

# **BOARD OF EDUCATION AGENDA**

**MONDAY, MAY 21, 2018  
REGULAR BOARD MEETING @ 6:00 p.m.  
PEOTONE HIGH SCHOOL - MEDIA CENTER**

**PEOTONE COMMUNITY UNIT SCHOOL DISTRICT 207- U- REGULAR BOARD MEETING**  
**MONDAY, MAY 21, 2018 - PEOTONE HIGH SCHOOL - MEDIA CENTER**

- I. **CALL TO ORDER:**
- II. **PLEDGE TO THE FLAG:**
- III. **ROLL CALL:**
- IV. **CONSENT AGENDA:**
- |  |    |
|--|----|
| A. Minutes of Regular Board Meeting and Executive Session (April 16, 2018) ..... | 1  |
| B. Minutes of the Special Board Meeting Executive Session (May 2, 2018). ....    | 11 |
| C. Treasurers' Report (April 2018) .....   | 12 |
| D. Imprest Fund (April 2018) .....   | 13 |
| E. General Fund Bills (May 2018). ....   | 20 |
| F. Activity Fund (April 2018). ....  | 34 |
- V. **GOOD NEWS:**
- |  |    |
|--|----|
| A. May Academic Student of the Month - PHS. ....                 | 38 |
| B. Kakankee Area Career Center – Student of the Year - PHS. .... | 38 |
| C. April/May Academic Students of the Month - PJHS. ....         | 38 |
| D. May Resolutions - PJHS. ....                                  | 39 |
- VI. **OPPORTUNITY FOR VISITORS TO SPEAK:**
- Check Presentation of Donation to the PES Lunch Account.  
SKILLUSA - Peotone Junior High School Members - Robotic Presentation.
- VII. **PMA PRESENTATIONS TO THE BOARD:**
- VIII. **PRESENTATION OF FY18 AMENDED BUDGET:**
- IX. **FOR DISCUSSION:**
- Discussion of the Meadow Creek Sub Division Annexation.
  - Discussion of the Water Drainage of the Teachers' Parking Lot at PJHS.
  - Discussion of the 2018-2019 Student Handbooks.
- X. **FOR ACTION:**
- |   |    |
|---|----|
| Report No. 74: Approval of a Teacher's Tenure .....   | 47 |
| Report No. 75: Approval of the Appointment of the School District's Attorney. ....              | 47 |
| Report No. 76: Approval of the Appointment of the School District's Treasurer. ....             | 47 |
| Report No. 77: Approval of the Second Reading and Adoption of Board Policies Jan/Feb 2018. .... | 47 |
| Report No. 78: Approval of the Second Reading and Adoption of Board Policy 5:30 .....           | 66 |
| Report No. 79: Approval of the School District's Depositories .....                             | 66 |
| Report No. 80: Establish Day, Time, Place of the Regular Meetings of Board of Education. ....   | 66 |
| Report No. 81: Approval of a Change to the 2018-2019 School Calendar.....                       | 66 |
| Report No. 82: Approval of FMLA Request .....   | 73 |
| Report No. 83: Approval of Personnel. ....  | 73 |
- XI. **ADMINISTRATION REPORTS:**
- XII. **EXECUTIVE SESSION:**
- For the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel; collective negotiating matters; presentation of evidence or testimony as authorized by law; purchase, lease, or sale of real or publicly owned property; investment contracts; security procedures which may include personnel; student disciplinary cases; litigation; issues under the Tort Immunity Act; professional ethics or performance; board self-evaluation; selection to fill a public office; and/or the discussion of previously closed minutes. ***THERE MAY BE/MAY NOT BE ACTION FOLLOWING THE EXECUTIVE SESSION.***
- XIII. **OTHER:**
- XIV. **ADJOURNMENT:**

**BOARD OF EDUCATION  
PEOTONE HIGH SCHOOL - MEDIA CENTER  
REGULAR BOARD MEETING - MONDAY, APRIL 16, 2018**

**ROLL CALL:**

At 6:04 p.m., President Robinson called the regular meeting to order and requested all who are present to stand and recite the Pledge of Allegiance. A roll call was taken and the following members answered aye (6): Mrs. Robinson, Mr. Uther, Mrs. Becker, Mrs. Moe, Mr. Douglas and Mr. Bettenhausen. Mrs. Thatcher was not present for the April Board Meeting.

**VISITOR'S LOG:**

No one signed the Visitors' Log.

**SPEAKER'S LOG:**

Mr. Tim Stoub, of Peotone, IL, Mrs. Melody Gass, of Monee, IL and Mrs. Grace Macek, of Monee, IL, signed the Speaker's Log.

**CONSENT AGENDA:**

Mrs. Robinson made a motion to approve the March's Consent Agenda.

Mr. Bettenhausen requested that before the Board approves the Consent Agenda for March 2018, he would like the March 19, 2018 Board minutes to be amended regarding his vote on **Report No. 59**, he voted aye and not nay. Mrs. Robinson made a motion to amend the March 19, 2018 minutes to reflect Mr. Bettenhausen's vote from nay to aye. Mr. Uthe seconded the motion and on a voice call vote, the following members answered (6) aye, Mrs. Becker, Mr. Uthe, Mrs. Robinson, Mrs. Moe, Mr. Douglas and Mr. Bettenhausen.

Mrs. Robinson made a motion to approve the Consent Agenda. Mr. Bettenhausen seconded the motion and on a roll call vote the following members answered aye (6): Mrs. Becker, Mr. Uthe, Mrs. Robinson, Mrs. Moe, Mr. Douglas and Mr. Bettenhausen.

**OPPORTUNITY FOR VISITORS TO SPEAK:**

**Mr. Tim Stoub, of Peotone, IL**, inquired about the Board's decision regarding the video recording of the regular Board meetings. He asked questions about the random drug testing at Peotone High School. And finally ask the Board "why we are still spending money when we don't have money".

**Mrs. Melody Gass, of Monee, IL**, wanted to thank the Board and Administration for everything they have done for our students. She wanted to stress to the community that we all need to support and pass a referendum for the District. On a final note, Mrs. Gass wanted to applaud the Board for taking measures to increase the security of our schools for our teachers, staff and students.

**Mrs. Gwen Macek, of Monee, IL,** had questions and concerns regarding about child's report card.

**Terry's Ford of Peotone, IL (Janet Earley and David Corradino)** presented a check to the Education Foundation in the amount of \$2,080.00 for our participation in **Drive 4 UR School** campaign. Adam Jones, a member of the Education Foundation reported to the Board that since 2011 our participation in the Terry Ford's **Drive 4 UR School**, the District has received over \$24,000 dollars. Janet Earley, of Terry's Ford stated that the Drive 4 UR School program has also provided over \$12,000.00 to the Helping Hands Food Pantry, which is our local food pantry. Terry's Ford is working on another Drive 4 UR School campaign for our District sometime in June.

Adam Jones also added that the Education Foundation has approved over \$8,000 in grants, and if any teachers or the schools have requests, please send them to the Education Foundation for review.

### **GOOD NEWS:**

#### ***Peotone High School Academic Student of the Month April 2018***

Superintendent Stein presented a certificate to Maggie Kuypers, daughter of Douglas and Emily Kuypers of Peotone. Maggie is a freshman at Peotone High School with a grade point average of 4.0 on a 4.0 grading scale and ranks 8th in her class of 103 students.

#### ***Peotone Junior High School Academic Students of the Month March 2018***

Superintendent Stein presented certificates to Ashley Renwick, 6<sup>th</sup> Grade student of the month and Madison Healy, 8<sup>th</sup> Grade student of the month. Jenna Mustafa, 7<sup>th</sup> Grade student of the month was not present at the Board meeting to receive her certificate. Mrs. Robinson did ask Mr. Wenzel to call Jenna's parents and invite her to the May Board Meeting to receive her certificate.

