria staffs anywhere.*

**"YOU LUNCH LADIES ROCK!"**



***Congratulations Terry and her Cafeteria Staff!***

## PEOTONE HIGH SCHOOL

### JANUARY 2021 ACADEMIC STUDENT OF THE MONTH

Board President Robinson recognized **Colin Emsweller**, as the January 2021 Board of Education Academic Student of Peotone High School. Colin is a freshman at Peotone High School with a grade point average of 4.0 on a 4.0 grading scale.

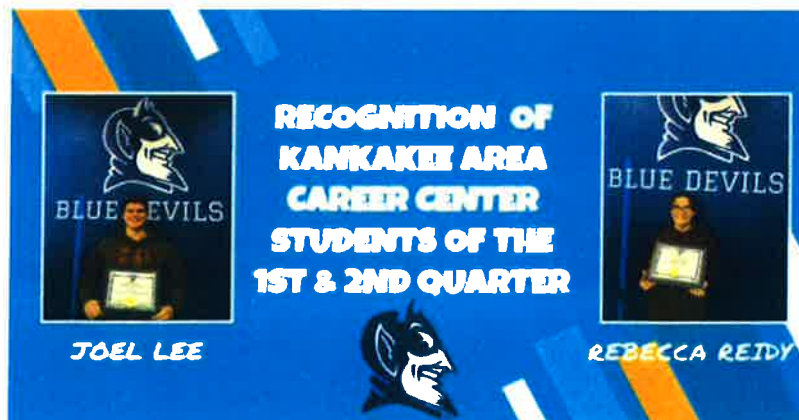


***Congratulations Colin!***

## PEOTONE HIGH SCHOOL

### RECOGNITION OF KANKAKEE AREA CAREER STUDENTS FOR FIRST AND SECOND QUARTER

Board President Robinson recognized **Rebecca Reidy** and **Joel Lee** as Kankakee Area Career Center's Students for First and Second Quarter. Rebecca was recognized for Early Childhood Development II, and Joel was recognized for Engineering and Design.



***Congratulations Rebecca and Joel!***

## **PEOTONE JUNIOR HIGH SCHOOL**

### **DECEMBER 2020 STUDENTS OF THE MONTH**

Board President Robinson recognized the December 2020 students of month of Peotone Junior High School, **8th Grade - Mariah Young, 7th Grade - Dulce Reyes, and 6th Grade - Jillian Roark**. These students have demonstrated outstanding behavior, good work ethic, and have "gone above and beyond the call of duty".

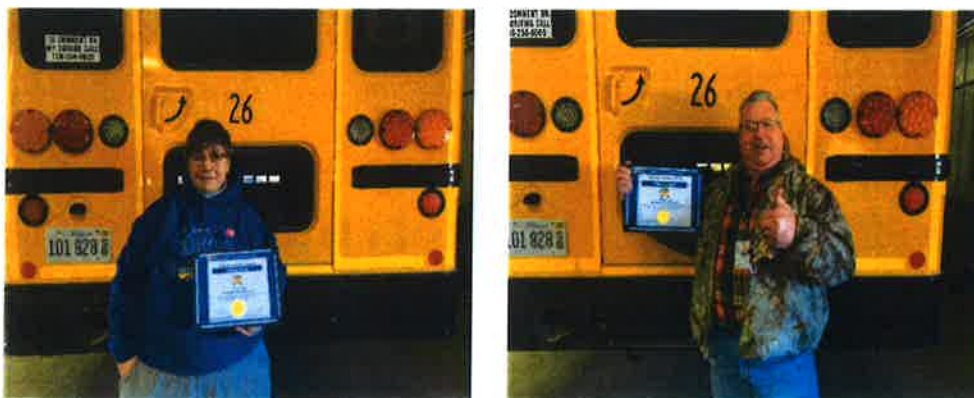


***Congratulations Mariah, Dulce and Jillian!***

## **TRANSPORTATION DEPARTMENT**

### **RECOGNITION OF BUS DRIVERS**

President Robinson recognized **Jolene Fritz** and **Bud Ivanoff**, for their donation of time driving District families to the Annual American Legion Christmas Event.



***Thank you Jolene and Bud!***

## **FOR ACTION:**

### **REPORT NO. 37:**

**FOR ACTION:      APPROVAL OF THE 2022 PEOTONE BOARD OF  
EDUCATION REGULAR BOARD MEETING CALENDAR.**

President Robinson asked for a motion to approve the **2022 Peotone Board of Education Regular Board Meeting Calendar**. Mr. Uthe made a motion and Mrs. Moe seconded the motion, and a roll call vote was taken and the following members answered aye (6): Mrs. Moe, Mrs. Robinson, Mr. Douglas, Mrs. Becker, Mr. Uthe, Mr. Bettenhausen, and no nays. Mrs. Thatcher was absent for the regular board meeting of January 20, 2021.

### **REPORT NO. 38:**

**FOR ACTION:      APPROVAL OF KEEPING THE CLOSED  
EXECUTIVE SESSION MINUTES CLOSED  
FROM (JULY 2020 - DECEMBER 2020)**

President Robinson asked for a motion to approve **Keeping the Closed Executive Session Minutes closed from July 2020 through December 2020**. Mr. Uthe made a motion and Mrs. Moe seconded the motion, and a roll call vote was taken and the following members answered aye (6): Mrs. Moe, Mr. Bettenhausen, Mrs. Robinson, Mr. Douglas, Mrs. Becker, Mr. Uthe and no nays. Mrs. Thatcher was absent for the regular board meeting of January 20, 2021.

### **REPORT NO. 39:**

**FOR ACTION:      APPROVAL OF THE CONNOR SHAW CENTER'S  
ROOFING PROJECT BID**

President Robinson asked for a motion to approve **Connor Shaw Center's Roofing Project Bid**. Mr. Uthe made a motion and Mrs. Moe seconded the motion, and a roll call vote was taken and the following members answered aye (6): Mrs. Moe, Mr. Bettenhausen, Mrs. Robinson, Mr. Douglas, Mrs. Becker, Mr. Uthe and no nays. Mrs. Thatcher was absent for the regular board meeting of January 20, 2021.

## **REPORT NO. 40:**

### **FOR ACTION:**

#### **APPROVAL OF PERSONNEL**

**(\*Contingent upon receipt and evaluation and employment documentation required by the District and the Illinois State Board of Education\*)**

President Robinson asked for a motion to approve the **Certified and Classified Staff Personnel**. Mr. Uthe made a motion and Mrs. Moe seconded the motion, and a roll call vote was taken and the following members answered aye (6): Mrs. Moe, Mr. Bettenhausen, Mrs. Robinson, Mr. Douglas, Mr. Uthe, Mrs. Becker and no nays. Mrs. Thatcher was absent for the regular board meeting of January 20, 2021.

### **CERTIFIED STAFF**

#### **CHANGE IN STATUS:**

- Kara Lindsay - PHS Special Education Department Lead Teacher to PHS - Special Education Teacher (effective date of 01/04/2021).
- Moira Burke - PHS Special Education Teacher to PHS - Special Education Department Lead Teacher (effective date of 01/04/2021).

### **EMPLOYMENT:**

- Kasey Spisak - PES Long Term Teacher Substitute to Second Grade Teacher for the 2021-2022 school year (effective date of 08/16/2021).

### **CLASSIFIED STAFF**

#### **EMPLOYMENT:**

- Jennifer Price - Custodian - PES (effective date of 01/15/2021).

#### **CHANGE IN STATUS:**

- Ann Comrie - PES - 1:1 Paraprofessional to PES - SI Program Aide (effective date of 01/04/2021).

### **FOR DISCUSSION:**

- **1<sup>st</sup> Reading of PRESS106 Board Policies:**

President Robinson asked the Board members to please review the 1<sup>st</sup> Reading of PRESS 106 Board Policies. If anyone has any questions regarding these policies, please reach out to Mr. Stein.

- **Increasing Instructional Time:**

President Robinson reported that the next item for discussion on the Agenda tonight, is a discussion about increasing the instructional time.

President Robinson asked Mr. Stein to speak on this discussion item.

Mr. Stein reported that Mrs. Moe had asked that we look into what might be the possibilities of extending the school day, as we look to move forward throughout this school year. So actually, Mrs. Moe, Mrs. Becker, Dr. Vitton and I met and talked about some basic framework items and the administration team met to dig

deeper into the concept of extending the school day. One thing that I have found in terms of talking to some of my colleagues in the area, is that going to a true full day, because I know is a question that we get a lot of times, is “why don’t we go a full day?” Well, the problem that it poses is in the scheduling of the day with the teachers and with the students, and the fact that we still under the mandate of allowing parents to have the choice of having students attend remote or in-person learning. So if we are offering that in-person learning as we are, they have to have the choice of being remote. And this puts a tremendous level of difficulty when you look at scheduling for an entire day.

I firmly believe that if the Board wants us to lengthen the school day at some point, I would suggest and I think I can speak for the entire administrative team that we do not look to extend it to a “full school day”. My concern is the negative impact it will have on our remote students. Currently the day still allows teachers to have office hours for students. Any day that still allows teachers to have office hours for students - and I think ultimately this would be the best. We are preliminarily having discussions about extending the day, and more discussions will be happening when the vaccine is more widespread. Right now, we are in a routine, and keeping that routine for the time being is beneficial and having a plan, maybe having more discussions regarding looking towards fourth quarter for extending the school day.

- **Technology Department Job Descriptions Updates:**

Dr. Charles Vitton addressed the Board regarding the Technology Department Job Descriptions updates. Dr. Vitton stated that these job descriptions simply reflect current job duties as well as changes to the job duties and levels of responsibilities given that our technology environment has changed significantly this year. The additions or changes are highlighted in yellow. I ask the Board to please review the job descriptions updates, and I will present this as an action item for the Board’s approval at the February 17, 2021 board meeting. Any questions regarding these updates, please feel free to email me.

## **ADMINISTRATION REPORTS:**

**Dr. Charles Vitton, Assistant Superintendent,** reported to the Board about the EL Bilingual Service Plan:

This school year ISBE is requiring that all school districts complete an EL (English Learner) Bilingual Service Plan. According to ISBE, this plan is designed to:

- Conform with School Code Article 14C and 23 Illinois Administrative Code, Part 228;
- Inform ISBE of the TBE/TPI programs that are implemented or will be put in place to serve the ELs; and
- Serve as a need assessment data for program improvement, professional development and training and technical assistance.

Based on the information submitted in our EL Bilingual Service Plan and our current EL enrollment in the district, which comprises a total of 53 students PK-12, ISBE is now dictating that we need to hire three (3) full-time EL certified teachers for the 2021-2022 school year.

There are a few challenges with this mandate from ISBE. The first is simply finding licensed candidates for these positions – we had one EL position posted for this current school year and had no qualified candidates. Furthermore, hiring these additional certified teachers will result in an increased financial commitment with no real additional support from ISBE. In my email correspondence with ISBE regarding these mandates, they recommend we use our additional EBF funding designated for EL students to help support this initiative. The additional EBF funding we received this fiscal year to support EL students was \$294.89 - this does nothing to help us provide these mandated services. As we start to plan for the 2021-2022 school year we will keep these ISBE recommendations in mind, and bring any additional staffing proposals to the BOE for guidance and approval.

**Mr. Steve Stein, Superintendent**, reported to the Board that I have received two FOIA requests for this meeting, one from Mr. John Maxedon regarding the January 19<sup>th</sup> date and one from Mr. Tim Stoub, regarding in-person learning versus remote learning students.

**Mrs. Carole Zurales, Principal of Peotone Elementary**, reported to the Board that the PES staff, students, and family continued to do a great with remote learning after winter break. When we returned from winter break, we reviewed different remote learning expectations each day during my morning announcements. Students focused on these skills in their meeting to earn double pop tickets.

- We are so excited to be back in person with students. They have done a great job transitioning back to in person. The students did amazing adjusting back to their routine and remembering our safety measures that we have in place.
- We currently have 752 popstars for quarter 2 with our last call down of the quarter tomorrow. It will be record breaking call down tomorrow!
- Our January Monthly focus is PES Students have SNOW many skills and we are talking about different skills and character traits to be a successful student.
- This week, we are doing Aims web testing. We are looking forward to having this benchmark data on all our students in K-3.
- On February 1st, we will begin inviting students back for special ed support and expanding our reading intervention program in the afternoon.

**Upcoming Dates:**

- January 29<sup>th</sup> - Report Cards Sent Home
- February 12<sup>th</sup> - Valentine's Day Party

**Mrs. Joanne Obszanski, Principal of Peotone Intermediate Center,** reported to the Board that although our pace was somewhat slower on Tuesday morning at 7:30 a.m. as we welcomed students' return to the building, nonetheless, we were all happy to see our colleagues and our classmates. By Wednesday morning our halls were filled with louder voices, a quicker pace at the sound of the bell, and the business of the school day has returned. Our in-person and remote student numbers remain consistent since the start of the school year.

PIC's January/February Character Trait is Dependability. The upcoming weeks will include classroom lessons to explore Dependability and how it applies to choices 4<sup>th</sup> & 5<sup>th</sup> grade students are confronted with.

PIC's after dismissal Learning Lab resumes on Tuesday, 1/26/2021. Currently we provide support after our 11:30 dismissal for approximately 40 students.

Quarter 2 Report Cards go home with students on 1/29/2021.

PIC students in 4<sup>th</sup> & 5<sup>th</sup> grade are taking NWEA tests in the upcoming week/s. This assessment provides teachers with detailed data that allows them to plan instruction and individualized support for students.

PTO sent home Little Caesars Pizza flyers this week. Please be sure to place your order and help PTO support our schools. Your participation is appreciated. Orders are due by 2/1/21.

Finally, fortunately Mrs. Schubbe has confirmed a virtual author visit from Keri Graff on 4/8/21. She is the author of "The Tiny Mansion" and details will be worked out as the day approaches.

In light of the many adjustments made to our learning this school year, it is important to extend appreciation for the countless individuals that contribute to a successful school year. We appreciate PIC's teachers & families, paraprofessionals & office staff, related service, nursing staff, custodial staff, maintenance, technology and PTO who all continue to support each other and our students at very high levels. Thank you to all cafeteria staff with food services who have prepared and served approximately 130 delicious lunches to PIC students on Tuesday & Wednesday of this week alone. We are successful because of the ways we support each other.

**Mrs. Wendy Bean, Assistant Principal of Peotone Junior High School,** reported to the Board that:

**Learning Lab**

We are looking to begin our learning lab again next week. We'll invite some of our struggling learners back into the building for some additional assistance during the afternoon. We began this in November and were off to a successful start so we're happy to pick that up again and provide help to our students who need it most.

**PHS Registration for our 8<sup>th</sup> Graders**

We have several events planned to assist our 8th graders in selecting classes for next year. A virtual orientation was posted last night along with a Q and A session for students and parents. There is a 2nd Q and A session tomorrow night. The PHS counselors will be coming to the junior high next week and will walk the 8th graders through course selection. Remote students will be joining in virtually as well.

**Scott Wenzel, Principal of Peotone Junior High School,** reported to the Board that:

- **Back to Hybrid Learning (In-Person and Remote)** - It is really nice to have students back in the building. Teachers at the Junior High are teaching in-person learners concurrently with remote learners. Remote learners are following the same schedule as our in-person learning with live streamed instruction. Teachers have organized their rooms for them to be able to work with both sets of students during class. Technology has been very helpful in getting to teacher's needs for their classroom.
- **Numbers** - Upon returning to school with the Hybrid Model, PJHS currently has 47 students choosing the remote option. Breaking that down, we have six 6th graders, 23 7th graders, and 18 8th graders. This is approximately 15% of the student body who chose remote.
- **Yearbook** - Mrs. Wojtanowski and the yearbook staff are looking at new and creative ways to provide memories of this school year in the yearbook. The deadline for ordering a yearbook is Friday, January 22.
- **Extracurricular Activities** - Since we remain in Tier 3 all sports are paused at this time. The IESA Board of Directors is meeting January 29 to discuss the sports that should be participating now. They are volleyball, boys' basketball, and wrestling. If there are no changes they could be cancelling those activities. If we move to Tier 2, volleyball (moderate risk) could start practices, tryouts, and intrasquad scrimmages. Boys' basketball under Tier 2 guidelines may do non-contact practices only. Moving forward Girls basketball is slated to begin March 8th, Track may begin March 1st, and Wrestling on April 5th. Academic clubs (Math, Scholastic Bowl, Spelling) have been put on hold. Conversation with our conference schools will restart in February to see if we are able to have

competitions. Each school has different policies in regards to students staying after the school day which is causing issues.

**Mr. Brandon Owens, Athletic Director/Assistant Principal at Peotone High School,** reported to the Board that:

**PHS Speech Team:**

On January 23rd, the PHS Speech & Drama Team participated in the live virtual ICE Conference hosted by Reed Custer High School. The following students won awards for the following categories:

- 3rd place - Kathryn Miller and Molly Peters for HDA Humorous Duet Acting.
- 4th place - Matt Barta for HI Humorous Interpretation.
- 3rd place - Matt Barta for OC Original Comedy - Matt not only wrote his OC, but memorized it, and acted out many different characters. Because he is double entered, he had to perform 8 times on Saturday. 3 times for each category for prelims and 1 time for each category for finals.

These students will be receiving tangible awards for their placements. When I receive these awards, I will stop by the PHS office one day right before school starts to pass out the medals/ribbons to these students. Scott said it was no problem for me to do so. Our next tournament will be on Saturday Feb. 6th which is Regionals hosted by Morris High School. It will also be a live virtual tournament.

**Mr. Jason Spang, Principal of Peotone High School,** reported to the Board that:

- **Virtual High School Orientation 2021**

Peotone High School would like to thank all 8<sup>th</sup> grade students and their families for attending our Virtual High School Orientation this year.

Although it was unfortunate we were not able to host students in person, we feel that we offered a very thorough virtual experience and are excited to meet the Class of 2025 in person to begin next school year! Included in the virtual orientation was an administrative introduction video to the building, an educational welcome video from our counselors, a PowerPoint presentation commentated by our counselors entitled "What is High School Really Like?", an administrative virtual tour of the high school building, and finally nearly 20 videos of our sport, club, and organizational sponsors describing the experience of what they have to offer to the Class of 2025. We also hosted a Live Parent Q and A last evening where 60 parents logged in to ask various questions answered by the high school and junior high administrative and counseling staffs. We are happy to host one more Live Parent Q and A session from 6-6:30 pm tomorrow evening. The link for the entire Virtual High School Experience is still active on the PHS Facebook page and PHS website. An email was also sent to all 8<sup>th</sup> grade students and parents which includes the links to all these resources. That link will stay active for weeks to come as a reference for the Class of 2025.

- **PBC December Winner:**

The Custodial department would like to nominate Terry Wuske and her district cafeteria staff for the PBC Excellence Award. Terry's staff shows a very strong work ethic year after year keeping our students in every school well fed with proper nutrition for each one of them to keep their minds and bodies nourished for a full school day. I am sure it is difficult to make sure that every week you have the food on hand to fill the menu from week to week to feed our students. To properly prepare and make certain the correct temperatures are maintained in the foods that are required to be served hot or cold. These ladies come in every day and serve our students with a very pleasant attitude, smile, and kindness toward each one of them every school day. With Terry's many years of experience here at our school district we know we have one of the best cafeteria staffs anywhere. "YOU LUNCH LADIES ROCK!"

Peotone High School will have 93 Remote Learners second semester. We have 19 returning, but 10 changing to full remote, so an overall addition of 9 more students to the building second semester.

PHS will host a two week spirit week beginning Monday February 8<sup>th</sup> and ending on Friday February 12<sup>th</sup>. The themes for those include Monday: Jersey Day, Tuesday: Country vs. Country Club, Wednesday: Occupation Day, Thursday: Class Distinction Day (four seasons), and Friday: Purple Out.

**Mrs. Amy Loy, Director of Special Services**, reported to the Board that I have reviewed the Mental Health Tip Sheets along with the Mental Health Minute videos that our Special Services Department creates and distributes monthly. These are available in parent's email via school messenger and shared via the building Facebook pages. January's focus included ideas on helping kids and teens coping with anxiety and navigating varying stressors. I am working with our PHS Special Services Team to enhance the curriculum in our Resource Study Skills class for 2<sup>nd</sup> semester. We are going to target lessons that focus on improving study skills, executive function skills, and mindfulness along with goal setting strategies (personal and academic in nature) to help students generalize these skills outside the classroom. Lastly, the annual state assessment for English Proficiency, the ACCESS test, was postponed to March 2021. Typically that is administered January and February. We currently have 53 students throughout the district that are identified as English Learners and we will administer that test in March this year along with the other mandated state assessments.

**Mrs. Terry Wuske, Director of Food Services**, reported to the Board that the food service department transitioned from total remote to in person Grab and Go smoothly. I would also like to congratulate the food service staff on receiving the December PBC Award.

**Mr. Dave Osborne, Director of Buildings and Grounds**, reported to the Board that the boilers were inspected and tested for chemicals today and things are

going well. They're starting to tweak the system now that they know what is there. Thank you to everyone that has helped with painting while we were on full remote. Terry Wuske and her HS kitchen staff, custodians at PJHS and Jennifer Haag got us a couple bus drivers to help at PJHS.

### **OTHER:**

### **EXECUTIVE SESSION:**

At 8:07 p.m., Mrs. Robinson asked for a motion to move to adjourn the regular board meeting and move into closed executive session and stated that there will not be any action following the closed executive session tonight. Mr. Uthe made a motion and Mrs. Moe seconded the motion to move the Board to meet in closed executive session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel; collective negotiating matters; student disciplinary cases and other matters relating to individual students; pending, probable, or imminent litigation; security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonable potential danger to the safety of employees, students, staff, the public or public property. On a roll call vote, the following members answered aye (6): Mr. Douglas, Mr. Uthe, Mrs. Moe, Mrs. Becker, Mr. Bettenhausen, Mrs. Robinson and no nays. Mrs. Thatcher was absent for the closed executive session meeting of January 20, 2021.

### **RETURN TO OPEN SESSION:**

At 8:58 p.m. President Robinson asked for a motion for the Board to return to open session and Mr. Uthe made a motion to return to open session and Mrs. Moe seconded the motion and a voice call vote was taken and the following members answered aye (6): Mrs. Robinson, Mr. Uthe, Mrs. Moe, Mrs. Becker, Mr. Douglas, Mr. Bettenhausen and no nays.

### **ADJOURNMENT:**

At 8:58 p.m. President Robinson asked for a motion to adjourn the regular board meeting. Mr. Uthe made a motion to adjourn the regular board meeting and Mrs. Moe seconded the motion and a voice call vote was taken and the following members answered aye (6); Mrs. Becker, Mrs. Robinson, Mr. Douglas, Mr. Bettenhausen Mr. Uthe, Mrs. Moe, and no nays. Mrs. Thatcher was absent for the regular board meeting and the closed executive session of January 20, 2021. The regular board meeting of January 20, 2021 was adjourned.

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Tara Robinson, President

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Cathy Cuculich, Reporter



**BOARD OF EDUCATION - SPECIAL BOARD MEETING MINUTES  
OF MONDAY, JANUARY 25, 2021  
PEOTONE HIGH SCHOOL - MEDIA CENTER**

*This Special Board Meeting was conducted via a teleconference call. Present in the Media Center at Peotone High School tonight, were President Tara Robinson, Vice President, Rick Uthe (via telephone) Secretary Jennifer Moe, Trustee Roger Bettenhausen, Trustee Jodi Becker and Trustee Paul Douglas. Also present were Mr. Steve Stein, Dr. Charles Vitton, Mrs. Cathy Cuculich and Mr. Don Swanson. Trustee Jody Thatcher was absent for the board meeting tonight.*

**CALL TO ORDER:**

At 4:30 p.m. President Robinson called the special board meeting to order and requested all who are present to please stand and recite the Pledge of Allegiance. A roll call was taken and the following members answered aye (6): Mrs. Tara Robinson, Mr. Richard Uthe (present via telephone), Mrs. Jodi Becker, Mr. Roger Bettenhausen, Mr. Paul Douglas, Mrs. Jennifer Moe. Mrs. Jody Thatcher was absent for the Special Board meeting of January 25, 2021.

**OPPORTUNITY FOR VISITORS TO SPEAK:**

No visitors to speak.

**FOR ACTION:**

**REPORT 41:**

**FOR ACTION:**

**APPROVAL OF PERSONNEL:**

**(\*Contingent upon receipt and evaluation and employment documentation required by the District and the Illinois State Board of Education\*)**

President Robinson asked for a motion to approve the **Certified Staff Personnel**. Mr. Bettenhausen made a motion and Mr. Uthe and Mrs. Moe seconded the motion, and a roll call vote was taken and the following members answered aye (6): Mrs. Moe, Mr. Bettenhausen, Mrs. Robinson, Mr. Douglas, Mrs. Becker, Mr. Uthe and no nays. Mrs. Thatcher was absent for the special board meeting of January 25, 2021.

**CERTIFIED STAFF**

**CHANGE IN STATUS:**

- Brandon Owens - PHS Assistant Principal/Athletic Director to District - Director of Curriculum and Instruction (effective date of 07/01/2021).

**PJHS PRINCIPAL CONTRACT:**

- Scott Wenzel - (effective date of 07/01/2021).

**EXECUTIVE SESSION:**

For the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel; collective negotiating matters; student disciplinary cases and other matters relating to individual students; pending, probable, or imminent litigation; security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonable potential danger to the safety of employees, students, staff, the public or public property.

***There May Be or May Not Be Action Following the Executive Session.***

**OTHER:****ADJOURNMENT:**

At 4:34 p.m. President Robinson asked the Board if anyone had anything for execution session tonight, and the Board responded no. President Robinson asked for a motion to adjourn the special board meeting. Mrs. Moe made a motion and Mrs. Robinson seconded the motion, and a voice call vote was taken and the following members answered aye (6): Mr. Uthe, Mrs. Becker, Mrs. Robinson, Mr. Bettenhausen, Mr. Douglas, Mrs. Moe. Mrs. Thatcher was absent for the special board meeting of January 25, 2021. The special board meeting was adjourned.

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Tara Robinson, President

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Cathy Cuculich, Reporter



District Office  
212 West Wilson Street  
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[www.peotoneschools.org](http://www.peotoneschools.org)

**ADMINISTRATION**

Mr. Steve Stein  
Superintendent

Dr. Charles Vitton  
Assistant Superintendent

Mr. Trevor Moore  
Chief School Business Official

Mrs. Amy Loy  
Special Education



**BOARD OF EDUCATION**

Tara Robinson  
President

Richard Uthe  
Vice President

Jennifer Moe  
Secretary

Jodi Becker  
Trustee

Roger Bettenhausen  
Trustee

Paul Douglas  
Trustee

Jody Thatcher  
Trustee

**To:** Board of Education

**From:** Trevor J. Moore, Chief School Business Official

**RE:** TREASURER'S MONTHLY REPORT (JANUARY 2021)

**Date:** February 3, 2021

The attached Treasurer's monthly report is a summary of the district's starting fund balance, monthly receipts, monthly expenses, and ending fund balance for the month of January 2021. This applies to the fiscal year ending June 30, 2021.

This report is presented to you for your approval and action at the February 17, 2021 Board of Education Meeting.

/s/

Trevor J. Moore  
Chief School Business Official  
Peotone CUSD 207U

Scot A. Carder  
Treasurer  
Peotone CUSD 207U

Tara Robinson  
Board President  
Peotone CUSD 207U

Jennifer Moe  
Board Secretary  
Peotone CUSD 207U

**Peotone CUSD 207U**  
**Financial Summary**  
**January 31, 2021**

<b>Fund</b>	<b>(10)</b> <b>Educational</b>	<b>(20)</b> <b>Operations &amp; Maintenance</b>	<b>(30)</b> <b>Debt Services</b>	<b>(40)</b> <b>Transportation</b>	<b>(50)</b> <b>Municipal Retirement</b>	<b>(51)</b> <b>Social Security</b>	<b>(60)</b> <b>Capital Projects</b>	<b>(70)</b> <b>Working Cash</b>	<b>(80)</b> <b>Tort</b>	<b>(90)</b> <b>Fire Prevention &amp; Safety</b>	<b>Total</b>
Fund Balances - January 1, 2021	\$ 7,107,321.48	\$ 1,639,360.57	\$ 169,086.30	\$ 902,115.72	\$ 126,676.83	\$ 126,879.57	\$ 3,929.65	\$ 4,604,423.80	\$ 4,623.68	\$ 4,238.73	\$ 14,688,656.33
Receipts	\$ 369,060.79	\$ 8,304.49	\$ 8,752.56	\$ 301,711.04	\$ 14,471.04	\$ 16,201.94	\$ 0.15	\$ 363.30	\$ 0.18	\$ 0.18	\$ 718,865.67
Disbursements	\$ (937,104.63)	\$ (105,660.45)	\$ -	\$ (67,741.89)	\$ (19,638.64)	\$ (23,265.47)	\$ -	\$ -	\$ -	\$ -	\$ (1,153,411.08)
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Revenues Over (Under)											
Expenditures Month	\$ (568,043.84)	\$ (97,355.96)	\$ 8,752.56	\$ 233,969.15	\$ (5,167.60)	\$ (7,063.53)	\$ 0.15	\$ 363.30	\$ 0.18	\$ 0.18	\$ (434,545.41)
Fund Balances - January 31, 2021	\$ 6,539,277.64	\$ 1,542,004.61	\$ 177,838.86	\$ 1,136,084.87	\$ 121,509.23	\$ 119,816.04	\$ 3,929.80	\$ 4,604,787.10	\$ 4,623.86	\$ 4,238.91	\$ 14,254,110.92
Fund Balances - July 1, 2020	\$ 5,765,782.18	\$ 1,334,035.63	\$ 1,945,561.13	\$ 983,762.19	\$ 125,740.60	\$ 133,276.46	\$ 3,928.68	\$ 2,599,374.07	\$ 230,291.47	\$ 4,237.68	\$ 13,125,990.09
Excess Revenues Over (Under)											
Expenditures Year to Date	\$ 773,495.46	\$ 207,968.98	\$ (1,767,722.27)	\$ 152,322.68	\$ (4,231.37)	\$ (13,460.42)	\$ 1.12	\$ 2,005,413.03	\$ (225,667.61)	\$ 1.23	\$ 1,128,120.83
Fund Balances - January 31, 2021	\$ 6,539,277.64	\$ 1,542,004.61	\$ 177,838.86	\$ 1,136,084.87	\$ 121,509.23	\$ 119,816.04	\$ 3,929.80	\$ 4,604,787.10	\$ 4,623.86	\$ 4,238.91	\$ 14,254,110.92

**Peotone CUSD 207U**  
**Summary of Investments**  
**January 31, 2021**

Description	Total Principal	Total Interest	Total
<b>Bank Accounts</b>			
First Community Bank and Trust (*190) Interest at 0.18% APR Purpose: General Fund Reserves	\$ 2,069,169.46	\$ 316.33	\$ 2,069,485.79
First Midwest Bank (*4776) Interest at 0.05% APR Purpose: Fire and Safety Fund	\$ 4,238.74	\$ 0.18	\$ 4,238.92
First Midwest Bank (*1606) Interest at 0.05% APR Purpose: Employee Flex Spending	\$ 10,618.02	\$ 0.36	\$ 10,618.38
First Midwest Bank (*0125) Interest at 0.05% APR Purpose: General Fund Operations	\$ 7,797,066.40	\$ 319.37	\$ 7,797,385.77
First Midwest Bank (*0133) Interest at 0.05% APR Purpose: Imprest Fund	\$ 15,038.00	\$ 0.60	\$ 15,038.60
<b>Investments</b>			
ISDLAF+ (Money Market) Interest at 0.05% Purpose: Working Cash Bond Series 2020 Proceeds	\$ 910,547.51	\$ 26.19	\$ 910,573.70
ISDLAF+ (Certificate of Deposits - Various) Interest at 0.14% Purpose: Working Cash Bond Series 2020 Proceeds	\$ 3,492,937.48	\$ 409.37	\$ 3,493,346.85 ***
Total	\$ 14,299,615.61	\$ 1,072.40	\$ 14,300,688.01
<b>Composition of Portfolio</b>			
Interest Bearing Bank Accounts (0.05-0.18% APR) Investments (0.05-0.14% APR)	69.2048% 30.7952%		

\*\*\*Monthly Interest Estimated; Interest Payable at Maturity

**Peotone CUSD 207U**  
**2019 Tax Levy Collections - Will County**  
**January 31, 2021**

Receipts This Month	Fund	Total Amount Extended	Total Received to Date	Balance to Collect	Percentage to Collect YTD
\$ -		\$ 15,796,611.41			
-	(10) Educational				
\$ -	Regular	\$ 9,493,821.61	\$ 9,503,048.24	\$ (9,226.63)	-0.10%
\$ -	Lease	\$ 1,160.04	\$ 1,161.17	\$ (1.13)	-0.10%
\$ -	Special Education	\$ 84,683.40	\$ 84,765.70	\$ (82.30)	-0.10%
\$ -		\$ 9,579,665.05	\$ 9,588,975.11	\$ (9,310.06)	-0.10%
-	(20) Operations & Maintenance				
\$ -		\$ 1,185,180.97	\$ 1,186,332.80	\$ (1,151.83)	-0.10%
\$ -	(30) Debt Services	\$ 3,864,502.00	\$ 3,868,257.74	\$ (3,755.74)	-0.10%
\$ -	(40) Transportation	\$ 711,495.25	\$ 712,186.72	\$ (691.47)	-0.10%
\$ -	(50) Municipal Retirement	\$ 213,448.57	\$ 213,656.01	\$ (207.44)	-0.10%
\$ -	(51) Social Security	\$ 213,448.57	\$ 213,656.01	\$ (207.44)	-0.10%
\$ -	(60) Capital Projects	\$ -	\$ -	\$ -	0.00%
\$ -	(70) Working Cash	\$ 1,160.04	\$ 1,161.17	\$ (1.13)	-0.10%
\$ -	(80) Tort	\$ 12,373.83	\$ 12,385.86	\$ (12.03)	-0.10%
\$ -	(90) Fire Prevention & Safety	\$ -	\$ -	\$ -	0.00%
\$ -		\$ 15,781,274.28	\$ 15,796,611.41	\$ (15,337.13)	-0.10%

**Peotone CUSD 207U**  
**2019 Tax Levy Collections - Kankakee County**  
**January 31, 2021**

Receipts This Month	Fund	Total Amount Extended	Total Received to Date	Balance to Collect	Percentage to Collect YTD
\$ -		\$	\$ 4,700.16		
	(10) Educational				
\$ -	Regular	\$ 2,834.15	\$ 2,834.20	\$ (0.05)	0.00%
\$ -	Lease	\$ 0.35	\$ 0.35	\$ (0.00)	0.00%
\$ -	Special Education	\$ 25.28	\$ 25.28	\$ (0.00)	0.00%
\$ -		\$ 2,859.78	\$ 2,859.83	\$ (0.05)	0.00%
\$ -	(20) Operations & Maintenance	\$ 353.84	\$ 353.85	\$ (0.01)	0.00%
\$ -	(30) Debt Services	\$ 1,142.32	\$ 1,142.34	\$ (0.02)	0.00%
\$ -	(40) Transportation	\$ 212.42	\$ 212.42	\$ (0.00)	0.00%
\$ -	(50) Municipal Retirement	\$ 63.84	\$ 63.84	\$ (0.00)	0.00%
\$ -	(51) Social Security	\$ 63.84	\$ 63.84	\$ (0.00)	0.00%
\$ -	(60) Capital Projects	\$ -	\$ -	\$ -	0.00%
\$ -	(70) Working Cash	\$ 0.35	\$ 0.35	\$ (0.00)	0.00%
\$ -	(80) Tort	\$ 3.69	\$ 3.69	\$ (0.00)	0.00%
\$ -	(90) Fire Prevention & Safety	\$ -	\$ -	\$ -	0.00%
\$ -		\$ 4,700.08	\$ 4,700.16	\$ (0.08)	0.00%

**Peotone CUSD 207U**  
**State Funding Update**  
**Vouchers Awaiting Processing by Comptroller**  
**January 31, 2021**

Program Name	Amount	Voucher Date	Number of Days Outstanding
3235-Agriculture Education	\$ 610.00	1/6/2021	25
3370-Driver Education	\$ 1,949.44	9/28/2020	125
	\$ 1,949.44	12/28/2020	34
<b>Grant Total</b>	<b>\$ 4,508.88</b>		
<b>Days Outstanding</b>			
0-30	\$ 610.00		
31-60	\$ 1,949.44		
61-90	-		
91-120	-		
121-150	\$ 1,949.44		
151-180	-		
181-210	-		
211-240	-		
Greater than 240 days	-		
	<b>\$ 4,508.88</b>		

## Outstanding Fee Report Split by Type of Fee

School Year	Type of Fee	Amount Outstanding	Percentage
2016-2017 and Earlier	Registration	\$ 18,900.00	6.57%
2017-2018	Registration	\$ 27,730.50	9.63%
2017-2018	Course Fee	\$ 2,662.50	0.92%
2018-2019	Registration	\$ 30,879.60	10.73%
2018-2019	Athletic	\$ 1,115.00	0.39%
2018-2019	Course Fee	\$ 2,157.50	0.75%
2019-2020	Registration	\$ 50,889.05	17.68%
2019-2020	Athletic	\$ 1,910.45	0.66%
2019-2020	Club	\$ 240.00	0.08%
2019-2020	Course Fee	\$ 3,252.37	1.13%
2020-2021	Registration	\$ 125,651.60	43.65%
2020-2021	Athletic	\$ 353.75	0.12%
2020-2021	Club	\$ 40.00	0.01%
2020-2021	Course Fee	\$ 22,061.25	7.66%
		<b>\$ 287,843.57</b>	
Total	Registration	\$ 254,050.75	88.26%
Total	Athletic	\$ 3,379.20	1.17%
Total	Club	\$ 280.00	0.10%
Total	Course Fee	\$ 30,133.62	10.47%
		<b>\$ 287,843.57</b>	
	Percent Outstanding	<b>21.58%</b>	

## Outstanding Fee Report Split by Year

School Year	Type of Fee	Amount Outstanding	Percentage
2016-2017 and Earlier	Registration	\$ 18,900.00	6.57%
2017-2018	Registration	\$ 27,730.50	9.63%
2017-2018	Course Fee	\$ 2,662.50	0.92%
2018-2019	Registration	\$ 30,879.60	10.73%
2018-2019	Athletic	\$ 1,115.00	0.39%
2018-2019	Course Fee	\$ 2,157.50	0.75%
2019-2020	Registration	\$ 50,889.05	17.68%
2019-2020	Athletic	\$ 1,910.45	0.66%
2019-2020	Club	\$ 240.00	0.08%
2019-2020	Course Fee	\$ 3,252.37	1.13%
2020-2021	Registration	\$ 125,651.60	43.65%
2020-2021	Athletic	\$ 353.75	0.12%
2020-2021	Club	\$ 40.00	0.01%
2020-2021	Course Fee	\$ 22,061.25	7.66%
		<b>\$ 287,843.57</b>	
2016-2017	Total	\$ 18,900.00	6.57%
2017-2018	Total	\$ 30,393.00	10.56%
2018-2019	Total	\$ 34,152.10	11.86%
2019-2020	Total	\$ 56,291.87	19.56%
2020-2021	Total	\$ 148,106.60	51.45%
		<b>\$ 287,843.57</b>	
Precent Outstanding		<b>21.58%</b>	

## Outstanding Fee Report Split by Location

School Year	Location	Amount Outstanding	Percentage
2016-2017 and Earlier	PES	\$ 2,464.00	0.86%
2016-2017 and Earlier	PIC	\$ 1,765.00	0.61%
2016-2017 and Earlier	PJHS	\$ 6,276.50	2.18%
2016-2017 and Earlier	PHS	\$ 7,779.50	2.70%
2016-2017 and Earlier	Out of District	\$ 615.00	0.21%
2017-2018	PES	\$ 5,312.50	1.85%
2017-2018	PIC	\$ 3,740.00	1.30%
2017-2018	PJHS	\$ 9,490.00	3.30%
2017-2018	PHS	\$ 10,330.50	3.59%
2017-2018	Out of District	\$ 1,520.00	0.53%
2018-2019	Pre-K	\$ 485.00	0.17%
2018-2019	PES	\$ 6,925.00	2.41%
2018-2019	PIC	\$ 3,955.00	1.37%
2018-2019	PJHS	\$ 10,300.00	3.58%
2018-2019	PHS	\$ 11,532.10	4.01%
2018-2019	Out of District	\$ 955.00	0.33%
2019-2020	Pre-K	\$ 1,291.65	0.45%
2019-2020	PES	\$ 11,861.80	4.12%
2019-2020	PIC	\$ 8,300.10	2.88%
2019-2020	PJHS	\$ 14,048.70	4.88%
2019-2020	PHS	\$ 19,738.82	6.86%
2019-2020	Out of District	\$ 1,050.80	0.37%
2020-2021	Pre-K	\$ 5,237.50	1.82%
2020-2021	PES	\$ 24,514.95	8.52%
2020-2021	PIC	\$ 16,482.90	5.73%
2020-2021	PJHS	\$ 29,455.95	10.23%
2020-2021	PHS	\$ 70,670.30	24.55%
2020-2021	Out of District	\$ 1,745.00	0.61%
		<b>\$ 287,843.57</b>	
Total	Pre-K	\$ 7,014.15	2.44%
Total	PES	\$ 51,078.25	17.75%
Total	PIC	\$ 34,243.00	11.90%
Total	PJHS	\$ 69,571.15	24.17%
Total	PHS	\$ 120,051.22	41.71%
Total	Out of District	\$ 5,885.80	2.04%
		<b>\$ 287,843.57</b>	

Precent Outstanding **21.58%**

# Exp. Report for Board Packet

Printed: 02/01/2021 10:55:42AM  
PEOTONE CUSD #207

Page 1 of 2  
Report as of: 1/31/2021

Educational Fund 10		100	Salaries			
Object	State Account Number	Description	Y.T.D. Activity	Current Budget	Budget Balance	% of Budget
	100	Salaries	4,726,510.25	8,717,021.00	3,990,510.75	54.22
	200	Employee Benefits	1,269,952.74	2,222,182.00	952,229.26	57.15
	300	Purchased Services	763,781.72	1,278,260.00	514,478.28	59.75
	400	Supplies & Materials	818,797.16	1,337,813.00	516,435.30	61.20
	500	Capital Outlay	0.00	10,000.00	10,000.00	0.00
	600	Other Objects	262,576.01	734,475.00	471,898.99	35.75
	700	Non-capitalized Equipment	17,527.53	59,500.00	41,972.47	29.46
	800	Termination Benefits	6,528.50	6,529.00	0.50	99.99
	10	Educational Fund	7,865,673.91	14,365,780.00	6,497,525.55	54.75
	600	Other Objects	0.00	294,291.00	294,291.00	0.00
	11	Restricted Student Activity Fund	0.00	294,291.00	294,291.00	0.00
	100	Salaries	321,941.47	667,949.00	346,007.53	48.20
	200	Employee Benefits	65,848.04	120,045.00	54,196.96	54.85
	300	Purchased Services	231,296.83	576,450.00	345,153.17	40.12
	400	Supplies & Materials	191,899.23	528,500.00	336,600.77	36.31
	500	Capital Outlay	236,879.12	588,000.00	351,120.88	40.29
	600	Other Objects	4,138.83	55,125.00	50,986.17	7.51
	700	Non-capitalized Equipment	27,606.77	67,500.00	39,893.23	40.90
	20	Operations & Maintenance Fund	1,079,610.29	2,603,569.00	1,523,958.71	41.47
	600	Other Objects	3,745,852.50	4,020,643.00	274,790.50	93.17
	30	Debt Service Fund	3,745,852.50	4,020,643.00	274,790.50	93.17
	100	Salaries	477,755.06	958,894.00	481,138.94	49.82
	200	Employee Benefits	18,913.16	33,065.00	14,151.84	57.20
	300	Purchased Services	512,869.85	525,700.00	12,830.15	97.56
	400	Supplies & Materials	49,815.43	269,000.00	219,184.57	18.52

# Exp. Report for Board Packet

Printed: 02/01/2021 10:55:42AM  
PEOTONE CUSD #207

Page 2 of 2  
Report as of: 1/31/2021

Transportation Fund - 40						
Object	500	Capital Outlay				
State Account Number	Description	Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
500	Capital Outlay	0.00	60,000.00	60,000.00	0.00	
600	Other Objects	190.00	7,650.00	7,460.00	2.48	
700	Non-capitalized Equipment	0.00	0.00	0.00	0.00	
40	Transportation Fund	1,059,543.50	1,854,309.00	794,765.50	57.14	Fund
200	Employee Benefits	163,255.13	270,181.00	106,925.87	60.42	
50	Municipal Retirement Fund (IMRF)	163,255.13	270,181.00	106,925.87	60.42	Fund
200	Employee Benefits	178,549.11	327,616.00	149,066.89	54.50	
51	Social Security & Medicare Fund (FICA)	178,549.11	327,616.00	149,066.89	54.50	Fund
600	Other Objects	0.00	0.00	0.00	0.00	
60	Capital Projects Fund	0.00	0.00	0.00	0.00	Fund
600	Other Objects	2,400,000.00	2,400,000.00	0.00	100.00	
70	Working Cash Fund	2,400,000.00	2,400,000.00	0.00	100.00	Fund
300	Purchased Services	232,423.64	220,000.00	(12,423.64)	105.65	
80	Tort Immunity and Judgment Fund	232,423.64	220,000.00	(12,423.64)	105.65	Fund
200	Employee Benefits	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	
90	Fire Prevention and Safety Fund	0.00	0.00	0.00	0.00	Fund
Report Total:		16,724,908.08	26,356,389.00	9,628,900.38	63.46	

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**PEOTONE COMMUNITY DISTRICT 207-U**  
**IMPREST FUND**  
**1/29/2021**

<b>Balance Brought Forward</b>	<b>\$ 15,000.00</b>
<b>Disbursements</b>	<b>\$ 162.75</b>
10 Ed Fund	\$ 124.75
20 Building	\$ 38.00
30 Debt Service Fund or Fund Group	\$ -
40 Transportation	\$ -
50 I.M.R.F/ Soc. Sec. Fund	\$ -
80 Tort Immunity and Judgment Fund	\$ -
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 162.75</b>
<b>BALANCE ON HAND</b>	<b>\$ 15,000.00</b>

## Paid Accounts Payable (Fund Summary)

Page 1 of 1

Printed: 01/29/2021 12:30:18PM

PEOTONE CUSD #207

Expense on Date: 1/1/2021 to 1/31/2021

Fund Code	Description	Batch #	Amount
10	Educational Fund	101	124.75
20	Operations & Maintenance Fund	103	38.00
Report Total			<u>\$162.75</u>

# Bills Payable

Page 1 of 1

Printed: 01/29/2021 12:13:57PM

PEOTONE CUSD #207

Expense on Date: 1/1/2021 to 1/31/2021

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>EMPLOYEE BENEFITS CORP</b>						
		STAFF SERVICES OTHER PURCHASED SERV		102	99.75	10-2640-390
					<u>\$99.75</u>	
<b>REED CUSTER HIGH SCHOOL</b>						
		PHS INTERSCHOLASTIC PROG OTHER PROF		101	25.00	10-1500-319-31
					<u>\$25.00</u>	
<b>WILL COUNTY HEALTH DEPARTMN1</b>						
		PIC O&M OF PLANT SERV OTHER PURCHASI		103	38.00	20-2540-390-61
					<u>\$38.00</u>	
				<b>Report Total</b>	<u><u>\$162.75</u></u>	



District Office  
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**ADMINISTRATION**

Mr. Steve Stein  
Superintendent

Dr. Charles Vitton  
Assistant Superintendent

Mr. Trevor Moore  
Chief School Business Official

Mrs. Amy Loy  
Special Education



**BOARD OF EDUCATION**

Tara Robinson  
President

Richard Uthe  
Vice President

Jennifer Moe  
Secretary

Jodi Becker  
Trustee

Roger Bettenhausen  
Trustee

Paul Douglas  
Trustee

Jody Thatcher  
Trustee

**To:** Board of Education

**From:** Trevor J. Moore, Chief School Business Official

**RE:** SCHEDULE OF BILLS (FEBRUARY 2021)

**Date:** February 11, 2021

The attached Treasurer's monthly report is a summary of the district's schedule of bills to be paid.

This report is presented to you for your approval and action at the February 17, 2021 Board of Education Meeting.