#### ***Peotone Junior High School Resolutions April 2018***

Superintendent Stein presented certificates to Kevin Hogan, 8<sup>th</sup> Grade student, Seth Lonard, 8<sup>th</sup> Grade student and Marco Spinnazola, 7<sup>th</sup> Grade student, for their participation and outstanding achievements in the IESA State Wrestling Meet along with their coaches, Josh Kreske, Craig Grotenhuis and Billy Izzi.

**FOR DISCUSSION:**

**Mr. Steve Stein, Superintendent**, discussed with the Board the advantages and disadvantages of the annexation of the Meadow Creek subdivision which is located on Harlem Avenue and north of Manhattan - Monee Road. This subdivision is currently part of the Crete-Monee School District.

**FOR ACTION:**

**REPORT NO. 66:**

**APPROVAL OF THE 2017-2018 AMENDED CALENDAR:**

Mr. Uthe made a motion to amend the 2017-2018 Amended Calendar. Mrs. Moe seconded the motion, and on a voice call vote, the following members answered (6) aye., Mr. Uthe, Mrs. Robinson, Mrs. Moe, Mr. Douglas, Mrs. Becker and Mr. Bettenhausen. The amended calendar includes the three (3) snow days used for the 17-18 school year.

**REPORT NO. 67:**

**APPROVAL OF THE TEMPORARY SUMMER CUSTODIAL POSITIONS.**

Mr. Uthe made a motion to approve the Temporary Summer Custodial Positions for the District. Mrs. Moe seconded the motion and on a roll call vote, the following members answered aye (6), Mr. Uthe, Mrs. Robinson, Mrs. Moe, Mr. Douglas, Mrs. Becker and Mr. Bettenhausen.

**REPORT NO. 68:**

**APPROVAL OF THE AUTHORIZATION TO AMEND THE FISCAL YEAR 17-18 BUDGET.**

Mrs. Moe made a motion to approve the authorization to amend the Fiscal Year 17-18 Budget. Mr. Uthe seconded the motion and on a roll call vote, the following members answered aye (6), Mr. Uthe, Mrs. Robinson, Mrs. Moe, Mr. Douglas, Mrs. Becker and Mr. Bettenhausen.

**REPORT NO. 69:**

**APPROVAL OF FOOD SERVICE BID FOR THE 2018-2019 SCHOOL YEAR.**

Mr. Uthe made a motion to approve the Food Service Bid for the 2018-2019 school year. Mr. Bettenhausen seconded the motion and on a roll call vote, the following members answered aye (6), Mr. Uthe, Mrs. Robinson, Mrs. Moe, Mr. Douglas, Mrs. Becker and Mr. Bettenhausen.

**REPORT NO. 70:**

**APPROVAL OF CHANGE OF THE REGULAR BOARD MEETING DATE FOR THE MONTH OF JUNE 2018.**

Mrs. Moe made a motion to approve the change of the Regular Board meeting date of Monday, **June 18, 2018** to Monday, **June 25, 2018**. Mr. Uthe seconded the motion and on a voice call vote, the following members answered aye (6) Mr. Uthe, Mrs. Robinson, Mrs. Moe, Mr. Douglas, Mrs. Becker and Mr. Bettenhausen.

## **REPORT NO. 71:**

### **APPROVAL OF THE FIRST READING OF BOARD POLICIES FOR JANUARY/FEBRUARY 2018.**

Mr. Uthe made a motion to approve the First Reading Policies for January/February 2018. Mr. Bettenhausen seconded the motion and on voice call vote, (6) the following members answered aye (6) Mr. Uthe, Mrs. Robinson, Mrs. Moe, Mr. Douglas, Mrs. Becker and Mr. Bettenhausen.

## **REPORT NO. 72:**

### **APPROVAL OF THE FIRST READING OF BOARD POLICY 5:30**

Mr. Uthe made a motion to approve the First Reading of Board Policy 5:30. Mrs. Moe seconded the motion and on voice call vote, the following members answered aye (6), Mr. Uthe, Mrs. Robinson, Mrs. Moe, Mr. Douglas, Mrs. Becker and Mr. Bettenhausen.

## **REPORT NO. 73:**

### **PERSONNEL - ADDENDUM (Additions & Revisions in Bold and Underline)**

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

Mrs. Robinson made a motion to amend the Personnel Addendum to change Kristin Houlihan from PES to PJHS. Mr. Uthe made a motion to approve the Personnel Addendum for Certified and Classified Staff listed below. Mr. Bettenhausen seconded the motion and on roll call vote, the following members answered aye (6), Mr. Uthe, Mrs. Robinson, Mrs. Moe, Mr. Douglas, Mrs. Becker and Mr. Bettenhausen.

### **CERTIFIED STAFF**

#### **EMPLOYMENT:**

- Steven Malm - School Psychologist - PHS/PJHS (effective date of 08/01/2018)
- Scott McAllister - 7<sup>th</sup> Grade Girls' Basketball - PJHS
- **Eric Peppmuller - Head Varsity Boys' Basketball Coach - PHS**

### **CERTIFIED STAFF**

#### **TENURE:**

- **Apostolos Tsiamas - Physical Education - PHS**
- **Stephanie Blamble - Special Education Teacher - PHS**
- **Kristen Houlihan - Art - PJHS**
- **Larry Deweese - Elementary Music - PES**

### **RETIREMENT: (4) Years - School Years 17-18, 18-19, 19-20, 20-21**

- Paula Gertler - 4<sup>th</sup> Grade Teacher - PIC
- June McAllister - 2<sup>nd</sup> Grade Teacher - PES

**RETIREMENT: (3) Years - School Years 18-19, 19-20, 20-21**

- Jan Mead - English Teacher - PHS
- Linda Corey - Family and Consumer Sciences - PHS
- Janice Hamning - 2<sup>nd</sup> Grade Teacher - PES
- **Mary Kay Honel - Art Teacher - PHS**

**RETIREMENT: (3) Years - School Years 19-20, 20-21, 21-22**

- Michele Clayton - Reading Specialist - PIC

**RESIGNATION:**

- Jeremy Guerrero - Science Teacher - PHS
- Jim Wedic - 7<sup>th</sup> Grade Girls' Basketball - (co-coach) - PJHS
- Steve Strough - 7<sup>th</sup> Grade Girls' Basketball (co-coach) - PJHS
- Scott McAllister - 6<sup>th</sup> Grade Girls' Basketball - PJHS
- Scott McAllister - 8<sup>th</sup> Grade Boys' Basketball - PJHS

**CLASSIFIED STAFF:**

**EMPLOYMENT**

- **Cheryl DeLorto - Paraprofessional - PIC (effective date 4-30-2018)**

**CHANGE OF STATUS:**

- Sue Love - Paraprofessional - PJHS
- Pam Tattersall - Paraprofessional - PHS
- Barbara Vincent - Paraprofessional - PIC

**RESIGNATION:**

- Tammy Holden - Paraprofessional - PIC

**ADMINISTRATION REPORTS:**

**Dr. Charles Vitton, Assistant Superintendent**, reported that Kindergarten Registration will be Thursday, April 19<sup>th</sup> from 5:30 p.m. to 7:00 p.m. at Peotone Elementary for all new students to the District. This year, our four year olds preschoolers who are graduating and moving on to Kindergarten, can now register online for Kindergarten for the 18-19 school year! Also, the Preschoolers will be having their step-up to PES on May 14<sup>th</sup>, and on May 16<sup>th</sup>, Cold Blooded Creatures will be coming to the Preschool for an exciting presentation.

Mrs. Schubbe will have an author visit from Fern Schumer Chapman, Holocaust author on Wednesday April 25<sup>th</sup>, along with her 92-year-old mother, who was a Holocaust survivor. The presentation will begin at 3:30 p.m. in the Media Center at the High School.

**Mr. Craig Fantin, Principal of Peotone High School**, reported on Tuesday, April 10<sup>th</sup>, we completed our all school testing day. Freshmen and sophomore students had the opportunity to take a practice SAT that we will hopefully get results for in a few weeks. All juniors took the official SAT which is a graduation

requirement and we are happy to report that all juniors showed up for the exam, therefore we do not have to have a make-up day.