(10) Educational	\$	149,454.65
(20) Operations & Maintenance	\$	122,079.87
(40) Transportation	\$	6,435.07
(80) Tort Immunity and Judgement	\$	6,319.99
<hr/>		
Total Bills Payable	\$	284,289.58

/s/

Trevor J. Moore  
Chief School Business Official  
Peotone CUSD 207U

Tara Robinson  
Board President  
Peotone CUSD 207U

Jennifer Moe  
Board Secretary  
Peotone CUSD 207U

# Bills Payable

Printed: 02/11/2021 1:10:58PM  
 PEOTONE CUSD #207  
 Expense on Date: 2/1/2021 to 2/28/2021

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>A.L.M. LAWN CARE</b>						
		PHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	164.50	20-2540-390-31
		PHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	1,718.40	20-2540-390-31
		PHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	191.75	20-2540-390-31
		PHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	2,020.80	20-2540-390-31
		PHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	338.00	20-2540-390-31
					<u>\$4,433.45</u>	
<b>ACS FILTERS &amp; SERVICE</b>						
		PJHS O&M OF PLANT SERVICES GENERAL S		10	203.50	20-2540-410-21
		PHS O&M OF PLANT SERVICES GENERAL SL		10	964.60	20-2540-410-31
					<u>\$1,168.10</u>	
<b>AQUA ILLINOIS, INC.</b>						
		BUS BARN O&M OF PLANT SERVICES WATER 20-115		10	42.72	20-2540-370
		CSC PRE-K O&M OF PLANT SERV WATER/SE 20-115		10	42.75	20-2540-370-51
		DISTRICT O&M OF PLANT SERVICES WATER 20-115		10	42.75	20-2540-370
		PHS O&M OF PLANT SERVICES WATER/SEW 20-115		10	49.60	20-2540-370-31
		PJHS O&M OF PLANT SERVICES WATER/SEW 20-115		10	308.65	20-2540-370-21
					<u>\$486.47</u>	
<b>AREA SALT &amp; CHEMICAL INC</b>						
		O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	1,076.53	20-2540-410
		O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	587.02	20-2540-410
		O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	587.02	20-2540-410
		PUPIL TRANS SERV GENERAL SUPPLIES 40-115		10	293.51	40-2550-410
		PUPIL TRANS SERV GENERAL SUPPLIES 40-115		10	37.95	40-2550-410
		O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	880.53	20-2540-410
		O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	489.51	20-2540-410
		O&M OF PLANT SERVICES GENERAL SUPPLI		10	1,370.04	20-2540-410
					<u>\$5,322.11</u>	
<b>BACHMANN, JENNIFER</b>						
		PHS TEXTBOOKS		10	59.88	10-1130-420-31
					<u>\$59.88</u>	
<b>BARNES &amp; NOBLE</b>						
		PIC EDUCATIONAL MEDIA SERV GENERAL SI 10-115		10	19.17	10-2220-410-61
					<u>\$19.17</u>	
<b>BEAUPRES INC</b>						
		PUPIL TRANS SERV OTHER PROPERTY SER' 40-115		10	276.00	40-2550-329
					<u>\$276.00</u>	
<b>BMO HARRIS COMMERCIAL CARD</b>						
		PES GENERAL SUPPLIES		10	6.50	10-1110-410-11
		PES GENERAL SUPPLIES		10	98.16	10-1110-410-11
		PES GENERAL SUPPLIES		10	40.66	10-1110-410-11
		PES TEXTBOOKS		10	271.95	10-1110-420-11
		PES TEXTBOOKS		10	230.10	10-1110-420-11
		PJHS GENERAL SUPPLIES		10	19.99	10-1120-410-21
		PJHS GENERAL SUPPLIES		10	45.77	10-1120-410-21
		PJHS TEXTBOOKS		10	96.98	10-1120-420-21
		CSC PRE-K GENERAL SUPPLIES		10	47.96	10-1125-410-51

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Expense on Date: 2/1/2021 to 2/28/2021

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	PHS TEXTBOOKS		10	8.51	10-1130-420-31
	PHS TEXTBOOKS		10	2,199.98	10-1130-420-31
	PIC GENERAL SUPPLIES		10	70.16	10-1160-410-61
	PIC GENERAL SUPPLIES		10	66.77	10-1160-410-61
	PIC GENERAL SUPPLIES		10	58.53	10-1160-410-61
	PIC TEXTBOOKS		10	529.63	10-1160-420-61
	PIC TEXTBOOKS		10	87.99	10-1160-420-61
	PES SPEC ED OTHER PURCHASED SERVICE		10	50.00	10-1200-390-11
	PIC SPEC ED OTHER PURCHASED SERVICE		10	27.00	10-1200-390-61
	SPEC ED GENERAL SUPPLIES		10	50.00	10-1200-410
	SPEC ED GENERAL SUPPLIES		10	28.45	10-1200-410
	SPEC ED GENERAL SUPPLIES		10	(17.88)	10-1200-410
	SPEC ED GENERAL SUPPLIES		10	11.99	10-1200-410
	PES SPEC ED GENERAL SUPPLIES		10	119.92	10-1200-410-11
	PES SPEC ED GENERAL SUPPLIES		10	20.00	10-1200-410-11
	PJHS SPEC ED GENERAL SUPPLIES		10	19.20	10-1200-410-21
	PJHS SPEC ED GENERAL SUPPLIES		10	50.00	10-1200-410-21
	PHS SPEC ED GENERAL SUPPLIES		10	29.99	10-1200-410-31
	PHS SPEC ED GENERAL SUPPLIES		10	89.97	10-1200-410-31
	PHS SPEC ED GENERAL SUPPLIES		10	150.60	10-1200-410-31
	PHS SPEC ED GENERAL SUPPLIES		10	173.88	10-1200-410-31
	PHS SPEC ED GENERAL SUPPLIES		10	306.88	10-1200-410-31
	PHS SPEC ED GENERAL SUPPLIES		10	14.99	10-1200-410-31
	PHS SPEC ED GENERAL SUPPLIES		10	13.00	10-1200-410-31
	PHS SPEC ED GENERAL SUPPLIES		10	10.00	10-1200-410-31
	PHS SPEC ED GENERAL SUPPLIES		10	10.79	10-1200-410-31
	PHS SPEC ED GENERAL SUPPLIES		10	(13.80)	10-1200-410-31
	PHS SPEC ED GENERAL SUPPLIES		10	14.99	10-1200-410-31
	PHS SPEC ED GENERAL SUPPLIES		10	174.25	10-1200-410-31
	PHS SPEC ED GENERAL SUPPLIES		10	11.99	10-1200-410-31
	PIC SPEC ED GENERAL SUPPLIES		10	7.99	10-1200-410-61
	PIC SPEC ED GENERAL SUPPLIES		10	10.00	10-1200-410-61
	PIC SPEC ED GENERAL SUPPLIES		10	46.45	10-1200-410-61
	PIC SPEC ED GENERAL SUPPLIES		10	39.98	10-1200-410-61
	PIC SPEC ED GENERAL SUPPLIES		10	20.00	10-1200-410-61
	PIC SPEC ED GENERAL SUPPLIES		10	25.98	10-1200-410-61
	SPECIAL EDUCATION SOFTWARE - COVID-19		10	517.50	10-1200-470-92
	SPECIAL EDUCATION SOFTWARE - COVID-19		10	511.58	10-1200-470-92
	SPECIAL EDUCATION SOFTWARE - COVID-19		10	345.00	10-1200-470-92
	SPECIAL EDUCATION SOFTWARE - COVID-19		10	150.00	10-1200-470-92
	SPECIAL EDUCATION SOFTWARE - COVID-19		10	14.99	10-1200-470-92
	SPECIAL EDUCATION SOFTWARE - COVID-19		10	149.00	10-1200-470-92
	PHS INTERSCHOLASTIC PROGRAM GEN SU		10	10.00	10-1500-410-31
	IMP OF INST TITLE II PROF DEVELOPMENT		10	199.00	10-2210-312-98
	PES IMP OF INST TITLE II PROF DEVELOPME		10	75.00	10-2210-312-11-98
	PJHS IMP OF INST TITLE II PROF DEVELOPM		10	199.00	10-2210-312-21-98
	PJHS IMP OF INST TITLE II PROF DEVELOPM		10	99.00	10-2210-312-21-98
	PHS IMP OF INST TITLE II PROF DEVELOPME		10	600.00	10-2210-312-31-98

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PEOTONE CUSD #207

Expense on Date: 2/1/2021 to 2/28/2021

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	PHS IMP OF INST TITLE II PROF DEVELOPME		10	600.00	10-2210-312-31-98
	PHS IMP OF INST TITLE II PROF DEVELOPME		10	600.00	10-2210-312-31-98
	PHS IMP OF INST TITLE II PROF DEVELOPME		10	600.00	10-2210-312-31-98
	PHS IMP OF INST TITLE II PROF DEVELOPME		10	600.00	10-2210-312-31-98
	PHS IMP OF INST TITLE II PROF DEVELOPME		10	100.00	10-2210-312-31-98
	CSC PRE-K IMP OF INST TITLE II PROF DEVE		10	50.00	10-2210-312-51-98
	PIC IMP OF INST TITLE II PROF DEVELOPMEI		10	74.00	10-2210-312-61-98
	IMP OF INST TITLE II PROF DEVELOPMENT		10	295.26	10-2210-312-98
	IMP OF INST TITLE II PROF DEVELOPMENT		10	399.00	10-2210-312-98
	IMP OF INST TITLE II PROF DEVELOPMENT		10	299.00	10-2210-312-98
	IMP OF INST PROF DEVELOPMENT		10	(59.00)	10-2210-312
	IMP OF INST PROF DEVELOPMENT		10	59.00	10-2210-312
	IMP OF INST OTHER PURCHASED SERVICES		10	215.00	10-2210-390
	IMP OF INST GENERAL SUPPLIES		10	19.97	10-2210-410
	IMP OF INST GENERAL SUPPLIES		10	29.90	10-2210-410
	CSC PRE-K IMP OF INST GENERAL SUPPLIEI		10	119.99	10-2210-410-51
	PES IMP OF INST DUES AND FEES		10	100.00	10-2210-640-11
	CSC PRE-K IMP OF INST DUES AND FEES		10	55.00	10-2210-640-51
	PIC IMP OF INST DUES AND FEES		10	100.00	10-2210-640-61
	IMP OF INST TITLE II PROF DEVELOPMENT		10	479.00	10-2210-312-98
	EDUCATIONAL MEDIA SERV GENERAL SUPP		10	183.68	10-2220-410
	EDUCATIONAL MEDIA SERV GENERAL SUPP		10	180.12	10-2220-410
	EDUCATIONAL MEDIA SERV GENERAL SUPP		10	17.85	10-2220-410
	BOE SERVICES GENERAL SUPPLIES		10	51.50	10-2310-410
	BOE SERVICES GENERAL SUPPLIES		10	75.00	10-2310-410
	EXEC ADMIN SERV PROF DEVELOPMENT		10	200.00	10-2321-312
	PJHS PRINCIPAL SERVICES PROF DEVELOP		10	200.00	10-2410-312-21
	PES PRINCIPAL SERVICES GENERAL SUPPLI		10	1.29	10-2410-410-11
	PES PRINCIPAL SERVICES GENERAL SUPPLI		10	21.43	10-2410-410-11
	PIC PRINCIPAL SERVICES DUES AND FEES		10	349.88	10-2410-640-61
	FISCAL SERVICES COMMUNICATION		10	55.00	10-2520-340
	FISCAL SERVICES COMMUNICATION		10	239.20	10-2520-340
	FISCAL SERVICES GENERAL SUPPLIES		10	(92.65)	10-2520-410
	INFORMATION SERVICES GEN SUPPLIES		10	24.50	10-2630-410
	INFORMATION SERVICES GEN SUPPLIES		10	309.00	10-2630-410
	INFORMATION SERVICES GEN SUPPLIES		10	48.98	10-2630-410
	INFORMATION SERVICES GEN SUPPLIES		10	194.00	10-2630-410
	INFORMATION SERVICES GEN SUPPLIES		10	11.98	10-2630-410
	INFORMATION SERVICES GEN SUPPLIES		10	43.86	10-2630-410
	INFORMATION SERVICES GEN SUPPLIES		10	32.94	10-2630-410
	INFORMATION SERVICES GEN SUPPLIES		10	179.96	10-2630-410
	INFORMATION SERVICES GEN SUPPLIES		10	13.96	10-2630-410
	INFORMATION SERVICES GEN SUPPLIES		10	43.96	10-2630-410
	INFORMATION SERVICES GEN SUPPLIES		10	201.82	10-2630-410
	INFORMATION SERVICES GEN SUPPLIES		10	201.82	10-2630-410
	INFORMATION SERVICES GEN SUPPLIES		10	378.00	10-2630-410
	INFORMATION SERVICES GEN SUPPLIES		10	21.49	10-2630-410
	INFORMATION SERVICES GEN SUPPLIES		10	(82.50)	10-2630-410

# Bills Payable

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PEOTONE CUSD #207

Expense on Date: 2/1/2021 to 2/28/2021

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		INFORMATION SERVICES GEN SUPPLIES		10	143.99	10-2630-410
		INFORMATION SERVICES GEN SUPPLIES		10	260.90	10-2630-410
		INFORMATION SERVICES GEN SUPPLIES		10	429.99	10-2630-410
		PES INFORMATION SERVICES GEN SUPPLIE		10	749.99	10-2630-410-11
		PHS INFORMATION SERVICES GEN SUPPLIE		10	167.85	10-2630-410-31
		INFORMATION SERVICES SOFTWARE		10	119.52	10-2630-470
		INFORMATION SERVICES SOFTWARE		10	49.00	10-2630-470
		O&M OF PLANT SERVICES GENERAL SUPPLI		10	18.99	20-2540-410
		O&M OF PLANT SERVICES GENERAL SUPPLI		10	24.33	20-2540-410
		O&M OF PLANT SERVICES GENERAL SUPPLI		10	13.99	20-2540-410
		O&M OF PLANT SERVICES GENERAL SUPPLI		10	37.98	20-2540-410
		O&M OF PLANT SERVICES GENERAL SUPPLI		10	226.28	20-2540-410
		PES O&M OF PLANT SERVICES GENERAL SL		10	20.66	20-2540-410-11
		PES O&M OF PLANT SERVICES GENERAL SL		10	2.49	20-2540-410-11
		PES O&M OF PLANT SERVICES GENERAL SL		10	401.67	20-2540-410-11
		PJHS O&M OF PLANT SERVICES GENERAL S		10	1,677.86	20-2540-410-21
		PJHS O&M OF PLANT SERVICES GENERAL S		10	37.04	20-2540-410-21
		PJHS O&M OF PLANT SERVICES GENERAL S		10	48.39	20-2540-410-21
		PJHS O&M OF PLANT SERVICES GENERAL S		10	745.94	20-2540-410-21
		PJHS O&M OF PLANT SERVICES GENERAL S		10	14.99	20-2540-410-21
		PHS O&M OF PLANT SERVICES GENERAL SL		10	50.85	20-2540-410-31
		PHS O&M OF PLANT SERVICES GENERAL SL		10	(9.09)	20-2540-410-31
		PHS O&M OF PLANT SERVICES GENERAL SL		10	219.88	20-2540-410-31
		PHS O&M OF PLANT SERVICES GENERAL SL		10	35.18	20-2540-410-31
		PHS O&M OF PLANT SERVICES GENERAL SL		10	53.80	20-2540-410-31
		PHS O&M OF PLANT SERVICES GENERAL SL		10	75.18	20-2540-410-31
		PHS O&M OF PLANT SERVICES GENERAL SL		10	45.36	20-2540-410-31
		CSC PRE-K O&M OF PLANT SERVICES GENE		10	126.00	20-2540-410-51
		CSC PRE-K O&M OF PLANT SERVICES GENE		10	41.20	20-2540-410-51
		CSC PRE-K O&M OF PLANT SERVICES GENE		10	80.27	20-2540-410-51
		CSC PRE-K O&M OF PLANT SERVICES GENE		10	202.99	20-2540-410-51
		PIC O&M OF PLANT SERVICES GENERAL SU		10	33.44	20-2540-410-61
		PIC O&M OF PLANT SERVICES GENERAL SU		10	50.87	20-2540-410-61
		PIC O&M OF PLANT SERVICES GENERAL SU		10	40.95	20-2540-410-61
		PUPIL TRANS SERV GENERAL SUPPLIES		10	21.23	40-2550-410
		PUPIL TRANS SERV GENERAL SUPPLIES		10	32.99	40-2550-410
		PUPIL TRANS SERV GENERAL SUPPLIES		10	15.00	40-2550-410
		PUPIL TRANS SERV GENERAL SUPPLIES		10	56.40	40-2550-410
		O&M OF PLANT SERVICES GENERAL SUPPLI		10	42.00	20-2540-410
		O&M OF PLANT SERVICES GENERAL SUPPLI		10	(10.00)	20-2540-410
		PHS O&M OF PLANT SERV OTHER PURCHASE		10	1,656.10	20-2540-390-31
		CSC PRE-K O&M OF PLANT SERVICES GENE		10	42.00	20-2540-410-51
		CSC PRE-K O&M OF PLANT SERVICES GENE		10	(10.00)	20-2540-410-51
					<u>\$24,172.96</u>	
<b>BOLIN, SARAH</b>		HEALTH SERVICES TRAVEL - JAN 2021	10-115	10	112.56	10-2130-332
					<u>\$112.56</u>	
<b>BSN SPORTS</b>						

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		PJHS INTERSCHOLASTIC PROG ATH GEN SL		10	132.56	10-1500-410-21
					<u>\$132.56</u>	
<b>BUMPER TO BUMPER</b>						
		O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	6.16	20-2540-410
					<u>\$6.16</u>	
<b>CANON FINANCIAL SERVICES INC</b>						
		PHS INTERNAL SERVICES RENTAL 10-115		10	998.40	10-2570-325-31
		PJHS INTERNAL SERVICES RENTAL 10-115		10	499.20	10-2570-325-21
		PES INTERNAL SERVICES RENTAL 10-115		10	998.40	10-2570-325-11
					<u>\$2,496.00</u>	
<b>CENGAGE LEARNING</b>						
		PES EDUCATIONAL MEDIA SERV GENERAL S 10-115		10	3,331.20	10-2220-410-11
					<u>\$3,331.20</u>	
<b>CENTRAL PARTS WAREHOUSE</b>						
		O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	709.98	20-2540-410
					<u>\$709.98</u>	
<b>CHG ALTERNATIVE EDUCATION INC</b>						
		PHS K-12 SPECIAL EDUCATION TUITION 10-115		10	13,525.72	10-1912-670-31
		PJHS K-12 SPECIAL EDUCATION TUITION 10-115		10	3,730.46	10-1912-670-21
		PHS K-12 SPECIAL EDUCATION TUITION 10-115		10	3,730.46	10-1912-670-31
					<u>\$20,986.64</u>	
<b>CHICAGO AUTISM ACADEMY INC</b>						
		PHS K-12 SPECIAL EDUCATION TUITION 10-115		10	4,007.52	10-1912-670-31
					<u>\$4,007.52</u>	
<b>CHILDRENS PLUS INC</b>						
028099		PES EDUCATIONAL MEDIA SERV GENERAL S 10-115		10	1,048.90	10-2220-410-11
					<u>\$1,048.90</u>	
<b>CLOVERLEAF FARMS</b>						
		PHS FOOD SERVICES PROG FOOD GEN SUF 10-115		10	201.90	10-2560-411-31
		PJHS FOOD SERVICES PROG FOOD GEN SU 10-115		10	259.35	10-2560-411-21
		PES FOOD SERVICES PROG FOOD GEN SUF 10-115		10	704.45	10-2560-411-11
		PIC FOOD SERVICES PROG FOOD GEN SUPI 10-115		10	158.40	10-2560-411-61
					<u>\$1,324.10</u>	
<b>COMED</b>						
		PHS O&M OF PLANT SERVICES ELECTRICIT 20-115		10	3,678.55	20-2540-466-31
		PIC O&M OF PLANT SERVICES ELECTRICITY 20-115		10	412.08	20-2540-466-61
		BUS BARN O&M OF PLANT SERVICES ELECT 20-115		10	268.57	20-2540-466
		PES O&M OF PLANT SERVICES ELECTRICITY 20-115		10	504.55	20-2540-466-11
		CSC PRE-K O&M OF PLANT SERVICES ELEC 20-115		10	160.69	20-2540-466-51
		DISTRICT O&M OF PLANT SERVICES ELECTF 20-115		10	160.69	20-2540-466
		PJHS O&M OF PLANT SERVICES ELECTRICI 20-115		10	877.04	20-2540-466-21
					<u>\$6,062.17</u>	
<b>CONSTELLATION NEW ENERGY GA</b>						
		PIC O&M OF PLANT SERVICES NATURAL GA 20-115		10	1,247.07	20-2540-465-61
		CSC PRE-K O&M OF PLANT SERVICES NATU 20-115		10	529.84	20-2540-465-51
		PHS O&M OF PLANT SERVICES NATURAL GA 20-115		10	3,503.23	20-2540-465-31

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		PJHS O&M OF PLANT SERVICES NATURAL G 20-115		10	2,558.62	20-2540-465-21
		PES O&M OF PLANT SERVICES NATURAL GA 20-115		10	1,175.45	20-2540-465-11
		DO O&M OF PLANT SERVICES NATURAL GAS 20-115		10	529.84	20-2540-465
		O&M OF PLANT SERVICES NATURAL GAS 20-115		10	279.89	20-2540-465
		PIC O&M OF PLANT SERVICES NATURAL GAS 20-115		10	1,558.27	20-2540-465-61
		CSC PRE-K O&M OF PLANT SERVICES NATU 20-115		10	865.43	20-2540-465-51
		PHS O&M OF PLANT SERVICES NATURAL GA 20-115		10	5,634.07	20-2540-465-31
		PJHS O&M OF PLANT SERVICES NATURAL G 20-115		10	3,142.97	20-2540-465-21
		PES O&M OF PLANT SERVICES NATURAL GA 20-115		10	1,719.58	20-2540-465-11
		DO O&M OF PLANT SERVICES NATURAL GAS 20-115		10	865.43	20-2540-465
		O&M OF PLANT SERVICES NATURAL GAS 20-115		10	312.97	20-2540-465
					<u>\$23,922.66</u>	
<b>COWGER, MONICA</b>		HEALTH SERVICES TRAVEL 10-115		10	10.92	10-2130-332
					<u>\$10.92</u>	
<b>DEPKE</b>		PHS AGRICULTURE GENERAL SUPPLIES 10-115		10	26.97	10-1446-410-31-01
					<u>\$26.97</u>	
<b>DRALLE CHEVROLET AND BUICK IN</b>		PHS DRIVERS ED VEHICLE 10-115		10	500.00	10-1130-325-31-21
					<u>\$500.00</u>	
<b>E.T. PADDOCK ENTERPRISES, INC.</b>		PHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	1,710.00	20-2540-390-31
		PHS O&M OF PLANT SERV OTHER PURCHASE		10	4,710.00	20-2540-390-31
					<u>\$6,420.00</u>	
<b>EBS HEALTHCARE</b>		PIC SPEC ED OTHER PURCHASED SERVICE 10-115		10	750.00	10-1200-390-61
		CSC PRE-K SPEC ED OTHER PURCHASED S 10-115		10	531.52	10-1200-390-51
		PHS SPEC ED OTHER PURCHASED SERVICE 10-115		10	1,050.00	10-1200-390-31
		PJHS SPEC ED OTHER PURCHASED SERVICE 10-115		10	750.00	10-1200-390-21
		PES SPEC ED OTHER PURCHASED SERVICE 10-115		10	750.00	10-1200-390-11
					<u>\$3,831.52</u>	
<b>ELEMENTAL SOLUTIONS LLC</b>		CSC PRE-K O&M OF PLANT SERV OTHER PU 20-115		10	497.50	20-2540-390-51
		PIC O&M OF PLANT SERV OTHER PURCHASE 20-115		10	995.00	20-2540-390-61
		PJHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	995.00	20-2540-390-21
		PES O&M OF PLANT SERV OTHER PURCHASE 20-115		10	995.00	20-2540-390-11
		O&M OF PLANT SERV OTHER PURCHASED S 20-115		10	497.50	20-2540-390
					<u>\$3,980.00</u>	
<b>GOLDY LOCKS TINLEY PARK</b>		PHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	380.00	20-2540-390-31
		PJHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	195.00	20-2540-390-21
		PHS O&M OF PLANT SERV OTHER PURCHASE		10	501.55	20-2540-390-31
					<u>\$1,076.55</u>	
<b>GORDON FOOD SERVICE INC</b>		PES FOOD SERVICES PROG FOOD GEN SUF 10-115		10	(20.06)	10-2560-411-11
		PJHS FOOD SERVICES PROG FOOD GEN SU 10-115		10	60.77	10-2560-411-21