Right now we are preparing for AP exams which begin Monday, May 7<sup>th</sup> and run through Wednesday, May 18<sup>th</sup>. I know that our students and teachers are working hard to make sure that students are ready to take their tests.

We are getting ready for Prom and Post-Prom which is Saturday, May 12<sup>th</sup> at CD & Me. I would like to send a big thank you out to our Post-Prom committee for hosting the Cash Bash which pays for our Post-Prom event. They raised over \$16,000 dollars, which is more than last year, and all of that goes back to our students which is absolutely fabulous.

**Mrs. Joanne Obszanski, Principal of Peotone Intermediate Center**, reported author visit at PES with Aaron Reynolds, and also wanted to thank Mrs. Davis for inviting our school to the Aaron Reynolds assembly. We have Miles of Smiles at PIC on April 16, 2018 along with Peotone Junior High and Peotone High School. There were 33 students between all three schools that were seen by Dr. Nelson. In the afternoon, we had 17 guest readers for our **D.E.A.R.** program. The Guest readers at PIC included: Steve Cross, Dave Przybyla/Berkots, McDonalds, Cheryl Delorto/Peotone Library, Scott Wenzel, Diane Hattendorf, Dana Schubbe, Deputy from Will County Sheriff's office, Recruiting Office / SSGT Scamporino, Brad Siemsen / Dralle Chevrolet, Dr. Anco, Mrs. Regan, Mrs. Rojas, Frankfort Fire Prevention Officer / Dennis Merz, Sgt. Michael Shake, Jake LaMore / Radio Announcer. On May 11<sup>th</sup> - 3rd grade to 4th grade step up day at PIC and on May 18<sup>th</sup> - 4th grade to 5th grade step up day at PJHS.

**Mr. Scott Wenzel, Principal of the Peotone Junior High**, reported that NWEA testing begins in the upcoming week to prepare for Data Day on May 15<sup>th</sup>. The 8th grade class attended to trips. First to the KACC Career Awareness Days and also to the Illinois Holocaust Museum. The 8th grade class will be taking the Illinois Science Assessment on April 18. The PJHS Academic groups have had a successful spring. The 8th grade Math team finished in 1st place at the Kan-Will Math contest. Individually, Michael Hunding placed 1st and Joel Lee placed 3rd. The 7th grade Math team finished in second place at the Kan-Will Math contest. Individually, Logan Woodcock was 2nd place and Ryan Gade was 4th place. The 6th grade team finished in fourth place. Individually, Colin Emsweller finished in 1st place. The PJHS Scholastic Bowl team is Kan-Will Conference Champions. Mrs. Schubbe has begun making the rounds talking to the students about summer reading books. We will be conducting the Spring MAP testing from April 30 through May 11. The 8th grade dance is Friday, May 4th.

**Mrs. Kathy Davis, Principal of Peotone Elementary** reported that we had our author visit from Aaron Reynolds today. The kids decorated the gym with creepy underwear and the entry way with nerdy birdies. Will County Forest Preserve came out and did some on-site lessons with our third grade students. Guardian Angels will be presenting to our students this Thursday and this meets the Erin's law requirement. Our PTO's spring book fair is the last week of April. Mr. Fantin



and I are working on the graduate walk. It will coincide with the commencement rehearsal as it has the past couple of years.

**Mrs. Jennifer Haag, Transportation Director**, reported that she is working on the summer bus routes for the ESY program.

**Mrs. Terry Wuske, Director of Food Services**, reported that everything is going good! Nothing new to report.

**Mrs. Wendy Bean, Assistant Principal of Peotone High School**, reported that we are making final adjustments to the master schedule for 2018-2019. Teachers will be receive their teaching assignments soon and counselors will begin to make any student schedule changes that are needed. Also Peotone High School will be putting on the "The Sound of Music" on May 4th, 5th, and 6th in the Auditorium. Tickets are on sale now through Ms. McKay's webpage.

**Mr. Dave Osborne, Maintenance Department**, reported that the District's Fire Marshall's inspection went very well. We are now getting ready for the ROE's Life Safety Inspections which is scheduled for April 23 and April 24, 2018 for all of buildings.

**Mrs. Patty Favela, Business Manager**, gave a state revenue update. Our total revenue from the state is estimated to be about \$2,270,000 for the 17-18 FY. We have received \$1,511,600 so far this year. So the state still owes us about \$758,400. The GSA money (now EBF money) has been coming in on target. The new Evidence Based Funding model initially predicted that the district would receive about \$67,000 of the \$366 million in new state funding for the 2017-2018 school year. Newly released reports show that we are now scheduled to receive only \$33,400. Mrs. Favela read an excerpt from the Evidence Based Funding for Student Success Act, siting that, "The evidence Based Funding for Student Act prioritizes distribution of new funding to the students with the most need and the most poorly funded school districts. The new formula calculates the cost of providing students with a high-quality education, the cost of adequacy, and assesses how far districts currently are from reaching that amount. Of the 853 districts in the state of Illinois, 313 districts fall into Tier 1, which are those districts that fall below 64% of adequacy. 347 districts fall into Tier 2, which are districts that are between 64% and 90% of adequacy, and 54 districts fall into Tier 3, which are districts that are considered to be between 90% and 100% of adequacy. 139 of the 853 districts fall into Tier 4, which are those districts that fall into the category of districts that are above 100% of adequacy". Peotone School District falls into tier 3. This means that the state has determined that Peotone School District has enough income and property wealth-therefore not requiring a great amount of funding and adequacy to fill the gaps established by the ACT.

This year, Mrs. Favela, took an initiative to set a deadline for expenditures in the district. According to Favela, "In order to provide for an orderly closeout, the district must take measures to make sure it plans ahead for all anticipated expenses". This year, the deadline for expenditures was April 9<sup>th</sup>. Next year she

hopes to be able to give more advance notice and have an earlier cut-off deadline. This is a common procedure for school districts looking to close out expenditures and to better prepare for the new fiscal year budgeting process. As we approach the end of the year, the district office is doing a big push to collect our past due fees for current year as well as for prior years. Notices were mailed out on Friday, April, 13<sup>th</sup>, reminding parents to clear up old balances before the end of the year. We are especially trying to collect on past due fees for seniors that might need to get college transcripts. The district's policy is that it doesn't release transcripts for students that have a balance on their account. Mrs. Moe questioned our policy for collection. Mrs. Favela responded that "notices are sent out on a regular basis, but the District doesn't have any current policy on file for the collection of fees. Due to staffing shortages in the district office, the task of fee collection was given to the building secretaries a few years ago. The district office has now taken this over and will now oversee the entire fee collection process". Mrs. Favela added that, "Some districts go as far as preventing students from participating in prom activities or graduation ceremonies. While I don't recommend that we take that route this year-it is something that we should consider in the future".

Mrs. Moe closed out the conversation stating that she would like to discuss the possibility of setting-up a committee for the collection of fees.

Our tax extension was finalized by both Will and Kankakee Counties. Our final extension is estimated to be about \$338,000 more in revenue from the previous year. Our EAV came in a little lower than what I had predicted-must have been due to exemptions since our new property stayed on target. The business office is continuing the budget line clean-up and review process. This will help the district comply with ISBE's new Site Based Expenditure Budgeting requirements which will take effect with FY 18-19. The district will hold an Amended Budget hearing on May 21, 2018. The amended budget will then be on display for 30 days and will be approved by the Board at the June 25, 2018 Board meeting.

**Mr. Steve Stein, Superintendent,** reported that we received three (3) Freedom of Information Act requests from Mr. James Bowden. And we received four (4) other Freedom of Information Act requests as well; one from a Law Office request if we have received a job application from an individual, another one from LOCAL 265 requesting if we need any sheet metal summer work, along with two additional requests, one from NBC Chicago, and another from the Schreiber Center inquiring about a School Resource Officer.

Mr. Stein reported that he has talked to Chief Mort, about the School Resource Officer and he stated that he thinks he can provide a School Resource Officer to the District, one or two days a week for no cost to the District. Mr. Stein will call Chief Mort again to confirm the arrangement.

Mr. Stein also reported on the construction project of Rathje Road from Joliet Road to Corning Avenue in Peotone. The construction project will begin mid-

May and it will be total shut down of roads. Mr. Stein stated that he will monitor the construction project throughout the summer.

**EXECUTIVE SESSION:**

At 7:45 p.m., Mr. Uthe made a motion to move the Board to meet in Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel; collective negotiating matters; presentation of evidence or testimony as authorized by law; purchase, lease, or sale of real or publicly owned property; investment contracts; security procedures which may include personnel; student disciplinary cases; litigation; issues under the Tort Immunity Act; professional ethics or performance; board self-evaluation; selection to fill a public office; and/or the discussion of previously closed minutes. Mrs. Robinson seconded the motion and on a voice vote, the following members answered aye (6): Mr. Uthe, Mrs. Robinson, Mrs. Moe, Mrs. Becker, Mr. Douglas and Mr. Bettenhausen. Mrs. Robinson reported that there will not be any action taken after the executive session.

**RETURN TO OPEN SESSION:**

At 8:31 p.m. Mrs. Robinson made a motion that the Board Return to Open Session. Mr. Uthe seconded the motion and on a voice call vote the following members answered aye (6): Mr. Uthe, Mrs. Robinson, Mrs. Moe, Mrs. Becker, Mr. Douglas, and Mr. Bettenhausen.

**ADJOURNMENT:**

At 8:31 p.m. Mrs. Robinson moved that the meeting be adjourned. Mr. Uthe seconded the motion and on a voice call vote the following members answered aye (6): Mr. Uthe, Mrs. Robinson, Mrs. Moe, Mr. Douglas, Mrs. Becker and Mr. Bettenhausen.

---

Tara Robinson, President

---

Cathy Cuculich, Reporter

30-Apr-18

**BANK RECONCILIATION**

First Midwest Bank  
 Less Adjustments  
 Plus: Adjustments  
 Less: Checks Outstanding (P)  
 Balance  
 2,510,449.83  
 7,453.00  
 2,502,998.83

**FUND RECONCILIATION**

	Education	Building	B & I	Transportation	I. M.R.F	Working Cash	Tort	F.P. & S.
Balance March 31 2018	276,058.52	151,691.93	39,099.68	380,378.05	355,444.64	3,597,395.44	258,789.17	4129.95
April Receipts	464,173.81	-3,623.68	1,916.67	307,823.06	12,512.09	331.89	0.00	0.11
	740,232.33	148,068.25	41,016.35	688,201.11	367,956.73	3,597,727.33	258,789.17	4130.06
April Dispersments	962,863.14	97,973.48	57,075.00	120,914.48	45,437.63	0.00	0.00	0
<b>Balance April 30 2018</b>	-222,630.81	50,094.77	-16,058.65	567,286.63	322,519.10	3,597,727.33	258,789.17	4130.06

**Balance April 30 2018**

-222,630.81      50,094.77      -16,058.65      567,286.63      322,519.10      3,597,727.33      258,789.17      4,130.06

**Total Balance April 30 2018**

4,561,857.60



Scot A Carder  
 Treasurer

**PEOTONE COMMUNITY DISTRICT 207-U  
IMPREST FUND  
April 30, 2018**

<b>Balance Brought Forward</b>	<b>\$ 15,000.00</b>
<b>Receipts</b>	<b>\$ 5,850.06</b>
<b>Disbursements</b>	
10 Ed Fund	\$ 5,678.95
20 Building	\$
30 Debt Service Fund or Fund Group	\$
40 Transportation	\$ 171.11
50 I.M.R.F/ Soc. Sec. Fund	\$
80 Tort Immunity and Judgment Fund	\$
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 5,850.06</b>
 <b>BALANCE ON HAND APRIL 30, 2018</b>	 <b>\$ 15,000.00</b>

# Bills Payable List

Printed: 04/30/2018 12:36:18PM  
 PEOTONE CUSD #207  
 Expense on Date: 4/1/2018 to 4/30/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>ALDERSON, RICK</b>		HS INTRSCHLSTC CONT SRVS		404	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>BAILEY, DARIN</b>		HS INTRSCHLSTC CONT SRVS		404	50.00	10-1500-310-300
		HS INTRSCHLSTC CONT SRVS		405	50.00	10-1500-310-300
					<u>\$100.00</u>	
<b>BARBER, EDISON</b>		HS INTRSCHLSTC CONT SRVS		401	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>BRASHARES, LIONEL</b>		HS INTRSCHLSTC CONT SRVS		405	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>BROCKMAN JR, ROY</b>		HS INTRSCHLSTC CONT SRVS		406	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>CASTILLO, STEVEN</b>		HS INTRSCHLSTC CONT SRVS		402	60.00	10-1500-310-300
		HS INTRSCHLSTC CONT SRVS		404	60.00	10-1500-310-300
					<u>\$120.00</u>	
<b>CLARK, SAM</b>		HS INTRSCHLSTC CONT SRVS		404	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>COAL CITY HIGH SCHOOL</b>		HS INTRSCHLSTC CONT SRVS		402	150.00	10-1500-310-300
					<u>\$150.00</u>	
<b>DENAULT, ANDREW</b>		HS INTRSCHLSTC CONT SRVS		402	60.00	10-1500-310-300
		HS INTRSCHLSTC CONT SRVS		404	60.00	10-1500-310-300
		HS INTRSCHLSTC CONT SRVS		405	60.00	10-1500-310-300
					<u>\$180.00</u>	
<b>EMPLOYEE BENEFITS CORP</b>		SUPPORT SERVICES RECRUITMENT		404	72.75	10-2640-350
					<u>\$72.75</u>	
<b>EWERS, JOSEPH</b>		HS INTRSCHLSTC CONT SRVS		401	170.00	10-1500-310-300
		JH INTRSCHLSTC CONT SRVS		404	360.00	10-1500-310-200
					<u>\$530.00</u>	
<b>FAKCO, GARY</b>		HS INTRSCHLSTC CONT SRVS		401	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>HAHS, TOM</b>		HS INTRSCHLSTC CONT SRVS		404	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>HANKEY, BRUCE</b>						

# Bills Payable List

Printed: 04/30/2018 12:36:18PM  
 PEOTONE CUSD #207  
 Expense on Date: 4/1/2018 to 4/30/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HS INTRSCHLSTC CONT SRVS		402	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>HANNAGAN, SCOTT</b>		HS INTRSCHLSTC CONT SRVS		402	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>HATTEN, JAMES</b>		HS INTRSCHLSTC CONT SRVS		404	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>HERSCHER HIGH SCHOOL</b>		HS INTRSCHLSTC CONT SRVS		404	175.00	10-1500-310-300
					<u>\$175.00</u>	
<b>HURLEY, LANCE</b>		HS INTRSCHLSTC CONT SRVS		404	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>ILLINOIS PHILHARMONIC ORCHESF</b>		MISCELLANEOUS (FIELD TRIPS)		405	266.00	10-1110-690
					<u>\$266.00</u>	
<b>JANOTA, ROBERT</b>		HS INTRSCHLSTC CONT SRVS		402	60.00	10-1500-310-300
		HS INTRSCHLSTC CONT SRVS		404	60.00	10-1500-310-300
					<u>\$120.00</u>	
<b>JOHNSON, CHARLES</b>		Void HS INTRSCHLSTC CONT SRVS		406	50.00	10-1500-310-300
		Void HS INTRSCHLSTC CONT SRVS		9,120	(50.00)	10-1500-310-300
					<u>\$0.00</u>	
<b>JOHNSON, CLARENCE</b>		HS INTRSCHLSTC CONT SRVS		407	50.00	10-1500-310-300
					<u>\$50.00</u>	
<b>JOHNSON, DALE</b>		HS INTRSCHLSTC CONT SRVS		405	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>KAFFEL, LARRY</b>		HS INTRSCHLSTC CONT SRVS		405	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>KAUFMAN, HOWARD</b>		HS INTRSCHLSTC CONT SRVS		400	50.00	10-1500-310-300
					<u>\$50.00</u>	
<b>KOKOS, JUSTIN</b>		HS INTRSCHLSTC CONT SRVS		404	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>KORRINGA, FRANCES</b>		TRANSPORTATION OTHER		401	21.80	40-2550-600
					<u>\$21.80</u>	
<b>LEESON, ED</b>		HS INTRSCHLSTC CONT SRVS		402	60.00	10-1500-310-300