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	PHS FOOD SERVICES PROG FOOD GEN SUF 10-115		10	50.54	10-2560-411-31
	PES FOOD SERVICES PROG FOOD GEN SUF 10-115		10	554.82	10-2560-411-11
	PES FOOD SERVICES GEN SUPPLIES 10-115		10	29.57	10-2560-410-11
	PES FOOD SERVICES GEN SUPPLIES 10-115		10	51.81	10-2560-410-11
	PES FOOD SERVICES PROG FOOD GEN SUF 10-115		10	452.69	10-2560-411-11
	PES FOOD SERVICES PROG FOOD GEN SUF 10-115		10	168.71	10-2560-411-11
	PES FOOD SERVICES GEN SUPPLIES 10-115		10	175.73	10-2560-410-11
	PJHS FOOD SERVICES PROG FOOD GEN SU 10-115		10	263.23	10-2560-411-21
	PJHS FOOD SERVICES GEN SUPPLIES 10-115		10	(11.88)	10-2560-410-21
	PHS FOOD SERVICES GEN SUPPLIES 10-115		10	27.82	10-2560-410-31
	PHS FOOD SERVICES PROG FOOD GEN SUF 10-115		10	102.30	10-2560-411-31
	PHS FOOD SERVICES PROG FOOD GEN SUF 10-115		10	54.49	10-2560-411-31
	PIC FOOD SERVICES PROG FOOD GEN SUP 10-115		10	159.55	10-2560-411-61
	PHS FOOD SERVICES GEN SUPPLIES 10-115		10	123.61	10-2560-410-31
	PIC FOOD SERVICES PROG FOOD GEN SUP 10-115		10	59.80	10-2560-411-61
				<u>\$2,303.50</u>	
<b>GRAY, CRAIG</b>					
	PJHS BOE SERVICES REIMBURSEMENT OF		10	250.00	10-2310-222-21
				<u>\$250.00</u>	
<b>HEADRICK, WADE</b>					
	BOE SERVICES DISTRICT REIMBURSEMENT		10	250.00	10-2310-222
				<u>\$250.00</u>	
<b>HEALY BENDER PATTON &amp; BEEN</b>					
	CSC PRE-K OTHER PROF SERVICES 20-115		10	7,785.55	20-2533-319-51
	DISTRICT OTHER PROF SERVICES 20-115		10	7,785.55	20-2533-319
				<u>\$15,571.10</u>	
<b>HERITAGE FS INC</b>					
	PUPIL TRANS SERV GENERAL SUPPLIES		10	101.75	40-2550-410
	O&M OF PLANT SERVICES GASOLINE/DIESE		10	505.65	20-2540-464
	PUPIL TRANS SERV GASOLINE/DIESEL		10	3,448.13	40-2550-464
	O&M OF PLANT SERVICES GASOLINE/DIESE		10	75.35	20-2540-464
	PHS DRIVERS ED GASOLINE/DIESEL		10	155.31	10-1700-464-31
				<u>\$4,286.19</u>	
<b>HIMES, PETRARCA &amp; FESTER, ATTC</b>					
	BOE SERVICES LEGAL SERVICES 10-115		10	90.00	10-2310-318
	SPEC ED LEGAL SERVICES 10-115		10	125.00	10-1200-318
	SPEC ED LEGAL SERVICES 10-115		10	687.50	10-1200-318
	SPEC ED LEGAL SERVICES 10-115		10	192.50	10-1200-318
	SPEC ED LEGAL SERVICES 10-115		10	55.00	10-1200-318
	SPEC ED LEGAL SERVICES 10-115		10	275.00	10-1200-318
	SPEC ED LEGAL SERVICES 10-115		10	110.00	10-1200-318
	SPEC ED LEGAL SERVICES 10-115		10	82.50	10-1200-318
	SPEC ED LEGAL SERVICES 10-115		10	55.00	10-1200-318
	BOE SERVICES LEGAL SERVICES 10-115		10	210.00	10-2310-318
	FISCAL SERVICES LEGAL SERVICES 10-115		10	120.00	10-2520-318
	BOE SERVICES LEGAL SERVICES 10-115		10	90.00	10-2310-318
	SPEC ED LEGAL SERVICES 10-115		10	247.50	10-1200-318

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		FISCAL SERVICES LEGAL SERVICES	10-115	10	150.00	10-2520-318
		SPEC ED LEGAL SERVICES	10-115	10	220.00	10-1200-318
		FISCAL SERVICES LEGAL SERVICES	10-115	10	60.00	10-2520-318
		SPEC ED LEGAL SERVICES	10-115	10	55.00	10-1200-318
		FISCAL SERVICES LEGAL SERVICES	10-115	10	120.00	10-2520-318
		SPEC ED LEGAL SERVICES	10-115	10	275.00	10-1200-318
		BOE SERVICES LEGAL SERVICES	10-115	10	120.00	10-2310-318
		SPEC ED LEGAL SERVICES	10-115	10	55.00	10-1200-318
		BOE SERVICES LEGAL SERVICES	10-115	10	60.00	10-2310-318
					<u>\$3,455.00</u>	
<b>HOPEWELL CAREER ACADEMY INC</b>						
		PHS K-12 SPECIAL EDUCATION TUITION	10-115	10	6,063.85	10-1912-670-31
					<u>\$6,063.85</u>	
<b>HUDSON ENERGY SERVICES LLC</b>						
		PIC O&M OF PLANT SERVICES ELECTRICITY 20-115		10	480.91	20-2540-466-61
		BUS BARN O&M OF PLANT SERVICES ELECT 20-115		10	437.36	20-2540-466
		PES O&M OF PLANT SERVICES ELECTRICITY 20-115		10	546.99	20-2540-466-11
		PHS O&M OF PLANT SERVICES ELECTRICITY 20-115		10	5,664.93	20-2540-466-31
		CSC PRE-K O&M OF PLANT SERVICES ELECT 20-115		10	144.29	20-2540-466-51
		DISTRICT O&M OF PLANT SERVICES ELECTF 20-115		10	144.29	20-2540-466
		PJHS O&M OF PLANT SERVICES ELECTRICITY 20-115		10	1,089.73	20-2540-466-21
					<u>\$8,508.50</u>	
<b>HYGIENEERING INC</b>						
		PES O&M OF PLANT SERV CAP OUTLAY BUIL 20-115		10	7,002.48	20-2540-530-11
					<u>\$7,002.48</u>	
<b>INLAND ARTS &amp; GRAPHICS INC</b>						
		PHS IMP OF INST GENERAL SUPPLIES	10-115	10	162.00	10-2210-410-31
					<u>\$162.00</u>	
<b>INSPIRE BEHAVIORAL SOLUTIONS</b>						
		PJHS SPEC ED OTHER PURCHASED SERVICE 10-115		10	573.75	10-1200-390-21
					<u>\$573.75</u>	
<b>JEANS SEPTIC INC.</b>						
		PES O&M OF PLANT SERV OTHER PURCHASE 20-115		10	277.00	20-2540-390-11
					<u>\$277.00</u>	
<b>JOHNSONS GREENHOUSE</b>						
		BOE SERVICES MISCELLANEOUS OBJECTS	10-115	10	75.00	10-2310-690
					<u>\$75.00</u>	
<b>LATTZ, LINDA L.</b>						
		O&M OF PLANT SERV MISCELLANEOUS OBJ 20-115		10	210.00	20-2540-690
					<u>\$210.00</u>	
<b>LIBERTY FIRE EQUIPMENT INC.</b>						
		PUPIL TRANS SERV OTHER PURCHASED SE 40-115		10	44.90	40-2550-390
					<u>\$44.90</u>	
<b>LINCOLN-WAY AREA SPECIAL ED</b>						
		PIC SPEC ED OTHER PURCHASED SERVICE 10-115		10	53.48	10-1200-390-61
					<u>\$53.48</u>	

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<b>LOPEZ, KATHLEEN</b>						
	2021000005	REFUND OF FEES/A. SCHULTZ	10-115	10	30.95	10-1611
					<u>\$30.95</u>	
<b>LOWES</b>						
		CSC PRE-K O&M OF PLANT SERVICES GENE 20-115		10	17.30	20-2540-410-51
		CSC PRE-K O&M OF PLANT SERVICES GENE 20-115		10	13.28	20-2540-410-51
		DO O&M OF PLANT SERVICES GENERAL SUI 20-115		10	13.28	20-2540-410
		DO O&M OF PLANT SERVICES GENERAL SUI 20-115		10	17.30	20-2540-410
					<u>\$61.16</u>	
<b>MACDOUGALL, MEGAN</b>						
		PJHS SPEC ED GENERAL SUPPLIES	10-115	10	28.14	10-1200-410-21
					<u>\$28.14</u>	
<b>MARTIN, ALEXANDRA</b>						
		PES TUITION REIMBURSMNT	10-115	10	1,500.00	10-1110-230-11
					<u>\$1,500.00</u>	
<b>MENARDS - BRADLEY</b>						
		O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	38.99	20-2540-410
		PES O&M OF PLANT SERVICES GENERAL SL 20-115		10	16.59	20-2540-410-11
		O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	70.65	20-2540-410
		O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	12.04	20-2540-410
		PJHS O&M OF PLANT SERVICES GENERAL S 20-115		10	98.00	20-2540-410-21
		O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	130.00	20-2540-410
		PJHS O&M OF PLANT SERVICES GENERAL S 20-115		10	52.26	20-2540-410-21
		O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	23.71	20-2540-410
					<u>\$442.24</u>	
<b>MIDLAND PAPER</b>						
	027356-12	CSC PRE-K INTERNAL SERVICES GENERAL S 10-115		10	55.39	10-2570-410-51
	027356-12	PHS DISTRICT INTERNAL SERVICES GENERAL S 10-115		10	872.59	10-2570-410-31
	027356-12	PJHS DISTRICT INTERNAL SERVICES GENERAL S 10-115		10	606.94	10-2570-410-21
	027356-12	PIC DISTRICT INTERNAL SERVICES GENERAL S 10-115		10	255.54	10-2570-410-61
	027356-12	PES DISTRICT INTERNAL SERVICES GENERAL S 10-115		10	560.21	10-2570-410-11
	027356-12	DISTRICT INTERNAL SERVICES GENERAL SL 10-115		10	57.80	10-2570-410
					<u>\$2,408.47</u>	
<b>MIDWEST INTEGRATED SOLUTIONS</b>						
		CSC PRE-K RISK MAN OTHER PROF SERVIC 80-115		10	368.43	80-2365-319-51
		CSC O&M OF PLANT SERV OTHER PURCHASE 20-115		10	17.50	20-2540-390-51
		PHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	35.00	20-2540-390-31
		PJHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	35.00	20-2540-390-21
		PES O&M OF PLANT SERV OTHER PURCHASE 20-115		10	35.00	20-2540-390-11
		D.O. O&M OF PLANT SERV OTHER PURCHASE 20-115		10	17.50	20-2540-390
		PHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	1,259.95	20-2540-390-31
		PHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	420.37	20-2540-390-31
		PIC RISK MAN OTHER PROF SERVICES 80-115		10	460.52	80-2365-319-61
		PES RISK MAN OTHER PROF SERVICES 80-115		10	552.62	80-2365-319-11
		PJHS RISK MAN OTHER PROF SERVICES 80-115		10	828.95	80-2365-319-21
		PHS RISK MAN OTHER PROF SERVICES 80-115		10	921.05	80-2365-319-31
		DISTRICT RISK MANAGEMENT OTHER PROF 80-115		10	368.42	80-2365-319

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					<u>\$5,320.31</u>	
<b>MIDWEST TRANSIT EQUIPMENT</b>						
		PUPIL TRANS SERV GENERAL SUPPLIES	40-115	10	42.98	40-2550-410
		PUPIL TRANS SERV GENERAL SUPPLIES	40-115	10	419.42	40-2550-410
		PUPIL TRANS SERV GENERAL SUPPLIES	40-115	10	478.61	40-2550-410
		PUPIL TRANS SERV GENERAL SUPPLIES	40-115	10	23.35	40-2550-410
					<u>\$964.36</u>	
<b>MONROE PEST CONTROL CO INC</b>						
		CSC PRE-K O&M OF PLANT SERV OTHER PU	20-115	10	48.00	20-2540-390-51
		PES O&M OF PLANT SERV OTHER PURCHASE	20-115	10	48.00	20-2540-390-11
		PHS O&M OF PLANT SERV OTHER PURCHASE	20-115	10	55.00	20-2540-390-31
		PIC O&M OF PLANT SERV OTHER PURCHASE	20-115	10	48.00	20-2540-390-61
		PJHS O&M OF PLANT SERV OTHER PURCHASE	20-115	10	48.00	20-2540-390-21
					<u>\$247.00</u>	
<b>NAPA AUTO PARTS MANTENO</b>						
		O&M OF PLANT SERVICES GENERAL SUPPLI	20-115	10	6.00	20-2540-410
		PUPIL TRANS SERV GENERAL SUPPLIES	40-115	10	185.32	40-2550-410
					<u>\$191.32</u>	
<b>NAPA AUTO PARTS PEOTONE</b>						
		PUPIL TRANS SERV GENERAL SUPPLIES	40-115	10	62.16	40-2550-410
		PUPIL TRANS SERV GENERAL SUPPLIES	40-115	10	102.98	40-2550-410
		PHS O&M OF PLANT SERVICES GENERAL SL		10	127.17	20-2540-410-31
		O&M OF PLANT SERVICES GENERAL SUPPLI	20-115	10	11.99	20-2540-410
		O&M OF PLANT SERVICES GENERAL SUPPLI	20-115	10	119.38	20-2540-410
		PUPIL TRANS SERV GENERAL SUPPLIES	40-115	10	44.40	40-2550-410
					<u>\$468.08</u>	
<b>NASCO</b>						
028102		PHS ART GENERAL SUPPLIES	10-115	10	131.07	10-1130-410-31-02
028102		PHS ART GENERAL SUPPLIES	10-115	10	352.80	10-1130-410-31-02
028103		PHS ART GENERAL SUPPLIES	10-115	10	124.80	10-1130-410-31-02
					<u>\$608.67</u>	
<b>OTIS ELEVATOR COMPANY</b>						
		PHS O&M OF PLANT SERV OTHER PURCHASE	20-115	10	134.40	20-2540-390-31
		PHS RISK MAN OTHER PROF SERVICES		10	1,410.00	80-2365-319-31
		PHS RISK MAN OTHER PROF SERVICES		10	705.00	80-2365-319-31
		PJHS RISK MAN OTHER PROF SERVICES		10	705.00	80-2365-319-21
					<u>\$2,954.40</u>	
<b>PARKLAND PREPARATORY ACADEM</b>						
		PHS K-12 SPECIAL EDUCATION TUITION	10-115	10	3,868.21	10-1912-670-31
					<u>\$3,868.21</u>	
<b>PAW, JUDI ANN</b>						
2021000004		REFUND OF FEES/R. PAW	10-115	10	21.25	10-1611
					<u>\$21.25</u>	
<b>PEPSI</b>						
		PHS O&M OF PLANT SERVICES GENERAL SL	20-115	10	81.17	20-2540-410-31
		CSC PRE-K O&M OF PLANT SERVICES GENE	20-115	10	20.69	20-2540-410-51

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		PIC O&M OF PLANT SERVICES GENERAL SU 20-115		10	36.60	20-2540-410-61
		PES O&M OF PLANT SERVICES GENERAL SL 20-115		10	20.69	20-2540-410-11
					<u>\$159.15</u>	
<b>PERFORMANCE CHEMICAL &amp; SUPP</b>						
		O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	186.24	20-2540-410
		CSC PRE-K O&M OF PLANT SERVICES GENE 20-115		10	186.24	20-2540-410-51
		PJHS O&M OF PLANT SERVICES GENERAL S 20-115		10	2,122.25	20-2540-410-21
		PIC O&M OF PLANT SERVICES GENERAL SU 20-115		10	471.12	20-2540-410-61
		PHS O&M OF PLANT SERVICES GENERAL SL 20-115		10	813.42	20-2540-410-31
		PJHS O&M OF PLANT SERVICES GENERAL S 20-115		10	164.09	20-2540-410-21
		PES O&M OF PLANT SERVICES GENERAL SL 20-115		10	925.52	20-2540-410-11
		PJHS O&M OF PLANT SERVICES GENERAL S 20-115		10	349.20	20-2540-410-21
		PES O&M OF PLANT SERV OTHER PURCHASE 20-115		10	228.20	20-2540-390-11
					<u>\$5,446.28</u>	
<b>PITNEY BOWES RESERVE ACCOUNT</b>						
		FISCAL SERVICES COMMUNICATION 10-115		10	500.00	10-2520-340
					<u>\$500.00</u>	
<b>PRECISION PIPING INC</b>						
		PES O&M OF PLANT SERV CAP OUTLAY BUIL 20-115		10	7,983.28	20-2540-530-11
		PIC O&M OF PLANT SERV OTHER PURCHASE 20-115		10	1,817.03	20-2540-390-61
		PJHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	1,577.36	20-2540-390-21
		PJHS O&M OF PLANT SERV OTHER PURCHASE 20-115		10	248.00	20-2540-390-21
					<u>\$11,625.67</u>	
<b>PROVEN IT</b>						
		PIC INTERNAL SERVICES RENTAL 10-115		10	143.33	10-2570-325-61
		PIC INTERNAL SERVICES RENTAL 10-115		10	55.48	10-2570-325-61
		PIC INTERNAL SERVICES RENTAL 10-115		10	4.04	10-2570-325-61
		CSC PRE-K INTERNAL SERVICES RENTAL 10-115		10	28.91	10-2570-325-51
		PHS INTERNAL SERVICES RENTAL 10-115		10	7.35	10-2570-325-31
		PHS INTERNAL SERVICES RENTAL 10-115		10	45.06	10-2570-325-31
		PHS INTERNAL SERVICES RENTAL 10-115		10	1.13	10-2570-325-31
		PJHS INTERNAL SERVICES RENTAL 10-115		10	16.64	10-2570-325-21
		PJHS INTERNAL SERVICES RENTAL 10-115		10	20.85	10-2570-325-21
		PJHS INTERNAL SERVICES RENTAL 10-115		10	8.06	10-2570-325-21
		PJHS INTERNAL SERVICES RENTAL 10-115		10	5.39	10-2570-325-21
		PES INTERNAL SERVICES RENTAL 10-115		10	228.91	10-2570-325-11
		PES INTERNAL SERVICES RENTAL 10-115		10	12.51	10-2570-325-11
		DISTRICT INTERNAL SERVICES RENTAL 10-115		10	94.99	10-2570-325
		PJHS GENERAL SUPPLIES 10-115		10	71.00	10-1120-410-21
					<u>\$743.65</u>	
<b>PUSHCOIN INC</b>						
		BOE SERVICES OTHER PURCHASED SERVICE 10-115		10	730.76	10-2310-390
					<u>\$730.76</u>	
<b>RIVAL5 TECHNOLOGIES CORP</b>						
		PHS O&M OF PLANT SERVICES COMMUNICATION 20-115		10	114.90	20-2540-340-31
		PJHS O&M OF PLANT SERVICES COMMUNICATION 20-115		10	102.73	20-2540-340-21
		PIC O & M TELEPHONE 20-115		10	336.21	20-2540-340-61

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		CSC O & M TELEPHONE	20-115	10	210.13	20-2540-340-51
		PHS O & M TELEPHONE	20-115	10	1,596.57	20-2540-340-31
		PJHS O & M TELEPHONE	20-115	10	924.57	20-2540-340-21
		PES O & M TELEPHONE	20-115	10	798.50	20-2540-340-11
		BUS BARN O & M TELEPHONE	20-115	10	126.08	20-2540-340
		DISTRICT OFFICES O & M TELEPHONE	20-115	10	210.55	20-2540-340
					<u>\$4,420.24</u>	
<b>RIVERSIDE WORKFORCE HEALTH</b>						
		PUPIL TRANS SERV OTHER PURCHASED SE 40-115		10	95.00	40-2550-390
		PUPIL TRANS SERV OTHER PURCHASED SE 40-115		10	95.00	40-2550-390
		PUPIL TRANS SERV OTHER PURCHASED SE 40-115		10	95.00	40-2550-390
		PUPIL TRANS SERV OTHER PURCHASED SE 40-115		10	95.00	40-2550-390
		PUPIL TRANS SERV OTHER PURCHASED SE		10	78.00	40-2550-390
		PUPIL TRANS SERV OTHER PURCHASED SE 40-115		10	95.00	40-2550-390
		PUPIL TRANS SERV OTHER PURCHASED SE 40-115		10	95.00	40-2550-390
					<u>\$648.00</u>	
<b>SAFE ENVIRONMENTAL CORPORAT</b>						
		O&M OF PLANT SERVICES OTHER PURCHASED SE 20-115		10	1,150.00	20-2540-390
		CSC PRE-K O&M OF PLANT SERV OTHER PURCHASED SE 20-115		10	1,150.00	20-2540-390-51
					<u>\$2,300.00</u>	
<b>SCHLICKMAN, TONYA JO</b>						
		PJHS BOE SERVICES REIMBURSEMENT OF		10	250.00	10-2310-222-21
					<u>\$250.00</u>	
<b>SCHOLASTIC INC</b>						
		PIC TEXTBOOKS		10	119.13	10-1160-420-61
					<u>\$119.13</u>	
<b>SOWIC</b>						
		PIC PMTS FOR SPECIAL ED PROF SERV - IN		10	10,000.00	10-4120-314-61
		CSC PRE-K PMTS FOR SPECIAL ED PROF SERV - IN		10	5,000.00	10-4120-314-51
		PHS PMTS FOR SPECIAL ED PROF SERV - IN		10	31,242.46	10-4120-314-31
		PJHS PMTS FOR SPECIAL ED PROF SERV - IN		10	10,000.00	10-4120-314-21
		PES PMTS FOR SPECIAL ED PROF SERV - IN		10	10,000.00	10-4120-314-11
					<u>\$66,242.46</u>	
<b>STAPLES BUSINESS ADVANTAGE</b>						
		PIC GENERAL SUPPLIES	10-115	10	83.27	10-1160-410-61
		PIC GENERAL SUPPLIES	10-115	10	(62.30)	10-1160-410-61
		PIC GENERAL SUPPLIES	10-115	10	62.86	10-1160-410-61
		PIC GENERAL SUPPLIES	10-115	10	62.30	10-1160-410-61
		BOE SERVICES GENERAL SUPPLIES	10-115	10	26.20	10-2310-410
		FISCAL SERVICES GENERAL SUPPLIES	10-115	10	12.09	10-2520-410
		BOE SERVICES GENERAL SUPPLIES	10-115	10	38.46	10-2310-410
		FISCAL SERVICES GENERAL SUPPLIES	10-115	10	51.26	10-2520-410
		BOE SERVICES GENERAL SUPPLIES	10-115	10	160.94	10-2310-410
					<u>\$435.08</u>	
<b>STAR DISPOSAL SERVICE</b>						
		PIC O&M OF PLANT SERVICES SAN SERV	20-115	10	206.75	20-2540-321-61
		PHS O&M OF PLANT SERVICES SANITATION	20-115	10	695.42	20-2540-321-31

# Bills Payable

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 PEOTONE CUSD #207  
 Expense on Date: 2/1/2021 to 2/28/2021

Vendor Name P.O. Number	Description	Override	Batch #	Amount	State Account Number
	PJHS O&M OF PLANT SERVICES SANITATION 20-115		10	444.82	20-2540-321-21
	BUS BARN O&M OF PLANT SERVICES SANIT 20-115		10	60.14	20-2540-321
	PES O&M OF PLANT SERVICES SANITATION 20-115		10	281.93	20-2540-321-11
	DO O&M OF PLANT SERVICES SANITATION 20-115		10	50.12	20-2540-321
	CSC PRE-K O&M OF PLANT SERVICES SAN 20-115		10	50.12	20-2540-321-51
				<u>\$1,789.30</u>	
<b>STEREO OPTICAL COMPANY INC</b>					
	HEALTH SERVICES GENERAL SUPPLIES		10	94.00	10-2130-410
				<u>\$94.00</u>	
<b>SUAREZ, LUISA</b>					
	PHS TEXTBOOKS 10-115		10	41.49	10-1130-420-31
				<u>\$41.49</u>	
<b>TIRE TRACKS</b>					
	O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	777.96	20-2540-410
				<u>\$777.96</u>	
<b>UNITED PIPE &amp; SUPPLY</b>					
	O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	577.98	20-2540-410
	O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	184.86	20-2540-410
				<u>\$762.84</u>	
<b>UNIVERSITY OF ILLINOIS PAYMENT</b>					
	HEALTH SERVICES TUITION REIMBURSEMEI		10	2,475.00	10-2130-230
				<u>\$2,475.00</u>	
<b>WHITMORE ACE HARDWARE SUPPI</b>					
	CSC PRE-K O&M OF PLANT SERVICES GENE 20-115		10	39.28	20-2540-410-51
	DO O&M OF PLANT SERVICES GENERAL SUI 20-115		10	39.28	20-2540-410
	CSC PRE-K O&M OF PLANT SERVICES GENE 20-115		10	49.49	20-2540-410-51
	CSC PRE-K O&M OF PLANT SERVICES GENE 20-115		10	10.49	20-2540-410-51
	DO O&M OF PLANT SERVICES GENERAL SUI 20-115		10	10.49	20-2540-410
	CSC PRE-K O&M OF PLANT SERVICES GENE 20-115		10	43.87	20-2540-410-51
	DO O&M OF PLANT SERVICES GENERAL SUI 20-115		10	43.88	20-2540-410
	CSC PRE-K O&M OF PLANT SERVICES GENE 20-115		10	7.99	20-2540-410-51
	DO O&M OF PLANT SERVICES GENERAL SUI 20-115		10	7.99	20-2540-410
	PHS O&M OF PLANT SERVICES GENERAL SL 20-115		10	4.99	20-2540-410-31
	O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	57.92	20-2540-410
	PUPIL TRANS SERV GENERAL SUPPLIES 40-115		10	99.99	40-2550-410
	PIC O&M OF PLANT SERVICES GENERAL SU 20-115		10	7.18	20-2540-410-61
	O&M OF PLANT SERVICES GENERAL SUPPLI 20-115		10	12.58	20-2540-410
	DO O&M OF PLANT SERVICES GENERAL SUI 20-115		10	49.48	20-2540-410
				<u>\$484.90</u>	
<b>WILL COUNTY</b>					
	BOE SERVICES MISCELLANEOUS OBJECTS 10-115		10	28.25	10-2310-690
	BOE SERVICES MISCELLANEOUS OBJECTS 10-115		10	28.25	10-2310-690
				<u>\$56.50</u>	
<b>ZURALES, CAROLE</b>					
	PES GENERAL SUPPLIES 10-115		10	61.31	10-1110-410-11
				<u>\$61.31</u>	