# Bills Payable List

Printed: 04/30/2018 12:36:18PM  
 PEOTONE CUSD #207  
 Expense on Date: 4/1/2018 to 4/30/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$60.00</u>	
<b>LEIPART, JIM</b>		HS INTRSCHLSTC CONT SRVS		405	50.00	10-1500-310-300
					<u>\$50.00</u>	
<b>MAISONNEUVE, PAUL</b>		HS INTRSCHLSTC CONT SRVS		404	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>MANTENO HIGH SCHOOL</b>		HS INTRSCHLSTC CONT SRVS		402	200.00	10-1500-310-300
					<u>\$200.00</u>	
<b>MCDERMOTT, MIKE</b>		HS INTRSCHLSTC CONT SRVS		401	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>MOORE, THOMAS</b>		HS INTRSCHLSTC CONT SRVS		402	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>NAGEL JR, ROBERT</b>		HS INTRSCHLSTC CONT SRVS		400	50.00	10-1500-310-300
		HS INTRSCHLSTC CONT SRVS		401	50.00	10-1500-310-300
					<u>\$100.00</u>	
<b>PATTON, MICHAEL</b>		HS INTRSCHLSTC CONT SRVS		404	50.00	10-1500-310-300
					<u>\$50.00</u>	
<b>PEOTONE POSTMASTER</b>		POSTAGE		404	50.00	10-2510-340
					<u>\$50.00</u>	
<b>PEPE, DOUGLAS</b>		HS INTRSCHLSTC CONT SRVS		406	50.00	10-1500-310-300
					<u>\$50.00</u>	
<b>PERCH, ADAM</b>		HS INTRSCHLSTC CONT SRVS		402	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>PETERSON, JEFFREY</b>		HS INTRSCHLSTC CONT SRVS		404	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>PRIEBE, HERBERT</b>		HS INTRSCHLSTC CONT SRVS		404	60.00	10-1500-310-300
					<u>\$60.00</u>	
<b>SENECA HIGH SCHOOL</b>		HS INTRSCHLSTC CONT SRVS		403	150.00	10-1500-310-300
		HS INTRSCHLSTC CONT SRVS		403	150.00	10-1500-310-300
					<u>\$300.00</u>	
<b>SHELL CREDIT CARD CENTER</b>		TRANSPORTATION FUEL & SUPPLIES		402	60.66	40-2550-400
		TRANSPORTATION FUEL & SUPPLIES		402	(4.35)	40-2550-400



# Bills Payable List

Printed: 04/30/2018 12:36:18PM  
 PEOTONE CUSD #207  
 Expense on Date: 4/1/2018 to 4/30/2018

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	TRANSPORTATION FUEL & SUPPLIES		402	50.00	40-2550-400
	TRANSPORTATION FUEL & SUPPLIES		402	(3.72)	40-2550-400
	TRANSPORTATION FUEL & SUPPLIES		402	50.15	40-2550-400
	TRANSPORTATION FUEL & SUPPLIES		402	(3.43)	40-2550-400
				<u>\$149.31</u>	
<b>SKILLS USA</b>					
	DUES & FEES		401	32.00	10-2310-640
				<u>\$32.00</u>	
<b>STEEVES, THEODORA</b>					
	CO-CURRICULAR ACADEMIC CONTEST		405	390.80	10-1500-319
				<u>\$390.80</u>	
<b>STROH, HANNAH</b>					
	JH GRADUATION		401	100.00	10-2190-410-200
	HS GRADUATION		401	100.00	10-2190-410
				<u>\$200.00</u>	
<b>TAYLOR, REBECCA</b>					
	CO-CURRICULAR ACADEMIC CONTEST		405	502.40	10-1500-319
				<u>\$502.40</u>	
<b>THE ACADEMY</b>					
	TITLE II PROF DEVELOPMENT		406	400.00	10-2210-312
				<u>\$400.00</u>	
<b>WALKER, SHAUNTE</b>					
	ADMISIONS - OTHER		400	100.00	10-1719
				<u>\$100.00</u>	
<b>YOUNKER, GENE</b>					
	HS INTRSCHLSTC CONT SRVS		404	60.00	10-1500-310-300
	HS INTRSCHLSTC CONT SRVS		404	60.00	10-1500-310-300
	HS INTRSCHLSTC CONT SRVS		406	60.00	10-1500-310-300
				<u>\$180.00</u>	
			<b>Report Total</b>	<u><u>\$5,850.06</u></u>	

## Paid Accounts Payable (Fund Summary)

Page 1 of 1

Printed: 04/30/2018 12:37:52PM

PEOTONE CUSD #207

Expense on Date: 4/1/2018 to 4/30/2018

Fund Code	Description	Batch #	Amount
10	Education Fund	404	5,678.95
40	Transportation Fund	402	171.11
Report Total			<u>\$5,850.06</u>

## Paid Accounts Payable (Fund Summary)

Page 1 of 1

Printed: 04/30/2018 12:42:02PM

PEOTONE CUSD #207

Expense on Date: 4/1/2018 to 4/30/2018

Fund Code	Description	Batch #	Amount
10	Education Fund	404	5,678.95
40	Transportation Fund	402	171.11
Report Total			<u>\$5,850.06</u>



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

**ADMINISTRATION**

Steve Stein  
Superintendent

Dr. Charles Vitton  
Curriculum & Technology

Patricia Favela  
Business Manager

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

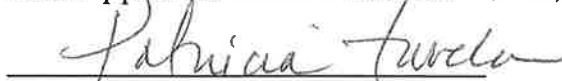
Jody Thatcher  
Trustee

May 16, 2018

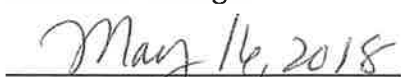
I have reviewed and recommend the approval of the attached invoices for payment.

Board Meeting Date: May 21, 2018

Total approved Invoiced Amount: \$409,019.45



Patricia Favela  
Business Manager

  
Date

# Bills Payable List

Printed: 05/17/2018 8:20:25AM  
 PEOTONE CUSD #207  
 Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>AMERICAN DRAPERY CLEANERS &amp;</b>						
		INSPECTION SERVICES		10	200.00	80-2367-300
		INSPECTION SERVICES		10	150.00	80-2367-300
					<u>\$350.00</u>	
<b>ANDERSONS</b>						
		BOARD OF ED OTHER		10	98.80	10-2310-690
					<u>\$98.80</u>	
<b>AREA SALT &amp; CHEMICAL INC</b>						
		TRANS SUPPLIES		10	37.95	40-2550-400
					<u>\$37.95</u>	
<b>BALMASEDA, DOMICIANO</b>						
		SPEC ED SUPPLIES		10	161.25	10-1200-410
		SPEC ED TRAVEL		10	44.48	10-1200-332
		SPEC ED SUPPLIES		10	52.50	10-1200-410
					<u>\$258.23</u>	
<b>BATTERMAN, DEBORAH</b>						
		HEALTH INS BEN EXEC ADMIN SECRETARY		10	250.00	10-2310-222
					<u>\$250.00</u>	
<b>BEAUPRES INC</b>						
		TRANS VEHICLE INSPECTION		10	398.00	40-2550-320
					<u>\$398.00</u>	
<b>BEAVER SHREDDING INC</b>						
		BUSINESS MANAGER MISC		10	190.00	10-2510-690
					<u>\$190.00</u>	
<b>BELL TECHLOGIX INC</b>						
		COMPUTER SOFTWARE		10	12,823.90	10-2630-470
					<u>\$12,823.90</u>	
<b>BERKOTS SUPER FOODS</b>						
		HS HOME ECONOMICS SUPPLIES		10	29.41	10-1420-410
		HS HOME ECONOMICS SUPPLIES		10	1.59	10-1420-410
		HS HOME ECONOMICS SUPPLIES		10	10.21	10-1420-410
		HS HOME ECONOMICS SUPPLIES		10	7.74	10-1420-410
					<u>\$48.95</u>	
<b>BMO MASTERCARD</b>						
		HS TEXTBOOKS		10	300.00	10-1130-420
		LIBRARY SUPPLIES		10	12.60	10-2220-410
		TITLE IV PURCHASED SERVICES		10	450.00	10-2210-390
		LIBRARY SUPPLIES		10	78.36	10-2220-410
		HS HOME ECONOMICS SUPPLIES		10	125.24	10-1420-410
		COMPUTER SUPPLIES		10	95.94	10-2630-410
		COMPUTER SUPPLIES		10	69.90	10-2630-410
		PREK SUPPLIES		10	53.12	10-1125-410
		PREK SUPPLIES		10	63.36	10-1125-410
		COMPUTER SUPPLIES		10	499.00	10-2630-410
		TECHNOLOGY NON CAPITALIZED EQUIP		10	89.00	10-2630-660
		HS TEXTBOOKS		10	59.00	10-1130-420