# Bills Payable

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PEOTONE CUSD #207

Expense on Date: 2/1/2021 to 2/28/2021

Vendor Name						
P.O. Number	Description	Override	Batch #	Amount	State	Account Number
Report Total				<u>\$284,289.58</u>		

# Activity Fund Balance Report (Active Only)

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PHS CLASS OF 2009 119									
Account Number	Description	Month's Expense	Month's Revenue	Year to Date Expense	Year to Date Revenue	Fund Balance Change	Starting Balance	Current Balance	
119	PHS CLASS OF 2009	0.00	0.00	0.00	0.00	0.00	315.19	315.19	
120	PHS CLASS OF 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
123	PHS INTERNATIONAL CULTURE CLUB	0.00	0.00	0.00	0.00	0.00	107.14	107.14	
124	PHS FFA	0.00	0.00	1,485.00	1,640.00	155.00	12,165.08	12,320.08	
126	PJHS BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00	1,092.85	1,092.85	
127	PHS GOLF	0.00	0.00	342.00	410.00	68.00	1,101.17	1,169.17	
128	PIC INTRAMURAL	0.00	0.00	0.00	0.00	0.00	3,333.96	3,333.96	
129	PHS SPECIAL OLYMPICS UNIFIED SPORTS	0.00	0.00	0.00	0.00	0.00	89.66	89.66	
130	PHS SKILLS USA	0.00	0.00	0.00	0.00	0.00	4,730.60	4,730.60	
131	PHS BEST BUDDIES	0.00	0.00	0.00	0.00	0.00	325.91	325.91	
132	PHS BOWLING	0.00	0.00	0.00	0.00	0.00	86.60	86.60	
133	PHS BOYS BASEBALL	0.00	0.00	0.00	0.00	0.00	1,533.64	1,533.64	
134	PHS BOYS BASKETBALL TEAM	0.00	0.00	3,702.00	0.00	(3,702.00)	6,017.76	2,315.76	
135	PHS BOYS BASKETBALL SUMMER CAMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
136	PHS GENERAL ATHLETIC	0.00	0.00	1,070.00	1,070.00	0.00	3,532.15	3,532.15	
137	INDUSTRIAL TECH RESALE	0.00	0.00	0.00	1,199.51	1,199.51	(384.73)	814.78	
138	PJHS BEHAVIOR INCENTIVE PROGRAM	0.00	0.00	0.00	249.55	249.55	1,082.52	1,332.07	
139	PHS TRACK	0.00	0.00	0.00	0.00	0.00	4,743.33	4,743.33	
140	PHS CHEERLEADERS	0.00	0.00	478.07	0.00	(478.07)	1,702.00	1,223.93	
141	PHS GIRLS BB TEAM	0.00	0.00	0.00	0.00	0.00	97.26	97.26	
142	PHS AUDITORIUM	0.00	0.00	0.00	0.00	0.00	21,040.61	21,040.61	
143	PHS CLASS OF 2023	0.00	0.00	0.00	0.00	0.00	613.50	613.50	
144	PHS GIRLS VOLLEYBALL TEAM	0.00	0.00	450.00	0.00	(450.00)	5,266.69	4,816.69	
145	PHS GIRLS SOFTBALL	0.00	0.00	0.00	0.00	0.00	1,048.10	1,048.10	
146	PHS SPANISH CLUB	0.00	0.00	0.00	0.00	0.00	1.00	1.00	
147	PHS STUDENT COUNCIL	0.00	0.00	5,010.50	4,943.85	(66.65)	7,546.17	7,479.52	
148	PJHS BASEBALL	0.00	0.00	1,082.98	682.98	(400.00)	400.00	0.00	
149	PJHS GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00	21.00	21.00	

# Activity Fund Balance Report (Active Only)

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PHS DANCE TEAM 150											
Account Number	Description	Month's Expense	Month's Revenue	Year to Date Expense	Year to Date Revenue	Fund Balance Change	Starting Balance	Current Balance			
150	PHS DANCE TEAM	0.00	0.00	0.00	0.00	0.00	1,239.73	1,239.73			
151	LETTERMEN	0.00	0.00	0.00	0.00	0.00	2,404.27	2,404.27			
152	PHS YEARBOOK	0.00	65.00	0.00	65.00	65.00	6,710.77	6,775.77			
153	PHS BAND	0.00	0.00	0.00	0.00	0.00	1,389.49	1,389.49			
154	PHS CHOIR	0.00	0.00	66.10	0.00	(66.10)	385.83	319.73			
155	PHS SHOW CHOIR	0.00	0.00	0.00	0.00	0.00	1,489.14	1,489.14			
156	NATIONAL HONOR SOCIETY	1,300.00	1,494.00	1,939.18	1,494.00	(445.18)	1,774.32	1,329.14			
157	CSC PRESCHOOL	0.00	0.00	0.00	0.00	0.00	16.81	16.81			
158	PHS FOOTBALL	0.00	0.00	2,662.54	203.00	(2,459.54)	13,128.92	10,669.38			
159	PHS POP FUND	0.00	0.00	18.85	0.00	(18.85)	3,010.01	2,991.16			
160	PERFORMING ARTS	344.94	0.00	486.54	0.00	(486.54)	15,832.64	15,346.10			
161	PIC DRAMA	0.00	0.00	0.00	0.00	0.00	736.38	736.38			
162	PJHS CROSS COUNTRY	0.00	100.00	119.33	100.00	(19.33)	244.09	224.76			
163	PHS THESPIANS	0.00	0.00	129.00	0.00	(129.00)	549.01	420.01			
164	PIC FRIENDS MAKING FRIENDS	0.00	0.00	0.00	0.00	0.00	491.44	491.44			
166	PHS SCHOLASTIC BOWL	0.00	0.00	0.00	0.00	0.00	91.89	91.89			
168	JAKE BAUMGARTNER MEMORIAL (WEIGHT ROOM)	0.00	0.00	0.00	0.00	0.00	175.00	175.00			
169	PJHS ATHLETIC CONCESSIONS	0.00	0.00	79.69	0.00	(79.69)	1,000.00	920.31			
170	PJHS ACTIVITIES ACCOUNT	0.00	0.00	755.86	98.32	(657.54)	5,688.07	5,030.53			
171	PJHS CHEERLEADERS	0.00	0.00	0.00	0.00	0.00	14.39	14.39			
173	PJHS BAND	0.00	0.00	0.00	0.00	0.00	1,686.30	1,686.30			
174	PJHS CHORUS	0.00	0.00	0.00	0.00	0.00	166.29	166.29			
177	PJHS STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00	3,365.25	3,365.25			
178	PJHS YEARBOOK	0.00	840.00	821.14	980.00	138.86	4,119.59	4,258.45			
180	PIC BAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
181	CHOOSE TO INCLUDE	0.00	0.00	0.00	0.00	0.00	282.27	282.27			
182	PES	0.00	0.00	3,091.67	3,105.61	13.94	8,266.46	8,280.40			
185	PES SUNSHINE	150.00	0.00	324.94	500.00	175.06	335.20	510.26			

# Activity Fund Balance Report (Active Only)

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PJHS WRESTLING 186

Account Number Description

	Month's Expense	Month's Revenue	Year to Date Expense	Year to Date Revenue	Fund Balance Change	Starting Balance	Current Balance
186 PJHS WRESTLING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
188 PIC	0.00	0.00	572.00	572.00	0.00	3,239.57	3,239.57
189 PIC FACULTY FUND	0.00	0.00	0.00	0.00	0.00	3.45	3.45
191 PHS CLASS OF 2021	0.00	0.00	0.00	1,000.00	1,000.00	(631.87)	368.13
192 PHS CLASS OF 2022	600.00	0.00	1,600.00	1,260.00	(340.00)	1,167.00	827.00
193 (DO NOT USE) GENERAL FUND	0.00	0.00	0.00	0.00	0.00	8,525.51	8,525.51
194 INTEREST	0.00	41.61	(88.27)	219.31	307.58	5,771.92	6,079.50
197 EDUCATION FOUNDATION	0.00	0.00	3,548.11	4,004.64	456.53	57.94	514.47
199 PHS STAFF	0.00	0.00	0.00	0.00	0.00	2,190.49	2,190.49
203 PHS TAD	0.00	0.00	0.00	50.00	50.00	265.59	315.59
205 PHS MATH CLUB	0.00	0.00	0.00	0.00	0.00	201.95	201.95
207 PHS FB CHEER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208 PIC LIBRARY	0.00	0.00	0.00	0.00	0.00	79.33	79.33
209 PJHS SKILLS USA	0.00	0.00	0.00	3,298.00	3,298.00	249.07	3,547.07
210 PHS AP & PROCTOR	0.00	0.00	0.00	0.00	0.00	210.65	210.65
211 PJHS PE GYM SUITS	0.00	0.00	0.00	0.00	0.00	729.93	729.93
212 SOCCER SUMMER CAMP	0.00	0.00	0.00	0.00	0.00	2,427.26	2,427.26
213 PJHS PALS	42.48	100.00	86.87	100.00	13.13	848.34	861.47
215 PHS LIBRARY	0.00	0.00	63.15	63.17	0.02	4,496.78	4,496.80
217 PHS BOYS SOCCER	0.00	0.00	0.00	0.00	0.00	9,037.99	9,037.99
218 PHS SPEECH AND DRAMA TEAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
219 PES LIBRARY	0.00	0.00	0.00	0.00	0.00	214.06	214.06
300 PHS GIRLS BKB SUMMER CAMP	0.00	0.00	0.00	0.00	0.00	48.30	48.30
400 PHS SPEECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500 PJHS ATHLETICS	0.00	0.00	222.98	0.00	(222.98)	341.56	118.58
600 PJHS LIBRARY	0.00	0.00	260.47	0.00	(260.47)	5,743.13	5,482.66
700 PHS/PJHS SKILLS CONCESSIONS	0.00	0.00	6,596.00	0.00	(6,596.00)	7,595.12	999.12
900 PIC YEARBOOK CLUB	0.00	0.00	283.00	313.29	30.29	1,826.64	1,856.93

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# Activity Fund Balance Report (Active Only)

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PHS SCIENCE CLUB 901								
Account Number	Description	Month's Expense	Month's Revenue	Year to Date Expense	Year to Date Revenue	Fund Balance Change	Starting Balance	Current Balance
901	PHS SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00	984.19	984.19
902	PJHS PLAY ACTIVITY	0.00	0.00	144.95	0.00	(144.95)	3,800.05	3,655.10
903	PJHS TRACK	0.00	0.00	0.00	0.00	0.00	157.93	157.93
907	PHS GIRLS SOCCER	0.00	0.00	0.00	0.00	0.00	2,260.35	2,260.35
909	PHS DEVIL DASH	0.00	0.00	0.00	0.00	0.00	1,213.98	1,213.98
911	PJHS ART	0.00	0.00	0.00	0.00	0.00	623.85	623.85
<b>Report Total:</b>		2,437.42	2,640.61	37,404.65	27,602.23	(9,802.42)	215,882.78	206,080.36

## **GOOD NEWS:**

### **PEOTONE HIGH SCHOOL RECOGNITION OF THE RECIPIENTS OF THE JANUARY 2021 PEOTONE BOWLING CENTER EXCELLENCE AWARD**

It is an honor to recognize the *Nursing Staff of the District, Dawn Barber, Monica Cowger, Sarah Bolin and Dawn Mahalik*, as the recipients of the January 2021 PBC Excellence Award! The Nursing Staff of the District was nominated by Terry Wuske and her district cafeteria staff.

### **PEOTONE HIGH SCHOOL FEBRUARY 2021 ACADEMIC STUDENT OF THE MONTH**

It is an honor to recognize *Isabel Frausto* as the February 2021 Board of Education Academic Student of Peotone High School. Isabel is the daughter of Jorge and Ana Laura Frausto, of Peotone, Illinois. Isabel is a senior, with a grade point average of 4.2 on a 4.0 grading scale. At Peotone High School, she is a member of the National Honor Society, Scholastic Bowl, Student Council, and the Cheer Team. Outside of high school, Isabel dances, volunteers her time, and babysits. In her spare time, she enjoys safely spending time with her little sister and friends, listening to music, and studying. After graduation, Isabel wants to attend a four year university majoring in economics, political science, or business and a minor in Spanish.

### **PEOTONE JUNIOR HIGH SCHOOL JANUARY 2021 STUDENTS OF THE MONTH**

It is an honor to recognize the January 2021 Students of the Month for Peotone Junior High School. These students have demonstrated outstanding behavior, good work ethic, and have “gone above and beyond the call of duty” at Peotone Junior High School. There is one student of the month for each grade level.

The January Students of the Month are:

**6<sup>th</sup> Grade - Jakob Voss**  
**7<sup>th</sup> Grade - Mallory Schroeder**  
**8<sup>th</sup> Grade - Kaylee Walker**

## **FOR ACTION:**

### **REPORT NO. 42:**

**FOR ACTION:      APPROVAL OF SECOND READING AND ADOPTION  
OF PRESS 106 BOARD POLICIES.**

The Board will need a motion to approve the **Second Reading and Adoption of PRESS 106 Board Policies.**

**MOTION REQUIRED:      ROLL CALL VOTE.**

### **REPORT NO. 43:**

**FOR ACTION:      APPROVAL OF THE ITC MEMORANDUM  
OF AGREEMENT.**

The Board will need a motion to approve the **ITC Memorandum of Agreement.**

**MOTION REQUIRED:      ROLL CALL VOTE.**

### **REPORT NO. 44:**

**FOR ACTION:      APPROVAL OF THE TECHNOLOGY DEPARTMENT  
JOB DESCRIPTION UPDATES.**

The Board will need a motion to approve the **Technology Department Job Description Updates.**

**MOTION REQUIRED:      ROLL CALL VOTE.**

### **REPORT NO. 45:**

**FOR ACTION:      APPROVAL OF A REQUEST FOR THE RELEASE OF A  
DIPLOMA (PEOTONE HIGH SCHOOL).**

The Board will need a motion to approve the **Request for a Release of a Diploma (Peotone High School) for Jaden Clark**, who has completed his educational programming and has earned his high school diploma as of 12/09/2020.

**MOTION REQUIRED:      VOICE CALL VOTE.**



## **PRESS 106 Board Policies**

## **General School Administration**

### **Superintendent**

#### **Duties and Authority**

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

#### **Qualifications**

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

#### **Evaluation**

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

#### **Compensation and Benefits**

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, 5/21B-20, 5/21B-25,  
5/24-11, and 5/24A-3.  
23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the School Board; Indemnification), 2:130  
(Board-Superintendent Relationship), 2:240 (Board Policy Development),  
3:10 (Goals and Objectives).

Adopted: February 17, 2021 - Policy unchanged -Legal References updated.

**IASB POLICY REFERENCE MANUAL  
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SECTION 4 - OPERATIONAL SERVICES**

**Fiscal and Business**

4:10	Fiscal and Business Management
4:15	Identity Protection
4:15-AP1	Administrative Procedure - Protecting the Privacy of Social Security Numbers
4:15-AP2	Administrative Procedure - Treatment of Personally Identifiable Information Under Grant Awards
4:15-E1	Exhibit - Letter to Employees Regarding Protecting the Privacy of Social Security Numbers
4:15-E2	Exhibit - Statement of Purpose for Collecting Social Security Numbers
4:15-E3	Exhibit - Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers
4:20	Fund Balances
4:30	Revenue and Investments
4:40	Incurring Debt
4:40-AP	Administrative Procedure - Preparing and Updating Disclosures
4:45	Insufficient Fund Checks and Debt Recovery
4:45-AP1	Administrative Procedure - Insufficient Fund Checks
4:45-AP2	Administrative Procedure - Local Debt Recovery Program Implementation Procedures
4:45-E1	Exhibit - Cover Page Documenting the Process to Seek Offset from the Illinois Office of the Comptroller
4:45-E2	Exhibit - Notice of Claim and Intent to Seek Debt Recovery; Challenge; and Response to Challenge
4:50	Payment Procedures
4:50-E	Exhibit - School District Payment Order
4:55	Use of Credit and Procurement Cards

- 4:55-AP Administrative Procedure - Controls for the Use of District Credit and Procurement Cards
- 4:55-E Exhibit - Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards
- 4:60 Purchases and Contracts
  - 4:60-AP1 Administrative Procedure - Purchases
  - 4:60-AP2 Administrative Procedure - Third Party Non-Instructional Contracts
  - 4:60-AP3 Administrative Procedure - Criminal History Records Check of Contractor Employees
  - 4:60-AP4 Administrative Procedure – Federal and State Award Procurement Procedures
  - 4:60-AP4, E1 Exhibit - Internal Procedures for Procurement Transactions
  - 4:60-E Exhibit - Notice to Contractors
- 4:70 Resource Conservation
  - 4:70-AP Administrative Procedure - Resource Conservation
- 4:80 Accounting and Audits
  - 4:80-AP1 Administrative Procedure - Checklist for Internal Controls
  - 4:80-AP2 Administrative Procedure - Fraud, Waste, and Abuse Awareness Program
  - 4:80-AP3 Administrative Procedure - Inventory Management for Federal and State Awards
- 4:90 Student Activity and Fiduciary Funds
- 4:100 Insurance Management

## **Operations**

- 4:110 Transportation
  - 4:110-AP1 Administrative Procedure - School Bus Post-Accident Checklist
  - 4:110-AP2 Administrative Procedure - Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments
  - 4:110-AP3 Administrative Procedure - School Bus Safety Rules
  - 4:110-E Exhibit - Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses

4:120 Food Services

4:120-AP Administrative Procedure - Food Services; Competitive Foods; Exemptions

4:130 Free and Reduced-Price Food Services

4:130-E Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications

4:140 Waiver of Student Fees

4:140-AP Administrative Procedure - Fines, Fees, and Charges - Waiver of Student Fees

4:140-E1 Exhibit - Application for Fee Waiver

4:140-E2 Exhibit - Response to Application for Fee Waiver, Appeal, and Response to Appeal

4:140-E3 Exhibit - Resolution to Increase Driver Education Fees

4:150 Facility Management and Building Programs

4:160 Environmental Quality of Buildings and Grounds

4:160-AP Administrative Procedure - Environmental Quality of Buildings and Grounds

**Safety and Security**

4:170 Safety

4:170-AP1 Administrative Procedure - Comprehensive Safety and Security Plan

4:170-AP1, E1 Exhibit - Accident or Injury Form

4:170-AP1, E2 Exhibit - Memo to Staff Members Regarding Contacts by Media About a Crisis

4:170-AP2 Administrative Procedure - Routine Communications Concerning Safety and Security

4:170-AP2, E1 Exhibit - Letter to Parents/Guardians Regarding Student Safety

4:170-AP2, E2 Exhibit - Letter to Parents/Guardians Regarding the Dangers of Underage Drinking

4:170-AP2, E3 Exhibit - Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers

- 4:170-AP2, E4     Exhibit - Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting
- 4:170-AP3            **OPEN**
- 4:170-AP4 Administrative Procedure - National Terrorism Advisory System
- 4:170-AP5 Administrative Procedure - Unsafe School Choice Option
- 4:170-AP6 Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED
- 4:170-AP6, E1     Exhibit - School Staff AED Notification Letter
- 4:170-AP6, E2     Exhibit - Notification to Staff and Parents/Guardians of CPR  
and     AED Video
- 4:170-AP7            **OPEN**
- 4:170-AP7, E1     **OPEN**
- 4:170-AP7, E2     **OPEN**
- 4:170-AP7, E3     **OPEN**
- 4:170-AP8 Administrative Procedure - Movable Soccer Goal Safety
- 4:175     Convicted Child Sex Offender; Screening; Notifications
  - 4:175-AP1 Administrative Procedure - Criminal Offender Notification Laws; Screening
  - 4:175-AP1, E1     Exhibit - Informing Parents/Guardians About Offender Community     Notification Laws
- 4:180     Pandemic Preparedness; Management; and Recovery
  - 4:180-AP1 Administrative Procedure - School Action Steps for Pandemic Influenza or Other Virus/Disease
  - 4:180-AP2 Administrative Procedure - Pandemic Influenza Surveillance and Reporting
  - 4:180-AP3 Administrative Procedure - Grant Flexibility; Payment of Employee Salaries During a Pandemic
- 4:190     Targeted School Violence Prevention Program
  - 4:190-AP1 Administrative Procedure - Targeted School Violence Prevention Program

- 4:190-AP1, E1     Exhibit - Targeted School Violence Prevention Program Resources
- 4:190-AP2 Administrative Procedure - Threat Assessment Team (TAT)
- 4:190-AP2, E1     Exhibit - Principles of Threat Assessment
- 4:190-AP2, E2     Exhibit - Threat Assessment Documentation
- 4:190-AP2, E3     Exhibit - Threat Assessment Key Areas and Questions; Examples
- 4:190-AP2, E4     Exhibit - Responding to Types of Threats
- 4:190-AP2, E5     Exhibit - Threat Assessment Case Management Strategies
- 4:190-AP2, E6     Exhibit - Targeted School Violence Prevention and Threat Assessment Education

## **Operational Services**

### **Fiscal and Business Management**

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

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

### **Budget Planning**

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

### **Preliminary Adoption Procedures**

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

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

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

At the public hearing, the proposed budget shall be reviewed, and the public shall be invited to comment, question, or advise the Board.

### **Final Adoption Procedures**

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

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

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.

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

### **Budget Amendments**

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

### **Implementation**

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

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

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

CROSS REF.: 4:40 (Incurring Debt), 6:235 (Access to Electronic Networks)

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

Adopted: February 17, 2021 - Policy unchanged.

## **Operational Services**

### **Use of Credit and Procurement Cards**

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

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

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

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

10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

LEGAL REF.: 105 ILCS 5/10-20.21.  
23 Ill.Admin.Code §100.70(d).

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Student Activity and Fiduciary Funds), 5:60 (Expenses)

Adopted: February 17, 2021 - Policy unchanged.

## **Operational Services**

### **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 Ill. 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.

### **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 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 accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

### **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 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 other 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 REF.: 2 C.F.R. §200 et seq.  
30 ILCS 708/, Grant Accountability and Transparency Act, implemented by  
44 Ill.Admin.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 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures),  
4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and  
Fiduciary Funds)

Adopted: February 17, 2021 - Policy updated.

## **Operational Services**

### **Student Activity and Fiduciary Funds**

The School Board, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds.

### **Student Activity Funds**

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Ill. State Board of Education (ISBE) rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in ISBE rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

### **Fiduciary Funds**

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.  
23 Ill.Admin.Code §§100.20, 100.80, and 100.85.

CROSS REF.: 4:80 (*Accounting and Audits*), 7:325 (*Student Fundraising Activities*)

Adopted: February 17, 2021 - Policy updated/renamed.

## **Operational Services**

### **Facility Management and Building Programs**

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

### **Standards for Managing Buildings and Grounds**

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$12,500, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

### **Standards for Green Cleaning**

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

### **Standards for Facility Construction and Building Programs**

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

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

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

7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

### **Naming Buildings and Facilities**

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

- LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.  
20 ILCS 3130/, Green Buildings Act.  
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.63, and 5/17-2.11.  
105 ILCS 140/, Green Cleaning Schools Act.  
105 ILCS 230/, School Construction Law.  
410 ILCS 25/, Environmental Barriers Act.  
410 ILCS 35/25, Equitable Restrooms Act.  
820 ILCS 130/, Prevailing Wage Act.  
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.  
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.
- CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities).
- Adopted: February 17, 2021 - Policy unchanged.

## **Operational Services**

### **Convicted Child Sex Offender; Screening; Notifications**

#### **Persons Prohibited on School Property without Prior Permission**

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 meets either of the following two exceptions:

1. The offender is 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 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. The offender received permission to be present from the School 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 shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

#### **Screening**

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

#### **Notification to Parents/Guardians**

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

LEGAL REF.: 20 ILCS 2635/, Uniform Conviction Information Act.  
720 ILCS 5/11-9.3.  
730 ILCS 152/, Sex Offender Community Notification Law.  
730 ILCS 154/75-105, Murderer and Violent Offender Against Youth  
Community Notification Law.

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250  
(Community Resource Persons and Volunteers), 8:30 (Visitors to and  
Conduct on School Property), 8:100 (Relations with Other Organizations  
and Agencies).

Adopted: February 17, 2021 - Policy unchanged.

## **General Personnel**

### **Hiring Process and Criteria**

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

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

### **Job Descriptions**

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

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

### **Investigations**

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, 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 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

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

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

### **Physical Examinations**

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

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

### **Orientation Program**

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

LEGAL REF.: 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(III. 1987).  
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).  
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

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

Adopted: February 17, 2021 - Policy unchanged.

## **Professional Personnel**

### **Teacher Qualifications**

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
  - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
  - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
  - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
  - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

LEGAL REF.: 20 U.S.C. §6312(e)(1)(A).  
105 ILCS 5/10-20.15, 5/21-11.4, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.  
23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

CROSS REF.: 6:170 (Title I Programs)

Adopted: February 17, 2021 - Policy unchanged.

## **Educational Support Personnel**

### **Employment At-Will, Compensation, and Assignment**

#### **Employment At-Will**

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

#### **Compensation**

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

#### **Assignment**

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-23.5.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

Adopted: February 17, 2021 - Policy unchanged - Cross References updated.