# Bills Payable List

Printed: 05/17/2018 8:20:25AM

PEOTONE CUSD #207

Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	FISCAL SERVICES SUPPLIES		10	219.98	10-2520-410
	IMP OF INSTR MISCELLANEOUS		10	37.96	10-2210-540
	TITLE I PROF DEVELOPMENT		10	1,353.12	10-2210-390
	TITLE I PROF DEVELOPMENT		10	215.00	10-2210-390
	IMP OF INST SUPPLIES		10	227.98	10-2210-410
	LIBRARY SUPPLIES		10	12.91	10-2220-410
	PES GENERAL SUPPLIES		10	14.95	10-1110-410
	COMPUTER SUPPLIES		10	71.28	10-2630-410
	COMPUTER SUPPLIES		10	89.97	10-2630-410
	TITLE I PROF DEVELOPMENT		10	315.00	10-2210-390
	LIBRARY SUPPLIES		10	30.00	10-2220-410
	COMPUTER SUPPLIES		10	(10.97)	10-2630-410
	TITLE I PROF DEVELOPMENT		10	315.00	10-2210-390
	COMPUTER SUPPLIES		10	62.97	10-2630-410
	TECHNOLOGY NON CAPITALIZED EQUIP		10	299.00	10-2630-660
	IMP OF INSTR MISCELLANEOUS		10	164.16	10-2210-540
	COMPUTER SUPPLIES		10	38.96	10-2630-410
	IMP OF INSTR MISCELLANEOUS		10	175.22	10-2210-540
	LIBRARY SUPPLIES		10	9.20	10-2220-410
	IMP OF INSTR MISCELLANEOUS		10	99.00	10-2210-540
	COMPUTER SUPPLIES		10	20.00	10-2630-410
	COMPUTER SUPPLIES		10	13.99	10-2630-410
	LIBRARY SUPPLIES		10	12.67	10-2220-410
	O & M SUPPLIES		10	409.08	20-2540-410
	ASSESTMENT AND TESTING		10	83.00	10-2230-316
	LIBRARY SUPPLIES		10	17.60	10-2220-410
	TITLE IV PURCHASED SERVICES		10	558.20	10-2210-390
	HOT LUNCH PROF DEVELOPMENT		10	200.00	10-2560-312
	HOT LUNCH PROF DEVELOPMENT		10	200.00	10-2560-312
	BOARD OF ED DUES & FEES		10	385.00	10-2310-640
	PES GENERAL SUPPLIES		10	51.34	10-1110-410
	PES GENERAL SUPPLIES		10	228.99	10-1110-410
	PES GENERAL SUPPLIES		10	1,641.03	10-1110-410
	O & M EQUIPMENT REPAIR		10	503.73	20-2540-320
	HS GENERAL SUPPLIES		10	116.92	10-1130-410
	HS GENERAL SUPPLIES		10	185.75	10-1130-410
	BUINESS MANAGER PROF DEVEOPMENT		10	2.01	10-2510-312
	BUINESS MANAGER PROF DEVEOPMENT		10	2.45	10-2510-312
	TRANS SUPPLIES		10	60.00	40-2550-400
	SPEC ED SUPPLIES		10	160.00	10-1200-410
	SPEC ED SUPPLIES		10	70.61	10-1200-410
	PIC GENERAL SUPPLIES		10	761.40	10-1110-410
	PIC GENERAL SUPPLIES		10	144.25	10-1110-410
	FISCAL SERVICES SUPPLIES		10	194.10	10-2520-410
	HEALTH SERVICES SUPPLIES		10	130.00	10-2130-410
	HEALTH SERVICES SUPPLIES		10	130.00	10-2130-410
	POSTAGE		10	25.95	10-2510-340
	O & M SUPPLIES		10	49.99	20-2540-410
	O & M SUPPLIES		10	4,695.73	20-2540-410

# Bills Payable List

Printed: 05/17/2018 8:20:25AM

PEOTONE CUSD #207

Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	F.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$16,890.00</u>	
<b>BOWLER STEDT, RUTA</b>						
		SPEC ED SUPPLIES		10	23.89	10-1200-410
					<u>\$23.89</u>	
<b>BSN SPORTS</b>						
		JH INTRSCHLSTC ATHLETIC SUPPLIES		10	216.72	10-1500-410
		HS INTRSCHLSTC ATHLETIC SUPPLIES		10	429.11	10-1500-410-300
					<u>\$645.83</u>	
<b>BUMPER TO BUMPER</b>						
		TRANS SUPPLIES		10	5.28	40-2550-400
		O & M SUPPLIES		10	136.11	20-2540-410
		TRANS SUPPLIES		10	(135.00)	40-2550-400
		TRANS SUPPLIES		10	28.92	40-2550-400
		TRANS SUPPLIES		10	36.10	40-2550-400
		TRANS SUPPLIES		10	151.71	40-2550-400
					<u>\$223.12</u>	
<b>CANON FINANCIAL SERVICES INC</b>						
		DISTRICT COPIERS		10	202.00	10-2570-325
		DISTRICT COPIERS		10	8,328.00	10-2570-325
					<u>\$8,530.00</u>	
<b>CARLSON, MICHELLE</b>						
		O & M TRAVEL		10	24.53	20-2540-332
					<u>\$24.53</u>	
<b>CDW GOVERNMENT INC</b>						
		TECHNOLOGY CAPITAL OUTLAY		10	2,046.66	10-2630-500
		TECHNOLOGY NON CAPITALIZED EQUIP		10	10,939.00	10-2630-660
		TECHNOLOGY NON CAPITALIZED EQUIP		10	2,726.00	10-2630-660
					<u>\$15,711.66</u>	
<b>CHG ALTERNATIVE EDUCATION INC</b>						
		SPEC ED PRIVATE TUITION		10	24,097.40	10-1912-670
		SPEC ED PRIVATE TUITION		10	13,871.00	10-1912-670
					<u>\$37,968.40</u>	
<b>CHRISTIANSEN, PATRICIA G</b>						
		HEALTH INS BEN EXEC ADMIN SECRETARY		10	250.00	10-2310-222
					<u>\$250.00</u>	
<b>CLAYTON, MICHELE</b>						
		TITLE I READING SUPP TRAVEL		10	137.89	10-1250-332
					<u>\$137.89</u>	
<b>CLOVERLEAF FARMS</b>						
		HOT LUNCH PROG FOOD SUPP		10	1,815.31	10-2560-410
					<u>\$1,815.31</u>	
<b>COMCAST</b>						
		TECHNOLOGY PURCHASED SERVICES		10	11,886.82	10-2630-300
					<u>\$11,886.82</u>	
<b>CONSTELLATION NEW ENERGY</b>						
		BUS ELECTRICITY		10	157.39	20-2540-466

Specialized Data Systems, Inc.

D:\TS\Peotone\SDSv8\Finance\Swf\_AP06.RPT

# Bills Payable List

Printed: 05/17/2018 8:20:25AM  
 PEOTONE CUSD #207  
 Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		PHS ELECTRICITY		10	9,330.13	20-2540-466
		PJHS ELECTRICITY		10	2,217.62	20-2540-466
		PES ELECTRICITY		10	1,024.76	20-2540-466
		PIC ELECTRICITY		10	869.21	20-2540-466
		CSC ELECTRICITY		10	498.50	20-2540-466
		PJHS ELECTRICITY		10	2,120.39	20-2540-466
					<u>\$16,218.00</u>	
<b>CONSTELLATION NEWENERGY GAS</b>		NATURAL GAS		10	10,726.70	20-2540-465
					<u>\$10,726.70</u>	
<b>CONTINUUM PEDIATRIC NURSING</b>		SPEC ED PRIVATE TUITION		10	5,125.00	10-1912-670
					<u>\$5,125.00</u>	
<b>COREY, LINDA L</b>		HS HOME ECONOMICS SUPPLIES		10	331.56	10-1420-410
					<u>\$331.56</u>	
<b>COWGER, MONICA</b>		HEALTH SERVICES TRAVEL		10	43.06	10-2130-332
		HEALTH INS BEN EXEC ADMIN SECRETARY		10	250.00	10-2310-222
					<u>\$293.06</u>	
<b>CROWN GYM MATS INC</b>		JH INTRSCHLSTC ATHLETIC SUPPLIES		10	195.00	10-1500-410
					<u>\$195.00</u>	
<b>CUCULICH, CATHY</b>		O & M TRAVEL		10	22.89	20-2540-332
					<u>\$22.89</u>	
<b>DEPKE</b>		HS INDUST ARTS SUPPLIES		10	21.60	10-1446-410
					<u>\$21.60</u>	
<b>DONNELLY, BRIDGET</b>		TRANS OTHER		10	203.83	40-2550-600
					<u>\$203.83</u>	
<b>DRALE CHEVROLET AND BUICK IN</b>		DRIVERS ED SUPPLIES		10	56.45	10-1700-400
		TRANS SUPPLIES		10	5.23	40-2550-400
		HS DRIVERS ED VEHICLE		10	500.00	10-1130-323
					<u>\$561.68</u>	
<b>EBS HEALTHCARE</b>		SPEC ED PURCHASED SERVICES		10	2,092.56	10-1200-390
		SPEC ED PURCHASED SERVICES		10	13,445.60	10-1200-390
					<u>\$15,538.16</u>	
<b>ECTS</b>		TECHNOLOGY PURCHASED SERVICES		10	4,603.58	10-2630-300
					<u>\$4,603.58</u>	
<b>ELIM CHRISTIAN SERVICES</b>		SPEC ED PRIVATE TUITION		10	6,200.47	10-1912-670



# Bills Payable List

Printed: 05/17/2018 8:20:25AM  
 PEOTONE CUSD #207  
 Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$6,200.47</u>	
<b>ELLMANS MUSIC CENTER INC</b>						
		JH MUSIC SUPPLIES		10	6.00	10-1120-410
					<u>\$6.00</u>	
<b>EMPLOYEE BENEFITS CORP</b>						
		SUPP SERVICES PURCHASED SERVICES		10	72.75	10-2640-390
					<u>\$72.75</u>	
<b>ERNST, KATHLEEN M</b>						
		HEALTH INS BEN EXEC ADMIN SECRETARY		10	250.00	10-2310-222
					<u>\$250.00</u>	
<b>FANTIN, CRAIG</b>						
		HS PRINCIPAL TRAVEL		10	65.95	10-2410-332-300
					<u>\$65.95</u>	
<b>FOUR POINT 0</b>						
		HS GENERAL SUPPLIES		10	115.00	10-1130-410
					<u>\$115.00</u>	
<b>FRONTLINE TECHNOLOGIES INC</b>						
		FISCAL SERVICES FIN SOFTWARE		10	2,000.00	10-2520-390
					<u>\$2,000.00</u>	
<b>GORDON ELECTRIC SUPPLY INC</b>						
		O & M SUPPLIES		10	23.69	20-2540-410
		O & M SUPPLIES		10	483.00	20-2540-410
		O & M SUPPLIES		10	45.45	20-2540-410
		O & M SUPPLIES		10	125.28	20-2540-410
					<u>\$677.42</u>	
<b>GRAHONYA, MELISSA E</b>						
		SPEC ED SUPPLIES		10	30.20	10-1200-410
					<u>\$30.20</u>	
<b>GREAT LAKES ELEVATOR SERVICE</b>						
		PHS INSPECTION SERVICES		10	900.00	80-2367-300
		PHS INSPECTION SERVICES		10	276.00	80-2367-300
		PHS INSPECTION SERVICES		10	720.00	80-2367-300
		PJHS INSPECTION SERVICES		10	240.00	80-2367-300
		PJHS INSPECTION SERVICES		10	300.00	80-2367-300
		CSC INSPECTION SERVICES		10	480.00	80-2367-300
		CSC INSPECTION SERVICES		10	300.00	80-2367-300
					<u>\$3,216.00</u>	
<b>HAMANN, ROBIN J</b>						
		SPEC ED TRAVEL		10	80.66	10-1200-332
		SPEC ED TRAVEL		10	39.24	10-1200-332
					<u>\$119.90</u>	
<b>HEALTH RESOURCE SERVICE MGM</b>						
		SPEC ED PURCHASED SERVICES		10	229.12	10-1200-390
		SPEC ED PURCHASED SERVICES		10	15.03	10-1200-390
					<u>\$244.15</u>	
<b>HERITAGE FS INC</b>						

# Bills Payable List

Printed: 05/17/2018 8:20:25AM  
 PEOTONE CUSD #207  
 Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		DRIVERS ED SUPPLIES		10	258.72	10-1700-400
		O & M VEHICLE MAINT/REPAIR LABOR		10	425.60	20-2540-323
		TRANS SUPPLIES		10	15,289.64	40-2550-400
					<u>\$15,973.96</u>	
HERMITAGE ART CO INC, THE		JH GRADUATION		10	63.33	10-2190-410-200
					<u>\$63.33</u>	
HOLLYWOOD, SCOTT		HS INTRSCHLSTC CONT SRVS		10	626.50	10-1500-310-300
					<u>\$626.50</u>	
HOPEWELL CAREER ACADEMY INC		SPEC ED PRIVATE TUITION		10	4,987.71	10-1912-670
		SPEC ED PRIVATE TUITION		10	4,987.71	10-1912-670
		SPEC ED PRIVATE TUITION		10	4,817.61	10-1912-670
		SPEC ED PRIVATE TUITION		10	4,817.61	10-1912-670
		SPEC ED PRIVATE TUITION		10	5,425.35	10-1912-670
					<u>\$25,035.99</u>	
IDEAL ENVIRONMENTAL ENGINEER		ASBESTOS INSPECTION SERVICES		10	4,129.10	80-2367-300
					<u>\$4,129.10</u>	
INTERSTATE BATTERY OF CHICAGO		O & M SUPPLIES		10	287.20	20-2540-410
		O & M SUPPLIES		10	89.75	20-2540-410
					<u>\$376.95</u>	
ITR SYSTEMS		PJHS O & M PURCHASED SERVICES		10	8,084.00	20-2540-390
					<u>\$8,084.00</u>	
J.W. PEPPER & SON INC		JH MUSIC SUPPLIES		10	11.25	10-1120-410
		JH MUSIC SUPPLIES		10	20.00	10-1120-410
					<u>\$31.25</u>	
JOSTENS INC		HS GRADUATION		10	26.66	10-2190-410
		HS GRADUATION		10	24.82	10-2190-410
		HS GRADUATION		10	(11.47)	10-2190-410
					<u>\$40.01</u>	
LANTER DISTRIBUTING LLC		HOT LUNCH PROG FOOD SUPP		10	179.72	10-2560-410
					<u>\$179.72</u>	
LATHAM, BARRY A		HS SCIENCE SUPPLIES		10	29.59	10-1130-410
		HS SCIENCE SUPPLIES		10	134.45	10-1130-410
		HS SCIENCE SUPPLIES		10	28.30	10-1130-410
					<u>\$192.34</u>	
LIBERTY FIRE EQUIPMENT INC.		INSPECTION SERVICES		10	24.95	80-2367-300