## Instruction

### School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared *State Goals for Learning* with accompanying *Illinois Learning Standards*.

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

### Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's *Multiple Measure Index* and corresponding *Annual Measurable Objective* provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with 105 ILCS 5/2-3.153, annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 4 through 12 and teachers.

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-21.3a, and 5/27-1.

23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

Adopted: February 17, 2021 - Policy unchanged.

## Instruction

### School Year Calendar and Day

#### School Calendar

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

#### Commemorative Holidays

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

#### School Day

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

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-24.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.  
10 ILCS 5/11-4.1.  
23 Ill.Admin.Code §1.420(f).  
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

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

Adopted: February 17, 2021 – Legal References/Cross References are updated.

## **Instruction**

### **Curriculum Development**

#### **Adoption**

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The School Board will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

### **Experimental Educational Programs and Pilot Projects**

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

### **Single-Gender Classes and Activities**

The Superintendent may recommend a program of non-vocational single-gender classes and/or activities to provide diverse educational opportunities and/or meet students' identified educational needs. Participation in the classes or activities must be voluntary, both genders must be treated with substantial equality, and the program must otherwise comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*. The Superintendent must periodically evaluate any single-gender class or activity to ensure that: (1) it does not rely on overly broad generalizations about the different talents, capabilities, or preferences of either gender, and (2) it continues to comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*.

### **Development**

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

### **Curriculum Guides and Course Outlines**

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

**LEGAL REF.:** 20 U.S.C. §1681, Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.  
105 ILCS 5/10-20.8 and 5/10-19.

**CROSS REF.:** 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 6:180 (Extended Instructional Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

**Adopted:** February 17, 2021 - Policy unchanged .

## Instruction

### Grading and Promotion

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: February 17, 2021 - Policy unchanged.

## **Instruction**

### **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 in State law.
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 State law.
6. 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:

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.

### **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.

### **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 an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, 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 REF.: 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.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: February 17, 2021 - Policy updated.

### Instruction

#### High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

##### Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program
7. Credit earned in a Vocational Academy

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

##### Substitutions for Required Courses

**Vocational or technical education.** A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution(s) and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District.

**Registered Apprenticeship Program.** The Superintendent or designee will ensure that the District complies with State law requirements for registered apprenticeship programs. The opportunities and requirements for registered apprenticeship programs contained in this

policy will be posted on the District's website, and parents/guardians and students will also be notified of such opportunities in the appropriate school handbook(s).

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program if:

1. The registered apprenticeship program meets all criteria contained in State law;
2. The registered apprenticeship program is listed by the District, or the student identifies a registered (but not listed) apprenticeship program with a business or organization if one is not offered in the District;
3. The student enrolled in a registered apprenticeship program has the opportunity to earn post-secondary credit toward a certificate or degrees, as applicable;
4. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District and on its website;
5. The Building Principal approves the substitution(s); and
6. All non-academic requirements mandated by the School Code for high school graduation that would otherwise prohibit or prevent the student from participating in the registered apprenticeship program are waived.

**Advanced placement computer science.** The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

**Substitutions for physical education.** A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Ongoing participation in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an *interscholastic* or *extracurricular athletic program*;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

**Volunteer service credit.** A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community

service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

### **Re-Entering Students**

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other non-formal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/2-3.175, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.  
110 ILCS 27/, Dual Credit Quality Act.  
23 Ill.Admin.Code §§1.425(e), 1.440(f), 1.470(c), and Part 255.

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

Adopted: February 17, 2021 - Policy updated.

### Instruction

#### High School Credit for Students in Grade 7 or 8

The Superintendent or designee may investigate, coordinate, and implement a program for students in grades 7 and 8 to enroll in a course required for a high school diploma.

*[The next two paragraphs are only for unit and high school districts; the final paragraph is only for elementary districts.]*

If a program is available, students in grades 7 and 8 may enroll in a course required for a high school diploma when the course is offered by the high school that the elementary student would attend and either of the following is satisfied: (1) the student participates in the course at the high school and the elementary student's enrollment in the course would not prevent a high school student from being able to enroll, or (2) the student participates in the course where the student attends school as long as the course is taught by a teacher who holds a professional educator license with an endorsement for the grade level and content area of the course.

A student who successfully completes a course required for a high school diploma while in grades 7 and 8 shall receive academic credit for the course. That academic credit shall satisfy the requirements of Section 27-22 of the School Code for purposes of receiving a high school diploma, unless evidence about the course's rigor and content show that the course did not address the relevant Illinois learning standard at the level appropriate for the high school grade during which the course is usually taken. The student's grade in the course shall also be included in the student's grade point average.

*[Elementary school districts only]*

If a program is available, students in grades 7 and 8 may enroll in a course required for a high school diploma. Students in grades 7 and 8 who successfully complete a course required for a high school diploma will receive academic credit if permitted by, and in accordance with, the policy of the district where the elementary student will attend high school.

LEGAL REF.: 105 ILCS 5/10-22.43 and 5/27-22.10.  
23 Ill.Admin.Code §1.460.

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency)

Adopted: February 17, 2021 - Policy unchanged.

## Instruction

### High School Credit for Proficiency

#### Proficiency Credits

Subject to the limitations in this policy and State law, the Superintendent or designee is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit.

Proficiency credit will be offered in the following subject areas:

*Foreign language* - A student is eligible to receive one year of foreign language credit if the student has graduated from an accredited elementary school and can demonstrate proficiency, according to this District's academic criteria, in a language other than English. A student who demonstrates proficiency in American Sign Language is deemed proficient in a foreign language and will receive one year of foreign language credit. A student who studied a foreign language in an approved ethnic school program is eligible to receive appropriate credit according to the level of proficiency reached; the student may be required to take a proficiency examination.

*Other proficiency testing* - The program for granting credit for proficiency may allow, as the Superintendent deems appropriate, course credit to be awarded on the basis of a local examination to a student who has achieved the necessary proficiency through independent study or work taken in or through another institution. Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

LEGAL REF.: 105 ILCS 5/10-22.43, 5/10-22.43a, 5/27-22, and 5/27-24.3.  
23 Ill.Admin.Code Part 680.

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8)

Adopted: February 17, 2021 - Legal References are updated.

## Instruction

### Student Testing and Assessment Program

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

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

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

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

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.  
105 ILCS 10/, Illinois School Student Records Act.  
105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

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

Adopted: February 17, 2021 - Policy updated.

## **Students**

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

#### **Required Health Examinations and Immunizations**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

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

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school

until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### **Eye Examination**

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

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### **Dental Examination**

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

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### **Exemptions**

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

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board

policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.

2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### **Homeless Child**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act  
105 ILCS 5/27-8.1 and 45/1-20.  
410 ILCS 45/7.1 and 315/2e.  
23 Ill.Admin.Code §1.530.  
77 Ill.Admin.Code Part 665.  
77 Ill.Admin.Code Part 690.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: February 17, 2021 - Policy updated.

## **Students**

### **Search and Seizure**

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

### **Students**

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

When feasible, the search should be conducted as follows:

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

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

### **Seizure of Property**

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

### **Notification Regarding Student Accounts or Profiles on Social Networking Websites**

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

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

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.  
 Right to Privacy in the School Setting Act, 105 ILCS 75/.  
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).  
People v. Dilworth, 169 Ill.2d 195 (1996), *cert. denied*, 116 S.Ct. 1692 (1996).  
People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).  
T.L.O. v. New Jersey, 469 U.S. 325 (1985).  
Vernonia School Dist. 47J v. Acton, 515 U.S. 646 (1995).  
Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

Adopted: February 17, 2021 - Policy unchanged - Legal References updated.

## Students

### Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
7. The student and his or her parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.  
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

## Students

### Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property, e.g., tiles or bricks, or placement upon school property, e.g., posters or placards, must:
  - a. Develop viewpoint neutral guidelines for the creation of messages;
  - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
  - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

LEGAL REF.: 105 ILCS 5/10-20.19(3).  
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 (Student Activity and Fiduciary Funds), 4:120 (Food Services), 8:80  
(Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

Adopted: February 17, 2021 - Policy/Cross References updated.



## **ITC Memorandum of Agreement**



District Office  
212 West Wilson Street  
Peotone, IL 60468  
Tel: 708-258-0991  
Fax: 708-258-0994  
[www.peotoneschools.org](http://www.peotoneschools.org)

**February 17, 2021**

**To: Board of Education – Peotone CUSD 207U  
Mr. Steve Stein, Superintendent of Schools**

**From: Dr. Charles J. Vitton, Assistant Superintendent** 

**RE: ACTION REPORT – ITC Memorandum of Agreement**

The Board of Education approved the hire of an Instructional Technology Coach last spring in anticipation of the increased level of professional development and technology support needed for our staff. This position has been exceedingly well received by the staff and will continue to be a necessary resource going forward, as our integration of instructional technology will only increase over time.

The Instructional Technology Coach is a certified position under the current Collective Bargaining Agreement between the Peotone Teachers' Council AFT Local 604 and the Board of Education of Peotone CUSD 207U. Subsequently, I am requesting that we memorialize the ITC position by adopting the attached Memorandum of Agreement at the February 17, 2021 meeting of the Board of Education.

If you have any questions, please contact me accordingly.

**MEMORANDUM OF AGREEMENT**  
**Instructional Technology Coach**

WHEREAS, the Board of Education of Peotone Community Unit School District 207-U, Will County, Illinois (the "Board") and the Peotone Teachers' Council of AFT Local 604 (the "Union") are parties to a collective bargaining agreement covering the 2019-20 through 2022-2023 school years (the "Agreement");

WHEREAS, the District is creating the new bargaining unit position of Instructional Technology Coach to support the professional growth and development of all staff (certified and classified) to facilitate learning and independent application of effective instructional technology practices; and

WHEREAS, the parties wish to memorialize their agreement regarding the Instructional Technology Coach position.

NOW, THEREFORE, the parties agree as follows:

Section 1. The Instructional Technology Coach will be subject to the applicable terms and conditions of the Agreement.

Section 2. The Instructional Technology Coach will be an extended contract position pursuant to Article IIA(G) of the Agreement, with a work year of 210 days.

Section 3. Article IIA(G) is amended to add the following language:

"8) Instructional Technology Coach: Work 210 days between July 1<sup>st</sup> and July 30<sup>th</sup>."

Section 4. All other provisions of the Agreement shall remain unchanged.

PEOTONE TEACHERS' COUNCIL,  
AFT LOCAL 604

BOARD OF EDUCATION OF  
PEOTONE COMMUNITY UNIT  
SCHOOL DISTRICT 207-U,  
WILL COUNTY, ILLINOIS

\_\_\_\_\_  
President

\_\_\_\_\_  
President

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

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

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## **Technology Department Job Description Updates**



District Office  
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**February 17, 2021**

**To: Board of Education – Peotone CUSD 207U  
Mr. Steve Stein, Superintendent of Schools**

**From: Dr. Charles J. Vitton, Assistant Superintendent** *CV*

**RE: ACTION REPORT – Technology Department Job Description Updates**

Attached are revisions to the documents, presented as information at the January 20<sup>th</sup> meeting of the Board of Education, that outline the roles and responsibilities of the technology department.

Several of these job descriptions have very minimal changes, but others contain significant revisions based on the changing level of technology integration in the district this past year. With the implementation of a 1:1 technology initiative, there are additional or increased duties on our staff such as:

- The inventorying and distribution of 1,400 Chrome devices (start and end of school year).
- Efficient and timely technical support for all students and staff.
- The accounting and management of technology device purchased insurance and subsequent device repair with third party vendor.
- The creation and maintenance of Google user accounts, alignment to Active Directory, configuration of Google safety and privacy regulations.
- Administration of GoGuardian (configuration, activity alert monitoring, web filtering adaptation).
- Ensuring that the wireless infrastructure in all schools is robust and sufficient for the level of device usage.
- Professional development and support for teachers and staff.

Revisions (additions/deletions) are highlighted on the documents that follow. There are no changes to the Data Specialist or Instructional Technology Coach job descriptions at this time, but they are contained herein for your reference. I would ask that the Board of Education approve these job descriptions as written.

If you have any questions, please contact me accordingly.

## DIRECTOR OF TECHNOLOGY – JOB DESCRIPTION

This position reports to the Assistant Superintendent who is in charge of the technology department as a whole. Departmental collaboration should precede any important decisions or changes.

### Major duties and responsibilities include:

#### Manage Server and Network Infrastructure

- Determine the need for, and specifications of, physical and virtual servers.
- Create, maintain, monitor, and decommission servers (as needed).
- Manage VMWare, Vsphere, and Veeam environments.
- Ensure all systems are backed up and replicated off site.
- Manage Active Directory, DHCP/DNS, Radius, NPS.
- Maintain software for other departments (Destiny, Transfinder, Fleetvision).
- Maintain PowerSchool server.
- Manage and maintain network infrastructure including Cisco Firepower Firewall and Cisco Managed Switches.
- Manage and maintain existing Wi-Fi infrastructure.
- Maintain current configuration backups of network equipment.

#### Manage End-User Devices

- Create images, deploy software, and manage Group Policy.
- Create procedures for deployment.
- Manage Chromebooks and iOS devices.

#### General

- Act as the first contact for technical support issues for assigned schools/locations.
- Assist with escalated helpdesk tickets.
- Ensure security of systems by implementing industry best practices, automation, and district and department policies and procedures.
- Provide guidance and direction to other technology department staff.
- Provide guidance to administration regarding technology purchases and overarching technology plan.
- Communicate effectively and positively with technical and non-technical staff.
- Follow established district and department policies and procedures.
- Act as a collaborative member of the technology department and school district staff.
- Demonstrate an ongoing commitment to professional growth and development. Maintain up-to-date knowledge of relevant technologies.

#### Requirements

- Basic knowledge of troubleshooting Windows operating systems.
- Basic understanding of networking concepts (knowledge of IP addresses, DHCP, DNS).
- Basic understanding of centralized printing and Windows Server file services.
- Basic understanding of technology security principles (Passwords, file permissions, Principle of Least Privilege).

#### Preferred

- Experience with G-Suite/Google Apps for Education, Chromebooks.
- Experience with PowerSchool student information system.
- Fundamental knowledge of Windows Server (Active Directory, MDT, WSUS, DHCP, DNS, File Sharing, Print).
- Basic knowledge of MacOS.

#### TERMS OF EMPLOYMENT:

- 260 days per year

## **SENIOR TECHNICAL SUPPORT SPECIALIST – JOB DESCRIPTION**

This position reports to the Assistant Superintendent who is in charge of the technology department as a whole. Technical decisions and infrastructure operations are generally the responsibility of the Director of Technology. Departmental collaboration should precede any important decisions or changes.

### **Major duties and responsibilities include:**

- Act as the first contact for technical support issues for assigned schools/locations.
- Assist with escalated helpdesk tickets.
- Perform installation, configuration, and maintenance on district desktops, laptops, Chromebooks, mobile devices, VoIP phones, and audio/video equipment.
- Manage and distribute hardware/devices for students and staff (inventory, warranty lists, distribution/assignment).
- Manage Google Admin Console (user account creation, alignment with Active Directory, configure Google Workspace apps, manage device enrollment for all Chrome devices, manage user permissions and examine safety and privacy concerns, ensure alignment of devices to correct OU).
- Administer G Suite Enterprise for Education.
- Manage Meraki wireless networks for user and guest access.
- Administer and manage GoGuardian (configuration, activity alert monitoring, web filtering adaptations).
- Perform timely and thorough troubleshooting of technical support requests using critical thinking, problem solving, and collaborative skills.
- Communicate effectively and positively with technical and non-technical staff.
- Follow established district and department policies and procedures.
- Act as a collaborative member of the technology department and school district staff.
- Demonstrate an ongoing commitment to professional growth and development. Maintain up-to-date knowledge of relevant technologies.

### **Requirements**

- Basic knowledge of troubleshooting Windows operating systems.
- Basic understanding of networking concepts (knowledge of IP addresses, DHCP, DNS).
- Basic understanding of centralized printing and Windows Server file services.
- Basic understanding of technology security principles (Passwords, file permissions, Principle of Least Privilege).

### **Preferred**

- Experience with G-Suite/Google Apps for Education, Chromebooks.
- Experience with PowerSchool student information system.
- Fundamental knowledge of Windows Server (Active Directory, MDT, WSUS, DHCP, DNS, File Sharing, Print).
- Basic knowledge of MacOS.

### **TERMS OF EMPLOYMENT:**

- 240 days per year

## TECHNICAL SUPPORT SPECIALIST – JOB DESCRIPTION

This position reports to the Assistant Superintendent who is in charge of the technology department as a whole. Technical decisions and infrastructure operations are generally the responsibility of the Director of Technology. Departmental collaboration should precede any important decisions or changes.

The position is primarily a technical support role, but will also assist the Director of Technology with more advanced tasks as needed and after demonstrated proficiency.

- Act as the first contact for technical support issues for assigned schools/locations.
- Perform installation, configuration, and maintenance on district desktops, laptops, Chromebooks, mobile devices, VoIP phones, and audio/video equipment.
- Perform timely and thorough troubleshooting of technical support requests using critical thinking, problem solving, and collaborative skills.
- Communicate effectively and positively with technical and non-technical staff.
- Follow established district and department policies and procedures.
- Act as a collaborative member of the technology department and school district staff.
- Demonstrate an ongoing commitment to professional growth and development. Maintain up-to-date knowledge of relevant technologies.

### Requirements

- Basic knowledge of troubleshooting Windows operating systems.
- Basic understanding of networking concepts (knowledge of IP addresses, DHCP, DNS).
- Basic understanding of centralized printing and Windows Server file services.
- Basic understanding of technology security principles (Passwords, file permissions, Principle of Least Privilege).

### Preferred

- Experience with G-Suite/Google Apps for Education, Chromebooks.
- Experience with PowerSchool student information system.
- Fundamental knowledge of Windows Server (Active Directory, MDT, WSUS, DHCP, DNS, File Sharing, Print).
- Basic knowledge of MacOS.

### TERMS OF EMPLOYMENT:

- 240 days per year

## DATA SPECIALIST – JOB DESCRIPTION

This position reports to the Assistant Superintendent who is in charge of the technology department as a whole. Technical decisions and infrastructure operations are generally the responsibility of the Director of Technology. Departmental collaboration should precede any important decisions or changes.

### Major duties and responsibilities include:

#### PowerSchool / SIS

- Set up school calendars, grade displays, grading terms at start of school year (and semesters at PHS).
- Print student IDs and lunch cards.
- Set up master schedule (PK-PIC) and scheduling parameters (PJHS).
- Assist with technical aspects of master schedule build at PHS.
- Manage and make annual revisions to online registration portal.
- Update information for annual rollover; back up database and perform rollover.
- Alter reports, forms, report cards housed in PowerSchool.
- Assist staff with technical issues / questions.
- Train staff on changes to the student information system.

#### ISBE – IWAS

- Submit student data regarding school enrollment, student and teacher course enrollment, homeless, ELL, EC outcome data.
- Verify student enrollments for fall housing report.
- Submit final grades and exit student course enrollments.

#### Importing / Exporting of Students in Various Programs

- Curriculum websites and portals
- Naviance (Grades 9-12)
- NWEA/MAP (Grades 4-8)
- AIMSweb Plus (Grades K-4)
- Illinois Assessment of Readiness (Grades 3-8)
- Illinois Science Assessment (Grades 5, 8, HS Biology)
- School Messenger
- PushCoin
- Biennial CRDC Reports

#### Miscellaneous, As Needed

- Level 1 support for technical issues.
- Monitor helpdesk tickets.
- Troubleshoot software issues.
- Provide training to staff, as needed.

#### General

- Communicate effectively and positively with technical and non-technical staff.
- Follow established district and department policies and procedures.
- Act as a collaborative member of the technology department and school district staff.
- Demonstrate an ongoing commitment to professional growth and development. Maintain up-to-date knowledge of relevant technologies.
- Other duties, as assigned.

#### Requirements

- Experience with ISBE Web Application Security (IWAS) and Student Information System (SIS).
- Experience with importing and exporting of student data.
- Basic knowledge of troubleshooting Windows operating systems.
- Basic understanding of networking concepts (knowledge of IP addresses, DHCP, DNS).
- Basic understanding of technology security principles (Passwords, file permissions, Principle of Least Privilege).

#### Preferred

- Experience with PowerSchool student information system.
- Experience with G-Suite/Google Apps for Education, Chromebooks.

#### TERMS OF EMPLOYMENT:

- 260 days per year

REVISED: 10.24.2018

## **INSTRUCTIONAL TECHNOLOGY COACH – JOB DESCRIPTION**

### **Job Summary:**

The Instructional Technology Coach is responsible for supporting the professional growth and development of all staff (certified and classified) to facilitate learning and independent application of effective instructional technology practices. The ITC provides support through planning, modeling, and training across all content areas and grade levels. The ITC plans and conducts professional development (for teachers, classified staff, and families) based on assessed district, building and/or teacher needs.

### **Qualifications:**

- Strong understanding of technology integration and quality instruction.
- Experience providing professional development to adult learners.
- Ability to differentiate professional development to others based on skill levels (certified staff, classified staff, families).
- Strong leadership and communication skills.
- Ability to build professional coaching relationships, solve problems, plan collaboratively, and provide feedback effectively.
- Enthusiasm, patience, and the desire to support others in the integration of instructional technology.

### **Roles and Responsibilities:**

- Provide technology integration support for students, individual teachers, grade-level teams, school faculty, and families.
- Build awareness and generate enthusiasm for technology resources.
- Assist in identifying, planning, and facilitating workshops, Institute Day and School Improvement Day activities, and other in-service programs that contribute to the training and development of staff.
- Conduct focused classroom demonstration lessons, observations, and provide specific feedback to teachers and staff.
- Coach teachers in, and model the use of, online and blended learning, digital content, and collaborative learning networks to support and extend learning.
- Foster the development of online and face-to-face learning communities for both students and educators that are focused on creativity, innovation, cognitive complexity, and the effective integration and implementation of learning technologies.
- Work directly with teachers and students – and partner with other educators, families, communities, and organizations – to develop and facilitate exemplary technology-infused learning environments for all students.
- Provide training to certified and classified staff in the use of instructional and district standard software products for the purpose of improving work efficiency and effectiveness.
- Model exemplary practices regarding technology implementation and integration.
- Develop and maintain a collection of just-in-time resources for teacher self-development and family technology supports.
- Create resource sharing and dissemination channels that support technology-related learning and teaching by others.

### **Terms of Employment:**

- 210 days per year



## **Release of a Diploma (Peotone High School)**

**REPORT NO. 46:**

**FOR ACTION:      APPROVAL OF THE RENEWAL OF THE CLOVERLEAF MILK CONTRACT FOR THE 2021-2022 SCHOOL YEAR.**

The Board will need a motion to approve the **Renewal of the Cloverleaf Milk Contract** for the 2021-2022 school year.

**MOTION REQUIRED:      ROLL CALL VOTE.**

**REPORT NO. 47:**

**FOR ACTION:      APPROVAL OF THE LANDSCAPING BID OF VITAL LAWN CARE & LANDSCAPE FOR THE DISTRICT.**

The Board will need a motion to approve the **Landscaping Bid of Vital Lawn Care and Landscape for the District.**

**MOTION REQUIRED:      ROLL CALL VOTE.**

**REPORT NO. 48:**

**FOR ACTION:      APPROVAL OF THE ADOPTION OF THE RESOLUTION AUTHORIZING THE PARTICIPATION IN THE TRS SUPPLEMENTAL SAVINGS PLAN (SSP)**

The Board will need a motion to approve the **Adoption of the Resolution Authorizing the Participation in the TRS Supplemental Savings Plan (SSP).**

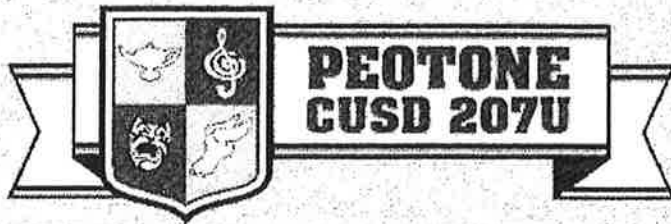
**MOTION REQUIRED:      ROLL CALL VOTE.**

**REPORT NO. 49:**

**FOR ACTION:      APPROVAL OF THE AGREEMENT OF INTENT TO ABATE PROPERTY TAXES FOR SILVESTRI PAVING COMPANY.**

The Board will need a motion to approve the **Agreement of Intent to Abate Property Taxes for Silvestri Paving Company.**

**MOTION REQUIRED:      ROLL CALL VOTE.**



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

**ADMINISTRATION**

Steve Stein  
Superintendent

Dr. Charles Vitton  
Asst. Superintendent of  
Curriculum & Technology

Trevor Moore  
Chief School Business  
Official

Amy Loy  
Director of Special Services

January 15, 2021

**NOTICE OF COMPLETION**

To:  
Peotone Board of Education

From:  
Amy Loy, Director of Special Services

RE: Jaden Clark release of diploma



Please be advised that Jaden N Clark (dob 12/10/1998) has completed his educational programming and has earned his high school diploma as of 12/9/2020.

Please authorize the release of his high school diploma for Peotone School District 207U.

**BOARD OF EDUCATION**

Tara Robinson  
President

Richard Utthe  
Vice President

Jennifer Moe  
Secretary

Jodi Becker  
Trustee

Roger Bettenhausen  
Trustee

Paul Douglas  
Trustee

Jody Thatcher  
Trustee

Sincerely,

Mrs. Amy Loy  
Director of Special Services  
708-258-0991, ext. 3106  
[aloy@peotoneschools.org](mailto:aloy@peotoneschools.org)



## **Cloverleaf Milk Contract for the 2021-2022 school year**

## CONTRACT RENEWAL FORM

### PARTIES

School District: School District 207U

Contractor: CloverLeaf Farms Distributors

Address: 212 West Wilson Street

Address: 13835 S Kostner Ave.

City, State: Peotone, Illinois 60468

City, State: Crestwood, Illinois 60418

### EXTENSION TERMS

This Contract Renewal is made effective for the 2021 / 2022 school year: by and between School District and Contractor. Whereas the current Agreement expires on the listed Expiration Date and both parties desire to extend and continue the agreement; it is provided that the Agreement shall be extended for an additional term, through the listed Adjusted Expiration Date. This Renewal shall be on the same terms and conditions as contained in the original agreement and as set forth and incorporated herein excepting only for the modification to the 1) Expiration Date of the original agreement and 2) an increase of \$0.01 per half pint.

### DATES

Expiration Date: June 2021

Adjusted  
Expiration Date: June 2022

### SIGNATURES

School District  
Representative: \_\_\_\_\_

Contractor  
Representative: Michael Bailey

Signature \_\_\_\_\_

Signature Michael Bailey

Title \_\_\_\_\_

Title President

Date \_\_\_\_\_

Date January 15, 2021



## **Memorandum of Landscaping Bid of Vital Lawn Care and Landscape**



District Office  
212 West Wilson Street  
Peotone, Illinois 60468  
Telephone No.: 708-258-0991  
Fax No.: 708-258-0994  
[www.peotoneschools.org](http://www.peotoneschools.org)

### ADMINISTRATION

Steve Stein  
Superintendent

Dr. Charles Vitton  
Assistant Superintendent

Trevor Moore  
Chief School Business  
Official

Amy Loy  
Director of Special Services



### BOARD OF EDUCATION

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Jodi Becker  
Trustee

Jody Thatcher  
Trustee

**To:** Peotone CUSD 207U Board of Education

**From:** Trevor J. Moore, Chief School Business Official

**RE:** 2021 Landscaping Contract

**Date:** February 9, 2021

**Members of the Board:**

Starting in 2020, the Board decided it was a better option for the District to outsource the grass cutting at our five locations due to the fact that our equipment was aging, the existing staff could not keep up with everything that needed to be done, and the fact that it can be done much more efficiently by an outside company.

In January, solicited bids from local companies by publishing the specifications on our website and advertising in *The Vedette* that we were accepting bids for the 2021 growing year. We were pleased to receive 6 bids with the lowest being \$815 per cut for all five locations. This is actually a better price than we received last year, likely do to the scale of the winning bidder's operation.

After doing some reference checks and confirming that the bid matched our specifications, we are confident that they will be capable of doing the work in 2021.

On behalf of the Operations and Maintenance Department, **I recommend you accept the 2021 landscaping/grass cutting bid of Vital Lawncare and Landscape** for a price of \$815 per cut during the months of April-November (cutting as needed).

Please contact me with any further questions.

Sincerely,

Trevor J. Moore  
Chief School Business Official  
Peotone CUSD 207U



## **Resolution Authorizing the Participation in the TRS Supplemental Savings Plan**



District Office  
212 West Wilson Street  
Peotone, Illinois 60468  
Telephone No.: 708-258-0991  
Fax No.: 708-258-0994  
[www.peotoneschools.org](http://www.peotoneschools.org)

### **ADMINISTRATION**

Steve Stein  
Superintendent

Dr. Charles Vitton  
Assistant Superintendent

Trevor Moore  
Chief School Business  
Official

Amy Loy  
Director of Special Services



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Trustee

Jodi Becker  
Trustee

Jody Thatcher  
Trustee

**To:** Peotone CUSD 207U Board of Education

**From:** Trevor J. Moore, Chief School Business Official

**RE:** Adoption of TRS SSP Resolution

**Date:** February 10, 2021

**Members of the Board:**

I am bringing forward a resolution this month requesting your approval. This is not something we have a choice not to implement. This is a change in the State of Illinois Teacher's Retirement System pension plan that allows members to voluntarily contribute to a defined contribution benefit plan.

This plan will be administered by TRS starting next school year and will operate similar to a 403(b) or 401(k) plan. Any of our employees in a TRS eligible position will be able to make an election to contribute each payroll.

This will not result in any added benefits provided by Peotone CUSD 207U. Your approval of the resolution will allow me to fill out the necessary paperwork to establish this plan for our employees. Their elections will be remitted to TRS each pay period and those savings will remain with them no matter what their future holds, whether that be with another school district or in another position not covered by TRS.

**I recommend you approve this resolution** at the February 17, 2021 Board Meeting.

Please contact me with any further questions.

Sincerely,

Trevor J. Moore  
Chief School Business Official  
Peotone CUSD 207U

**RESOLUTION AUTHORIZING THE PARTICIPATION IN THE TRS  
SUPPLEMENTAL SAVINGS PLAN (SSP)**

**WHEREAS**, the BOARD OF EDUCATION OF PEOTONE COMMUNITY UNIT SCHOOL DISTRICT NO. 207-U, WILL AND KANKAKEE COUNTIES, ILLINOIS (the “Employer”) is a political subdivision of the State of Illinois, or an agency or instrumentality of the State of Illinois or of a political subdivision of the State of Illinois and thus, an eligible employer pursuant to Section 457(e)(1)(A) of the Internal Revenue Code of 1986.

**WHEREAS**, on behalf of certain of its employees, the Employer wishes to adopt the Teachers’ Retirement System of the State of Illinois Supplement Savings Plan (the “Supplemental Savings Plan”) by entering into an Employer Participation Agreement between the Teachers’ Retirement System of the State of Illinois (the “System”) and the Employer.

**NOW, THEREFORE, BE IT RESOLVED**, that, effective February 17, 2021 the Employer shall enter into the Employer Participation Agreement, in substantially the same form as presented to the Board of the Employer, subject to the terms and conditions of the Supplemental Savings Plan.

**RESOLVED**, that the appropriate officers of the Employer (the “Authorized Officers”) be and hereby are authorized and directed to take any and all further action, including the execution and delivery of documents and instruments, as such Authorized Officers deem necessary or desirable in their sole discretion to effectuate fully and carry out the purposes of the foregoing resolutions and to insure that the Employer performs all of its duties and responsibilities, as set forth in the Employer Participation Agreement and the Supplemental Savings Plan.

Member \_\_\_\_\_ moved adoption of the Resolution, and  
Member \_\_\_\_\_ seconded it. Upon roll call vote, the members voted  
as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2021.

BOARD OF EDUCATION OF PEOTONE  
COMMUNITY UNIT SCHOOL  
DISTRICT NO. 207-U, WILL AND  
KANKAKEE COUNTIES, ILLINOIS

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary



# **Agreement of Intent to Abate Property Taxes for Silvestri Paving Company**

## **AGREEMENT OF INTENT TO ABATE PROPERTY TAXES**

WHEREAS, **SILVESTRI PAVING COMPANY** recently selected a Will County site in Monee for moving their corporate headquarters and has requested incentives from **PEOTONE SCHOOL DISTRICT NO. 207-U** in the form of real estate tax abatements, pursuant to the provisions of law, 35 ILCS 200/18-165 et seq., and

WHEREAS, **PEOTONE SCHOOL DISTRICT NO. 207-U** desires to grant certain incentives to **SILVESTRI PAVING COMPANY** to locate within such boundaries, subject to certain conditions, restrictions and limitations, and

• WHEREAS, **SILVESTRI PAVING COMPANY** has consented to those specified conditions, restrictions and limitations, and

WHEREAS, **PEOTONE SCHOOL DISTRICT NO. 207-U** wishes to effectuate such agreements pursuant to the provisions of Illinois law.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the parties agree as follows:

1. **DEFINITIONS**

As used herein, unless the context indicates otherwise, or unless specifically defined otherwise, the following terms shall be accorded the following meanings:

1.01 **SILVESTRI PAVING COMPANY**  
11621 S. Mayfield Avenue  
Alsip, IL 60803

1.02 **The County.**  
Will County, Illinois

1.03 **Supervisor of Assessments.**  
The Supervisor of Assessments of Will County, Illinois, charged with the statutory responsibility of reviewing and revising assessments of real property within the County of Will.

1.04 **Township Assessor.**  
The Assessor of the Township charged with the statutory responsibility of assessing real property within the Township.

1.05 **County Clerk.**  
The Clerk of Will County, Illinois, charged with the responsibility of extending real estate taxes against taxable real property.

1.06 **County Recorder.**

The Recorder of Deeds of Will County, Illinois, charged with the statutory responsibility of recording deeds, mortgages, liens, and other instruments affecting title to real estate.

1.07 Subject Property.

The real estate, and any subsequent improvements, consisting of the property more particularly described in Exhibit "A".

This legal description may change slightly to reflect the final site plan and building design.

1.08 Permanent Index Number.

The number or numbers assigned to the Subject Property by the Mapping and Platting Department of the County of Will, pursuant to the system for the listing of real estate for purposes of assessment and collection of taxes.

1.09 Assessed Valuation.

The value of the Subject Property as assessed by the Township Assessor and/or as revised by the Supervisor of Assessments and Board of Review.

1.10 Equalized Assessed Valuation.

The equalized assessed valuation (EAV) is the assessed value of real property, equalized by the application of the multiplier established for Townships within the County as established by the Supervisor of Assessments pursuant to 35 ILCS 200/9-75 and 200/9-205 or by the application of the multiplier established for Will County by the Illinois Department of Revenue either as a whole or by Township, pursuant to 35 ILCS 200/17-5 et seq.

For purposes of this Agreement, the EAV of the Subject Property as recorded on the books of the County Clerk shall conclusively be deemed the EAV of the Subject Property, except as set forth in Section 6.13 hereof.

1.11 Abatement.

The reduction of taxes levied against real estate, except that in no event shall the real estate taxes levied and extended on behalf of **PEOTONE SCHOOL DISTRICT NO. 207-U** for the payment and discharge of principal and interest on the bonded indebtedness of **PEOTONE SCHOOL DISTRICT NO. 207-U** is abated.

1.12 Insolvency of Owner.

**SILVESTRI PAVING COMPANY's** inability to meet its obligations as they become due, **SILVESTRI PAVING COMPANY's** adjudication as bankrupt, **SILVESTRI PAVING COMPANY's** general assignment for the benefit of creditors, **SILVESTRI PAVING COMPANY's** taking the benefit of any insolvency act, or the appointment of a permanent receiver or trustee in bankruptcy for **SILVESTRI PAVING COMPANY's** property.

1.13 Assessment Complaint.

A complaint filed by a taxpayer with the Will County Board of Review or the Property Tax Appeal Board of the State of Illinois that the real estate has been improperly assessed or is exempt.

1.14 Tax Rate Objections.

A taxpayer's challenge, of the mill rate applied to the Subject Property.

1.15 Residential Improvements.

Real estate improved with a house, an apartment building of not more than six living units, or residential condominium, a residential cooperative or a government-subsidized housing project, if required by statute to be assessed in the lowest assessment category.

1.16 Taxing Districts.

The following collective units of Illinois local government and school districts:

1. Forest Preserve District of Will County
2. Will County Building Commission
3. Green Garden Town Funds
4. Green Garden Road Funds
5. Peotone School District No. 207-U
6. Community College District No. 525
7. Frankfort Fire District
8. Peotone Public Library
9. County of Will

1.17 Owner

SILVESTRI PAVING COMPANY  
11621 S. Mayfield Avenue  
Alsip, IL 60803  
Owner of the Subject Property.

Parties

SILVESTRI PAVING COMPANY  
Peotone School District No. 207-U

2. Abatement of Taxes.

2.01 Subject to the terms of this Agreement, **PEOTONE SCHOOL DISTRICT NO. 207-U** agrees to abate ad valorem real estate taxes extended against the Subject Property as follows:

- (a) Abatements shall begin in the tax levy year that the project is substantially completed; the Subject property is fully assessed as improved property by the Township Assessor as indicated by the records of the Township Assessor; and **SILVESTRI PAVING COMPANY** certifies that an occupancy permit has been issued for the improved premises which are the subject of this Agreement. **SILVESTRI PAVING COMPANY** shall provide Peotone School

District 207-U written notice when all of these conditions exist. However, failure to provide notice shall not extend this agreement beyond the maximum 10-year period allowed by law.

- (b) The amount abated shall be **forty percent (40%)** of real estate tax payable by **SILVESTRI PAVING COMPANY**, attributable to the new improvements, based upon the Equalized Assessed Valuation of the Subject Property, except that in no event shall real estate taxes levied and extended on behalf of **PEOTONE SCHOOL DISTRICT NO. 207-U** for the payment and discharge of principal and interest on the bonded indebtedness of **PEOTONE SCHOOL DISTRICT NO. 207-U** be abated.
  - (c) Abatements shall be for a duration of **three (3)** consecutive tax levy years, commencing with the tax levy year to which the first abatement applies.
  - (d) In no event shall taxes be abated on the Subject Property for improvements made to that property after commencement of the abatement period as defined in Paragraph 2.01 (a).
  - (e) This agreement shall supersede all previous agreements put in place between **SILVESTRI PAVING COMPANY** and **PEOTONE SCHOOL DISTRICT NO. 207-U**.
- 2.02 **PEOTONE SCHOOL DISTRICT NO. 207-U** shall, within five (5) days following its adoption, serve upon **SILVESTRI PAVING COMPANY** a copy of the abatement resolution indicating filing with the County Clerk.
- 2.03 This Agreement and abatement resolution shall be certified by the County Clerk of Will County and shall be forwarded to the Supervisor of Assessments, County Clerk of Will County, and Will County Treasurer. Each year during the abatement period, a copy of **PEOTONE SCHOOL DISTRICT NO. 207-U's** annual certificate of levy shall likewise be distributed.
- 2.04 For the duration of this Agreement, **SILVESTRI PAVING COMPANY** shall inform the **PEOTONE SCHOOL DISTRICT NO. 207-U** of any and all changes in the Permanent Index Numbers identifying the Subject Property, within a reasonable time after **SILVESTRI PAVING COMPANY** is advised by the County of Will of such changed Permanent Index numbers. Peotone School District No. 207-U shall not be held responsible if **SILVESTRI PAVING COMPANY's** failure to so notify Peotone School District No. 207-U results in a defective abatement for the Subject Property caused by obsolete, incorrect or inaccurate Permanent Index Numbers.
- 2.05 **SILVESTRI PAVING COMPANY** shall provide **PEOTONE SCHOOL DISTRICT NO. 207-U** copies of each of its yearly real estate tax bills when rendered, for the property for purposes of auditing compliance with this Agreement.

### 3. Prohibited Acts.

- 3.01 Failure of **SILVESTRI PAVING COMPANY** to pay in full, or cause to be paid in full, all real estate taxes which are extended and billed against the Subject Property. In the event **SILVESTRI PAVING COMPANY** fails to pay in full such real estate taxes, **SILVESTRI PAVING COMPANY** shall have the opportunity to cure such failure for a period of 30 days after notice of the failure.
- 3.02 It is understood and agreed by the parties hereto that for a period of time commencing on the date of the Agreement and concluding on December 31 of the year in which the last abatement provided for herein is realized, **SILVESTRI PAVING COMPANY** shall not file tax rate objections or otherwise challenge the rate of taxes levied by and extended by **PEOTONE SCHOOL DISTRICT NO. 207-U** for the parcels subject to this agreement.

This Section 3.02 does not, by way of limitation, prevent **SILVESTRI PAVING COMPANY** from challenging the validity of the assessment of the Subject Property by the Township Assessor, Supervisor of Assessments, or Board of Review at any time during the term of this Agreement. (See Section 6.13 Below).

### 4. Cancellation/Recapture of Abatements

- 4.01 The obligation of **PEOTONE SCHOOL DISTRICT NO. 207-U** to abate taxes herein shall be terminated upon the occurrence of any of the following:
- (a) The insolvency of owner as defined in Section 1.12 of this agreement, but only in the event the insolvency causes the owner to cease operations at the Subject Property;
  - (b) Except as provided in Section 6.14 hereof, the sale of the Subject Property;
  - (c) The construction of residential improvements on the Subject Property, provided, however, that in the event said residential improvements are identified by separate Permanent Index Numbers, the cancellation of the abatement shall apply only to the abatement attributable to those Permanent Index Numbers so identified.
  - (d) On the happening of any of the prohibited acts specified in Section 3 of this Agreement.
- 4.02 In the event that any of the following events occur, abatements previously granted shall be repaid to **PEOTONE SCHOOL DISTRICT NO. 207-U** to the extent the prohibited acts prevent **PEOTONE SCHOOL DISTRICT NO. 207-U** from collecting unabated taxes:

- (a) **SILVESTRI PAVING COMPANY** files tax rate objections or otherwise challenges the rate of taxes levied by and extended by **PEOTONE SCHOOL DISTRICT NO. 207-U** during a period of time commencing on the date of this Agreement and concluding on December 31 of the year in which the last abatement provided for herein is realized;
- (b) Except as provided in Section 6.14 hereof, if there is an assignment of this Agreement and the Subject Property ceases to be operated as corporate headquarters.

4.03 This Agreement and the obligations of **PEOTONE SCHOOL DISTRICT NO. 207-U** hereunder shall terminate in the event that:

The Project is not substantially completed and operational within three (3) years of the date of this Agreement.

4.04 **SILVESTRI PAVING COMPANY** agrees that the expansion of its corporate headquarters will continue to operate as its corporate headquarters within the boundaries of the taxing district **PEOTONE SCHOOL DISTRICT NO. 207-U** for a period of not less than twice the period of the abatement and to repay the abatement to **PEOTONE SCHOOL DISTRICT NO. 207-U** if it fails to comply with this requirement.

## 5. Warranties and Representations

**SILVESTRI PAVING COMPANY** represents and warrants to **PEOTONE SCHOOL DISTRICT NO. 207-U** as follows:

- 5.01 That **SILVESTRI PAVING COMPANY** will commence construction, or cause the commencement of construction, before **PEOTONE SCHOOL DISTRICT NO. 207-U** shall have any further obligation to abate taxes as provided for herein.
- 5.02 That **SILVESTRI PAVING COMPANY** has provided the legal description of the Subject Property set forth in this Agreement and that said legal description is accurate and correct.
- 5.03 That **SILVESTRI PAVING COMPANY** certifies that the abatement of property taxes is an important ingredient in its decision to locate in the taxing district of **PEOTONE SCHOOL DISTRICT NO. 207-U** within Will County.
- 5.04 The property tax abatement for the subject property is for the benefit of **SILVESTRI PAVING COMPANY**.
- 5.05 That **SILVESTRI PAVING COMPANY** certifies that a minimum of **20 jobs** for Will County workforce will be created. Failure of this provision shall allow

**PEOTONE SCHOOL DISTRICT NO. 207-U** to rescind the abatement agreement and/or reevaluate the eligibility provisions for the purpose of adjusting the amount of the abatement percentage and/or the length of time of the abatement.

6. Miscellaneous

- 6.01 Failure of any party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements, and conditions herein contained, or any of them, upon any other party imposed, shall not constitute or be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement or condition, but the same shall continue in full force and effect.
- 6.02 Wherever appropriate in this Agreement, the singular shall include the plural, and the plural shall include the singular.
- 6.03 All section headings or other headings in this Agreement are for general aid of the reader and shall not limit the plain meaning or application of any of the provisions thereunder whether covered or relevant to such heading or not.
- 6.04 A copy of this Agreement and any amendment thereto, or a memorandum of this Agreement may be recorded by **Peotone School District No. 207-U**.
- 6.05 The officers of **SILVESTRI PAVING COMPANY** executing this Agreement warrant that they have been lawfully authorized by their Board of Directors to execute this Agreement on behalf of **SILVESTRI PAVING COMPANY**. The Superintendent hereby warrants that they have been lawfully authorized by the majority vote of the governing authority of **PEOTONE SCHOOL DISTRICT NO. 207-U**, the Peotone School District No. 207-U Board of Education, to execute this Agreement. **SILVESTRI PAVING COMPANY** and **PEOTONE SCHOOL DISTRICT NO. 207-U** shall, upon request, deliver to each other copies of all bylaws, resolutions, letters of direction, ordinances, or other documents required to legally evidence the authority to so execute this Agreement on behalf of the respective entities.
- 6.06 This Agreement sets forth all the promises, inducements, agreements, conditions, and understandings between **SILVESTRI PAVING COMPANY** and **PEOTONE SCHOOL DISTRICT NO. 207-U** relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than as herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced to writing and signed by them, which includes a majority vote of the Peotone School District No. 207-U Board of Education approving such alteration, amendment, change or addition.

- 6.07 This Agreement may be executed in two or more counterparts, each of which taken together, shall constitute one and the same instrument.
- 6.08 In the event of any default under or violation of this Agreement, the party not in default or violation shall serve written notice upon the party or parties in default or violation, which notice shall be in writing and shall specify the particular violation or default. Either party may request a meeting with the others to discuss the default or violation, or such meeting shall be held within thirty (30) days after such notice is given, and the parties shall in good faith attempt to resolve the default in a reasonable fashion.
- 6.09 Any notice, payment, request, instruction, or other document to be delivered hereunder shall be deemed sufficiently given if in writing and delivered personally or mailed by certified mail, postage prepaid, if to the County to:

**PEOTONE SCHOOL DISTRICT NO. 207-U**  
Attn: Superintendent of Schools  
212 West Wilson Street  
Peotone, IL 60468

and if to (Owner) to:

**SILVESTRI PAVING COMPANY**  
11621 S. Mayfield Avenue  
Alsip, IL 60803

It shall be the responsibility of each party hereto to notify the other parties, in writing, of a change in address and/or contact person.

- 6.10 In the event a court of competent jurisdiction shall determine that **PEOTONE SCHOOL DISTRICT NO. 207-U** does not have the power to perform any provision set forth in this Agreement, such provision shall be deemed to be excised herefrom and the invalidity thereof shall not effect any of the other provisions contained herein, and such judgment or decree shall relieve **PEOTONE SCHOOL DISTRICT NO. 207-U** only from performance under such invalid provision of this Agreement.
- 6.11 The recitals to this Agreement are hereby incorporated as a part of this Agreement and are hereby declared and found to be true and correct.
- 6.12 This Agreement shall be construed in accordance with and governed by the laws of the State of Illinois.
- 6.13 **SILVESTRI PAVING COMPANY** shall have the right to file an assessment complaint or otherwise challenge the validity of the assessment of the Subject Property by the Township Assessor, Supervisor of Assessments, or Board of Review at any time during the term of this Agreement. In the event such a complaint is filed or other challenge mounted, **SILVESTRI PAVING**

**COMPANY** waives any objections to intervention by **PEOTONE SCHOOL DISTRICT NO. 207-U** in any judicial, administrative or other proceeding at any time prior to or during such litigation/proceeding.

- 6.14 **SILVESTRI PAVING COMPANY** or any subsequent owner, shall not assign this Agreement to any person or entity, except **SILVESTRI PAVING COMPANY** without prior written consent of the governing authority of **PEOTONE SCHOOL DISTRICT NO. 207-U**, the Peotone School District No. 207-U Board of Education, except for internal assignment among entities with common ownership or the sale or change in ownership of **SILVESTRI PAVING COMPANY** or its parent corporation, so long as the new owner continues to operate the Subject Property as corporate headquarters. It is the obligation of **SILVESTRI PAVING COMPANY** to notify **PEOTONE SCHOOL DISTRICT NO. 207-U** about such internal assignments. No such assignment shall be effective, even if consented to by **PEOTONE SCHOOL DISTRICT NO. 207-U**, unless and until the Assignee acknowledges in writing to **PEOTONE SCHOOL DISTRICT NO. 207-U** that the obligations of **PEOTONE SCHOOL DISTRICT NO. 207-U** to **SILVESTRI PAVING COMPANY** or any Assignee hereunder are contingent upon certain conditions, covenants and the performance of certain obligations as set forth in this Agreement on the part of **SILVESTRI PAVING COMPANY** which such Assignee will assume.
- 6.15 **SILVESTRI PAVING COMPANY** shall employ, directly or indirectly, at all times during construction covered by this agreement, a minimum of seventy-five percent (75%) local (Will County) labor at the prevailing wage from Will County, Illinois, for construction, from the beginning to the completion of said construction covered by the abatement described herein.
- 6.16 All provisions of this Agreement shall be deemed severable, and if for any reason any portion of this Agreement is deemed invalid or unenforceable, or contrary to or in conflict with then applicable law, or materially incompatible with the procedures or requirements of any governmental agency (e.g. Will County Clerk's Office), then in any of such events, the invalid, unenforceable, conflicting or materially incompatible provision shall be severed and deleted from this Agreement, without affecting the validity or enforceability of other provisions hereof, except that if the tax abatements granted herein are severed from this Agreement, or otherwise not substantially realizable by **SILVESTRI PAVING COMPANY** this Agreement shall thereupon terminate.
- 6.17 If any material provision of this Agreement is or becomes materially incompatible with the procedures or requirements of any governmental agency (e.g. Will County Clerk's Office), or is otherwise subject to severance, the parties shall diligently use their reasonable best efforts to negotiate an alternative method of achieving the same result, thereby to preserve the benefits and obligations hereof for all parties hereto.

- 6.18 The total abatement provided by **PEOTONE SCHOOL DISTRICT NO. 207-U** shall not exceed the amount of \$4,000,000.
- 6.19 **SILVESTRI PAVING COMPANY'S** corporate headquarters referred to herein (the subject property) must be located within the taxing district boundaries of **PEOTONE SCHOOL DISTRICT NO. 207-U** at all times and if any portion of the subject property is or later becomes located outside such boundaries, then **PEOTONE SCHOOL DISTRICT NO. 207-U** may terminate this abatement agreement, or at its sole option, reduce the abatement in proportion to the percentage of the subject property that is located within such boundaries.

Member \_\_\_\_\_ moved adoption of the Resolution, and Member  
\_\_\_\_\_ seconded it. Upon roll call vote, the members voted as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2021.

BOARD OF EDUCATION OF PEOTONE  
COMMUNITY UNIT SCHOOL  
DISTRICT NO. 207-U, WILL AND  
KANKAKEE COUNTIES, ILLINOIS

(Owner)  
SILVESTRI PAVING

\_\_\_\_\_  
President

\_\_\_\_\_  
BY:

ATTEST:

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
BY:

\_\_\_\_\_  
DATED

\_\_\_\_\_  
DATED

**EXHIBIT A**

**Attach Legal Description here.**

### **REPORT NO. 50:**

**FOR ACTION:        APPROVAL OF THE ADOPTION OF THE RISK MANAGEMENT PLAN FOR THE DISTRICT.**

The Board will need a motion to approve **the Adoption of the Risk Management Plan for the District.**

**MOTION REQUIRED:        ROLL CALL VOTE.**

### **REPORT NO. 51:**

**FOR ACTION:        APPROVAL OF THE 2021-2022 DISTRICT SCHOOL CALENDAR**

The Board will need a motion to approve the **2021-2022 District School Calendar.**

**MOTION REQUIRED:        ROLL CALL VOTE.**

### **REPORT NO. 52:**

**FOR ACTION:        APPROVAL OF PERSONNEL  
(\*Contingent upon receipt and evaluation and employment documentation required by the District and the Illinois State Board of Education\*)**

The Board will need a motion to approve the following **Certified and Classified Staff Personnel.**

#### **CERTIFIED STAFF EMPLOYMENT:**

- Joy Whalen - PHS - Family & Consumer Science Teacher for the 2021-2022 school year - (effective date of 08/16/2021).
- Shawn Price - PHS - English Teacher for the 2021- 2022 school year- (effective date of 08/16/2021).
- Ryan Murray - PHS Art Teacher for the 2021-2022 school year- (effective date of 08/16/2021).
- Nate Matthias - PJHS - 6<sup>th</sup> Grade Boys Basketball Coach (effective date of 02/02/2021).

#### **CLASSIFIED STAFF EMPLOYMENT:**

- Jasmine Manitowabi - Transportation - Bus Aide (effective date of 02/03/2021).
- Dianne Wilbur - PES - SI Room Paraprofessional for the 2021-2022 school year (effective date 08/19/2021).



## **Risk Management Plan for the District**



District Office  
212 West Wilson Street  
Peotone, Illinois 60468  
Telephone No.: 708-258-0991  
Fax No.: 708-258-0994  
[www.peotoneschools.org](http://www.peotoneschools.org)

### **ADMINISTRATION**

Steve Stein  
Superintendent

Dr. Charles Vitton  
Assistant Superintendent

Trevor Moore  
Chief School Business  
Official

Amy Loy  
Director of Special Services



### **BOARD OF EDUCATION**

Tara Robinson  
President

Richard Uthe  
Vice President

Jennifer Moe  
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Roger Bettenhausen  
Trustee

Paul Douglas  
Trustee

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Trustee

Jody Thatcher  
Trustee

**To:** Peotone CUSD 207U Board of Education

**From:** Trevor J. Moore, Chief School Business Official

**RE:** Adoption of Risk Management Plan

**Date:** February 10, 2021

**Members of the Board:**

The risk management plan being presented to you has been co-developed by the administrative team and the District's attorney in an effort to outline what kinds of risk management activities can be categorized as tort expenses and paid with funds levied in the (80) Tort Fund.

While we do not have an extensive use of this fund, there are certainly expenditures that are paid out of this fund (primarily inspections and insurance) on a regular basis. What your adoption of this plan does is make sure we are legally protected from a taxpayer objection challenging the validity of expenses paid for using Tort funds.

As stated in the plan, this document can be amended from time to time. A revised plan will be brought to the Board for approval when changes are required. I feel confident that this document will provide legal protection to the district in the future if such taxpayer objections are made.

**I recommend you approve this plan** at the February 17, 2021 Board Meeting.

Please contact me with any further questions.

Sincerely,

Trevor J. Moore  
Chief School Business Official  
Peotone CUSD 207U

**PEOTONE COMMUNITY UNIT SCHOOL DISTRICT 207U**  
**RISK MANAGEMENT PROGRAM**

**2021**

Peotone Community Unit School District 207U shall have in operation a comprehensive Risk Management Program, which shall attempt to reduce or prevent the District's exposure to liability. It is important for the District: 1) to ensure that constitutional, statutory, regulatory and common law, health and safety rights are extended to all visitors, employees, and students; 2) to make certain that the District's buildings and grounds are maintained in a safe condition; 3) to provide careful supervision and protection of all the District's real and personal property, including vehicles; and 4) to control and manage costs relating to injuries.

The Illinois Local Government and Governmental Employees Tort Immunity Act, (745 ILCS 10/9-101 et seq.) (the "Act"), provides for a school district to levy a tax which, when collected, will pay the costs of risk care management. In addition, in pertinent part, it provides for funds raised pursuant to this section to be used:

- (i) to pay the cost of insurance, individual or joint self-insurance, (including reserves thereon), including all operating and administrative costs and expenses directly associated therewith, claims services and risk management directly attributable to loss prevention and loss reduction, legal services directly attributable to the insurance, self-insurance, or joint self-insurance program, and educational, inspectional, and supervisory services directly relating to loss prevention and loss reduction, participation in a reciprocal insurer as provided in Sections 72, 76 and 81, of the Illinois Insurer Code, or participation in a reciprocal insurer, all as provided in settlements or judgments defined under Section 9-102, including all costs and reserves directly attributable to being a member of an insurance pool, under Section 9-103;
- (ii) pay the costs of and principal and interest on bonds issued under Section 9-105;
- (iii) pay judgments and settlements under Section 9-104;

Funds raised pursuant to this Section shall only be used for the purposes specified in the Act, including protection against and reduction of any liability or loss described hereinabove and under Federal or State common or statutory law, the Workers' Compensation Act, the Workers' Occupational Diseases Act and the Unemployment Insurance Act.

As further and independent authority, Section 17-2.5 of the School Code (105 ILCS 5/17-2.5) provides that a school district may levy a tax, which when collected, may be used for the following purposes related to risk management:

To pay the cost of settlements or judgments under Section 9-102 of the Act, to pay the costs of protecting itself or its employees against liability, property damage or loss, including all costs and reserves of being a member of an insurance pool, under Section 9-103 of that Act, to pay the costs of and principal and interest on bonds issued under Section 9-105 of that Act, to pay tort judgments or settlements under Section 9-104 of that Act, to the extent necessary to discharge such obligations and to pay the cost of risk care management programs in accordance with Section 9-107 of that Act.

As additional and independent authority for the School District's Risk Management Program, the District cites: In re Objections to Tax Levies of Freeport School District 145, Freeport Park District, Pearl City School District No. 200 and Highland Community College District No. 519, for the year 2000, Appellate Court at Illinois, 2<sup>nd</sup> Dist. No. 01-TX-29 (2007), wherein the Court approved the use of the Tort Fund levy to fund Risk Management Programs.

The District's Risk Management Program shall provide for:

- 1) Identification of various components of risk management.
- 2) Adequate insurance against liability exposure.
- 3) Identified and allowable costs for the maintenance of the Risk Management Program.
- 4) Ongoing review of the Risk Management Program and its implementation.

## **DEFINITIONS**

**Liability**      Legal responsibility for claims for injury to persons, property, reputation, character, estate or privilege to the fullest extent comprehended by the Act. This excludes liability based exclusively on contract or criminal penalties, but includes liability based, actually or potentially, in whole or in part, on common law tort, statute, constitution, or regulations of the United States or the State of Illinois or any other state, or any of their subdivisions.

**Risk Management**    The intentional effort to avoid the incursion of liability or property damage by the School District, its Board of Education, and its agents to the fullest extent comprehended by the Act. It is the Board's intention that Risk Management shall be defined and applied as broadly as permissible under the law. Risk Management includes, but is not limited to, the following School District functions:

- 1) avoidance of injury on District premises, at District-sponsored activities, or resulting from the condition of District real or personal property or the actions or omissions of District agents
- 2) liability insurance, including commercial insurance, self-insurance and insurance through cooperative means
- 3) workers compensation and unemployment insurance
- 4) property damage insurance
- 5) tort judgments and settlements
- 6) tort bond costs
- 7) legal fees and costs related to civil rights and tort actions
- 8) security measures for students, staff and property
- 9) inspection and repair costs to maintain school facilities in, or return school facilities to a safe and usable condition
- 10) asbestos abatement
- 11) blood-borne pathogen controls
- 12) school safety and crisis management plans
- 13) compliance with safety and health regulations, including but not limited to those relating to student health and safety, hazardous materials, radon, lead, occupational safety and health, science and industrial/vocational educational safety, underground storage tanks, and vehicles
- 14) reactions or responses to accidents or threatened injuries to the extent such reactions or responses are designed to avoid aggravating the extent of injuries
- 15) harassment and discrimination response policies and procedures

## **COMPONENTS**

The Program shall consist of the following:

- 1) the School Safety Plan;
- 2) the Crisis Intervention Plan;
- 3) the Hazardous and Infectious Materials Board Policy, and the Blood Borne Pathogens Plan, incorporated herein by reference;
- 4) the Asbestos Abatement Program, incorporated herein by reference;
- 5) the District Safety Manual, incorporated herein by reference;
- 6) the Insurance/Compensation Program, incorporated herein by reference;
- 7) all other Risk Management functions provided for or described herein;
- 8) such other Risk Management functions as may be specifically identified; and
- 9) coordination, direction and review of the Plan by the Administration and staff.

All components incorporated herein by reference shall be subject to independent revision or modification by the Board of Education or Administration without the need for revision of this Plan.

### **ADMINISTRATION**

#### **GENERAL**

The general, overall responsibility for the development and maintenance of the District's Risk Management Program rests with the Chief School Business Official (the "CSBO"), under the supervision, guidance and control of the Superintendent. The CSBO shall be responsible for the development of the Program, identifying the various components of the program, and delegating responsibilities for these components to the appropriate personnel as necessity indicates. It is expected that CSBO will continually evaluate the effectiveness of the Program and apprise the Superintendent and the Board of needed revisions, additions or deletions to the components and assigned responsibilities, sharing such information with the Board of Education and Superintendent annually.

#### **INSURANCE/COMPENSATION**

A primary component of the Risk Management Program is the provision of an insurance/compensation program that will provide protection to the District against liability. Portions of this risk management component shall include, but not be limited to:

1. Purchase of insurance consultant services, as needed.

2. Premiums for various necessary insurance, including all liability insurance, building and fleet insurance, workers' compensation, unemployment compensation, property damage insurance, personnel bonds, etc.
3. Pay judgments or settlements arising against the District.
4. Pay for all legal fees connected with protecting or defending the District against liability.
5. Allowance for the time expended by assigned District personnel concerning the above delineated assignments.

### **HEALTH AND SAFETY**

The District employs a **School Resource Officer** for the protection and welfare of its students and staff. The **School Resource Officer** performs many risk management duties in terms of responding to student conduct incidents, intervening when possible criminal conduct has occurred, and safeguarding staff and students. As a result of his/her job responsibilities, they expend **one hundred-percent (100%)** of their time meeting risk management objectives.

The District employs **Crossing Guards** for the protection and welfare of students who are required to walk across busy streets to enter and leave school grounds. This minimizes the chance that a student will be struck by a vehicle while approaching or leaving school property. As a result of their job responsibilities, they expend **one hundred-percent (100%)** of their time meeting risk management objectives.

While it is recognized that many other positions include assignments which lend themselves to avoidance of exposure to tort and risk management situations, no effort has currently been made by the District to allocate a portion of their time to the Risk Management Program, because the District does not intend to compensate said positions using Tort funds.

## **REVIEW AND REVISION**

The CSBO shall regularly review the operation of the Program, provide for needed revisions and modifications, and recommend actions by the Board of Education as necessary. The review process consists of identifying and analyzing loss exposure; selecting a technique or combination of techniques to be used to handle each exposure; implementing the chosen technique; and monitoring the decisions made and implementing appropriate changes.

## **SUMMARY OF TORT FUND EXPENDITURES**

### **INSURANCE:**

Building, Workers' Compensation, Unemployment Insurance, Errors and Omissions, Liability, Fleet, Personnel Bonds, and other as deemed necessary.

### **SERVICES:**

- Legal fees connected with protecting or defending the District against liability
- Insurance consultant
- Consultants or training of employees concerning HIV, Hepatitis B and communicable diseases
- Legal fees for defending against Constitutional and civil rights violations and tort suits
- Security Services

### **JUDGMENT:**

Any and all judgments or settlements against the District for constitutional, civil rights and tort claims.

### **OTHER:**

Other such expenses that the administration deems appropriate under the Tort Immunity Act.

## **TORT EXPENDITURES (Examples only)**

Risk Management and/or Insurance Related:

- Risk Management Administrative Expenses

- Loss Prevention Program Expenses
- Treasurer's Bond
- Vehicle Insurance
- Comprehensive School Package Policy
- Unemployment Insurance
- Workers' Compensation Insurance
- School Board Legal Liability
- Umbrella Policies
- Malpractice Insurance (Nurses)
- Vandalism Expenses
- Insurance Deductible Costs

#### Buildings/Grounds Alterations:

- Surveys or Removal of Underground Storage Tanks
- Testing or Building Alterations Related to Sick Building Syndrome
- AHERA Compliance
- ADA Compliance
- Playground Equipment Repairs
- Replacement Playground Equipment (if determined unsafe)
- Testing for Radon
- Testing for Lead in Drinking Water
- Asphalt Repairs and Seal Coating (Playground areas determined unsafe)

#### Security:

- School Resource Officers/Police Liaisons

#### Blood Borne Pathogens:

- Purchase of Universal Precaution Kits (bandages, Bactine, Lysol, etc.)
- Costs Related to Personal Protective Equipment
- Costs Related to the Disposal of Bodily Fluids

#### Inclusionary Education Costs:

- Multidisciplinary Conference Costs (special consultants)
- Appeals, Hearings, Court Recorder Costs

#### Physical Education & Athletics

- Facility Inspections

#### Miscellaneous:

- Fees Associated with Attendance at Workshops pertaining to safety etc.
- Crossing Guards
- Fringe Benefit Costs Related to salaries for risk management personnel

Asbestos/Environment:

- Designated Person
- Samples
- Air Sampling Professional
- Project Manager



**2021-2022**  
**District School District**

**Peotone CUSD 207U**  
**2021-2022 School Calendar DRAFT 3**  
**Approved on: February 17, 2021**

Aug-20				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
15	16	17	18	19
23	24	25	26	27
30	31			

Aug Attendance: 10/10

Sep-20				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Sep. Attendance: 21/31

Oct-20				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Oct. Attendance: 18/49

Nov-20				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Nov. Attendance: 19/68

Dec-21				
M	T	W	TH	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Dec. Attendance: 13/81

Jan-22				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Jan. Attendance: 19/100

Feb-22				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

Feb. Attendance: 19/119

Mar-22				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Mar. Attendance: 18/137

Apr-22				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April Attendance: 19/156

May-22				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

May Attendance: 19/175

Jun-22				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

June Attendance: 0/180

1st & Last Day of School
Legal Holiday/Spring Break/Closed
Teacher Institute/Professional Dev
PT Conference
Half Day SIP
Emergency Days (if needed)

1st Semester = 81 Days  
 2nd Semester = 94 Days  
 Student Attendance Days = 175

Total Teacher Attendance Days = 180  
 Student Attendance Days + Parent/  
 Teacher Conference + Teacher Institutes

End 1st Qrt. Oct. 15  
 End 2nd Qrt. Dec. 17  
 End 3rd Qrt. March 11  
 End 4th Qrt. May 26  
 (Common Plan Dismissals)

August 18,19,20 Common Plan Dismissal  
 Kindergarten First Day Aug. 20  
 Pre-K First Day Aug. 23

Note: Parent/Teacher Conf. day  
 counts as a day of students  
 attendance for 176 days

**2021-2022 Proposed Public School Calendar for Peotone CUSD 207U, Draft, as of 2/11/2021**

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FIH = teacher inservice; PI, TI, TIH = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

**Total Days of Attendance: 176 Regular Day: 8:30AM - 3:20PM****Instruct. Day Lgth:****5 Hrs. 40 Mins.**

July 2021							August 2021							September 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2	3	4 HOL	26	27	28	29	30	31	1	30	31	1 X	2 X	3 X	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6 HOL	7 X	8 X	9 X	10 X	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13 X	14 X	15 X	16 X	17 XHS	18	19
19	20	21	22	23	24	25	16 TI	17 TI	18 X	19 X	20 X	21	22	20 X	21 X	22 X	23 X	24 X	25	26
26	27	28	29	30	31	1	23 X	24 X	25 X	26 X	27 X	28	29	27 X	28 X	29 X	30 X	1	2	3
2	3	4	5	6	7	8	30 X	31 X	1	2	3	4	5	4	5	6	7	8	9	10

July Atnd: 0

Accum: 0

Aug Atnd: 10

Accum: 10

Sept Atnd: 21

Accum: 31

October 2021							November 2021							December 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	1 X	2	3	25	26	27	28	29	30	31	29	30	1 X	2 X	3 X	4	5
4 X	5 X	6 X	7 X	8 X	9	10	1 X	2 X	3 X	4 X	5 X	6	7	6 X	7 X	8 X	9 X	10 X	11	12
11 HOL	12 X	13 X	14 X	15 X	16	17	8 X	9 X	10 X	11 X	12 X	13	14	13 X	14 X	15 X	16 X	17 X	18	19
18 X	19 X	20 X	21 X	22 X	23	24	15 X	16 X	17 X	18 X	19 X	20	21	20 NIA	21 NIA	22 NIA	23 NIA	24 NIA	25 HOL	26
25 X	26 X	27 XHS	28 FPT	29 NIA	30	31	22 X	23 X	24 NIA	25 HOL	26 NIA	27	28	27 NIA	28 NIA	29 NIA	30 NIA	31 NIA	1	2
1	2	3	4	5	6	7	29 X	30 X	1	2	3	4	5	3	4	5	6	7	8	9

Oct Atnd: 19

Accum: 50

Nov Atnd: 19

Accum: 69

Dec Atnd: 13

Accum: 82

January 2022							February 2022							March 2022						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1 HOL	2	31	1 X	2 X	3 X	4 X	5	6	28	1 X	2 X	3 X	4 X	5	6
3 TI	4 X	5 X	6 X	7 X	8	9	7 X	8 X	9 X	10 X	11 XHS	12 HOL	13	7 X	8 X	9 X	10 X	11 X	12	13
10 X	11 X	12 X	13 X	14 X	15	16	14 X	15 X	16 X	17 X	18 X	19	20	14 X	15 X	16 X	17 X	18 XHS	19	20
17 HOL	18 X	19 X	20 X	21 X	22	23	21 NIA	22 X	23 X	24 X	25 X	26	27	21 NIA	22 NIA	23 NIA	24 NIA	25 NIA	26	27
24 X	25 X	26 X	27 X	28 X	29	30	28 X	1	2	3	4	5	6	28 X	29 X	30 X	31 X	1	2	3
31 X	1	2	3	4	5	6	7	8	9	10	11	12	13	4	5	6	7	8	9	10

Jan Atnd: 19

Accum: 101

Feb Atnd: 19

Accum: 120

Mar Atnd: 18

Accum: 138

April 2022							May 2022							June 2022						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1 X	2	3	25	26	27	28	29	30	1	30	31	1 XED	2 XED	3 XED	4	5
4 X	5 X	6 X	7 X	8 X	9	10	2 X	3 X	4 X	5 X	6 X	7	8	6 X	7	8	9	10	11	12
11 X	12 X	13 X	14 X	15 NIA	16	17	9 X	10 X	11 X	12 X	13 XHS	14	15	13	14	15	16	17	18	19
18 NIA	19 X	20 X	21 X	22 X	23	24	16 X	17 X	18 X	19 X	20 X	21	22	20	21	22	23	24	25	26
25 X	26 X	27 X	28 X	29 X	30	1	23 X	24 X	25 X	26 TI	27 XED	28	29	27	28	29	30	1	2	3
2	3	4	5	6	7	8	30 HOL	31 XED	1	2	3	4	5	4	5	6	7	8	9	10

Apr Atnd: 19

Accum: 157

May Atnd: 18

Accum: 175

June Atnd: 1

Accum: 176

**2021-2022 Peotone CUSD 207U as of 2/11/2021****Calendar Legend - Totals for the Year**

Calendar Code	Code Description	No. of Days	Totals
X	Pupil Attendance Day	170	
XHS	Half-Day School Improvement Program	5	
FPT	Full-Day Parent/Teacher Conference	1	
			Total Days Toward Pupil Attendance: 176
XED	Emergency Day-Proposed	5	
TI	Teacher Institute/Workshop	4	
			Total Calendar Days: 185
HOL	Holiday	9	
NIA	Not in Attendance	21	

**PT /In-Service/School Improv./Act of God/Interrupted Days/Delayed Start-Explanations**

School Begin Date: 08/16/2021

School End Date: 06/06/2022

Regular Day: 8:30AM - 3:20PM

Instruct. Day Lgth: 5 Hrs. 40 Mins.

Cal. Date	Cal. Code	Code Descr.	Student Attend.	Activity Time	Brief Explanation for Activity or School Closing
08/16/2021	TI	Teacher Institute/Workshop			
08/17/2021	TI	Teacher Institute/Workshop			
09/17/2021	XHS	Half-Day School Improvement Program	8:30AM 12:00PM	1:00PM 3:30PM	Staff will work on school improvement plans.
10/27/2021	XHS	Half-Day School Improvement Program	8:30AM 12:00PM	1:00PM 3:30PM	Staff will work on school improvement plans.
10/28/2021	FPT	Full-Day Parent/Teacher Conference		10:00AM 6:00PM	Parent Teacher Conferences.
01/03/2022	TI	Teacher Institute/Workshop			
02/11/2022	XHS	Half-Day School Improvement Program	8:30AM 12:00PM	1:00PM 3:30PM	Staff will work on school improvement plans.
03/18/2022	XHS	Half-Day School Improvement Program	8:30AM 12:00PM	1:00PM 3:30PM	Staff will work on school improvement plans.
05/13/2022	XHS	Half-Day School Improvement Program	8:30AM 12:00PM	1:00PM 3:30PM	Staff will work on school improvement plans.
05/26/2022	TI	Teacher Institute/Workshop			

**CLASSIFIED STAFF  
CHANGE IN STATUS:**

- Jennifer Hall - PES Crossing Guard - adding Sanitation Position (3 hours per day - effective date of 01/25/2021).
- Dawn Mahalik - PHS -1:1 Paraprofessional to District - Nurse Clerk (effective date of 02/16/2021).

**RESIGNATION:**

- Julie Van - PHS - Cafeteria - (effective date of 01/29/2021).

**RETIREMENT:**

- Bruce Johnson - PJHS - Custodian - (effective date of 06/30/2021).

**MOTION REQUIRED:      ROLL CALL VOTE.**

**FOR DISCUSSION:**

- Summer School 2021
- Increasing Instructional Time
- Sports Update

**ADMINISTRATION REPORTS:**

**EXECUTIVE SESSION:**

For the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel; collective negotiating matters; student disciplinary cases and other matters relating to individual students; pending, probable, or imminent litigation; security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonable potential danger to the safety of employees, students, staff, the public or public property. **THERE MAY BE OR MAY NOT BE ACTION**

**FOLLOWING THE EXECUTIVE SESSION.**

**OTHER:**

**ADJOURNMENT:**

*The next scheduled regular board meeting will be on  
**Monday, March 15, 2021 at 6:00 p.m.**  
Peotone High School - Media Center*