# Bills Payable List

Printed: 05/17/2018 8:20:25AM  
 PEOTONE CUSD #207  
 Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$24.95</u>	
<b>LOWES</b>						
		O & M SUPPLIES		10	170.05	20-2540-410
					<u>\$170.05</u>	
<b>LUTHERAN GENERAL HOSPITAL</b>						
		SPEC ED PRIVATE TUITION		10	225.00	10-1912-670
					<u>\$225.00</u>	
<b>MAJCA, NICOLE</b>						
		TITLE IV TUITION REIMBURSEMENT		10	2,400.00	10-2210-320
					<u>\$2,400.00</u>	
<b>MAYER, KIMBERLY</b>						
		HEALTH INS BEN EXEC ADMIN SECRETARY		10	250.00	10-2310-222
					<u>\$250.00</u>	
<b>MCGRAW-HILL SCHOOL EDUCATIOI</b>						
		ELEM TEXTBOOKS		10	44.92	10-1110-420-100
					<u>\$44.92</u>	
<b>MCMASTER-CARR SUPPLY COMPAI</b>						
		O & M SUPPLIES		10	52.12	20-2540-410
					<u>\$52.12</u>	
<b>MELCO TIRE</b>						
		O & M VEHICLE MAINT/REPAIR LABOR		10	45.00	20-2540-323
					<u>\$45.00</u>	
<b>MENARDS - BRADLEY</b>						
		TRANS SUPPLIES		10	137.24	40-2550-400
		O & M SUPPLIES		10	16.42	20-2540-410
		O & M SUPPLIES		10	464.64	20-2540-410
		O & M SUPPLIES		10	243.54	20-2540-410
		O & M SUPPLIES		10	(117.07)	20-2540-410
					<u>\$744.77</u>	
<b>MIDWEST TRANSIT EQUIP INC</b>						
		TRANS SUPPLIES		10	139.68	40-2550-400
		TRANS SUPPLIES		10	38.13	40-2550-400
		TRANS SUPPLIES		10	646.95	40-2550-400
		TRANS SUPPLIES		10	159.27	40-2550-400
		TRANS SUPPLIES		10	158.06	40-2550-400
		TRANS SUPPLIES		10	49.72	40-2550-400
		TRANS SUPPLIES		10	73.45	40-2550-400
		TRANS CONTRACTED MAINTENANCE		10	174.90	40-2550-323
		TRANS CONTRACTED MAINTENANCE		10	43.84	40-2550-323
		TRANS SUPPLIES		10	(74.25)	40-2550-400
		TRANS SUPPLIES		10	(89.10)	40-2550-400
		TRANS SUPPLIES		10	(89.10)	40-2550-400
		TRANS SUPPLIES		10	(74.25)	40-2550-400
		TRANS SUPPLIES		10	(178.20)	40-2550-400
		TRANS SUPPLIES		10	(59.40)	40-2550-400
		TRANS SUPPLIES		10	(89.10)	40-2550-400

# Bills Payable List

Printed: 05/17/2018 8:20:25AM  
 PEOTONE CUSD #207  
 Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		TRANS CONTRACTED MAINTENANCE		10	28.24	40-2550-323
					<u>\$858.84</u>	
<b>MONROE PEST CONTROL CO INC</b>						
		PHS O & M PURCHASED SERVICES		10	55.00	20-2540-390
		CSC O & M PURCHASED SERVICES		10	48.00	20-2540-390
		PIC O & M PURCHASED SERVICES		10	48.00	20-2540-390
		PJHS O & M PURCHASED SERVICES		10	48.00	20-2540-390
		PES O & M PURCHASED SERVICES		10	48.00	20-2540-390
		PES O & M PURCHASED SERVICES		10	65.00	20-2540-390
					<u>\$312.00</u>	
<b>NAPA AUTO PARTS</b>						
		TRANS SUPPLIES		10	2.30	40-2550-400
		TRANS SUPPLIES		10	3.18	40-2550-400
		TRANS SUPPLIES		10	15.42	40-2550-400
		TRANS SUPPLIES		10	51.93	40-2550-400
		TRANS SUPPLIES		10	43.77	40-2550-400
		TRANS SUPPLIES		10	36.57	40-2550-400
		TRANS SUPPLIES		10	58.04	40-2550-400
		TRANS SUPPLIES		10	2.14	40-2550-400
		TRANS SUPPLIES		10	2.19	40-2550-400
		TRANS SUPPLIES		10	161.79	40-2550-400
		TRANS SUPPLIES		10	2.12	40-2550-400
		TRANS SUPPLIES		10	12.42	40-2550-400
					<u>\$391.87</u>	
<b>NEW LENOX SCHOOL DISTRICT 122</b>						
		SPEC ED PRIVATE TUITION		10	15,178.68	10-1912-670
		SPEC ED PRIVATE TUITION		10	19,035.44	10-1912-670
					<u>\$34,214.12</u>	
<b>PERFORMANCE CHEMICAL &amp; SUPP</b>						
		O & M SUPPLIES		10	1,593.56	20-2540-410
		HOT LUNCH PROG SUPPLIES		10	305.39	10-2560-410
					<u>\$1,898.95</u>	
<b>PERFORMANCE FOODSERVICE - CF</b>						
		HOT LUNCH PROG FOOD SUPP		10	(49.90)	10-2560-410
		HOT LUNCH PROG SUPPLIES		10	28.28	10-2560-410
		HOT LUNCH PROG FOOD SUPP		10	557.29	10-2560-410
		HOT LUNCH PROG FOOD SUPP		10	510.86	10-2560-410
		HOT LUNCH PROG SUPPLIES		10	92.48	10-2560-410
		HOT LUNCH PROG FOOD SUPP		10	449.23	10-2560-410
		HOT LUNCH PROG SUPPLIES		10	106.59	10-2560-410
		HOT LUNCH NON-PROG FOOD SUPP		10	214.70	10-2560-410
		HOT LUNCH PROG FOOD SUPP		10	500.31	10-2560-410
		HOT LUNCH NON-PROG FOOD SUPP		10	15.21	10-2560-410
		HOT LUNCH PROG SUPPLIES		10	197.33	10-2560-410
		HOT LUNCH PROG SUPPLIES		10	15.16	10-2560-410
		HOT LUNCH PROG FOOD SUPP		10	553.08	10-2560-410
		HOT LUNCH NON-PROG FOOD SUPP		10	177.82	10-2560-410

# Bills Payable List

Printed: 05/17/2018 8:20:25AM  
 PEOTONE CUSD #207  
 Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HOT LUNCH NON-PROG FOOD SUPP		10	100.50	10-2560-410
		HOT LUNCH PROG FOOD SUPP		10	943.20	10-2560-410
		HOT LUNCH NON-PROG FOOD SUPP		10	228.24	10-2560-410
		HOT LUNCH PROG FOOD SUPP		10	68.97	10-2560-410
		HOT LUNCH PROG FOOD SUPP		10	314.64	10-2560-410
		HOT LUNCH NON-PROG FOOD SUPP		10	321.49	10-2560-410
		HOT LUNCH NON-PROG FOOD SUPP		10	234.03	10-2560-410
		HOT LUNCH PROG FOOD SUPP		10	31.42	10-2560-410
		HOT LUNCH PROG FOOD SUPP		10	423.77	10-2560-410
		HOT LUNCH PROG FOOD SUPP		10	107.85	10-2560-410
		HOT LUNCH NON-PROG FOOD SUPP		10	110.66	10-2560-410
					<u>\$6,253.21</u>	
PERMA-BOUND		LIBRARY SUPPLIES		10	19.47	10-2220-410
		LIBRARY SUPPLIES		10	722.57	10-2220-410
					<u>\$742.04</u>	
POWERSCHOOL GROUP LLC		COMPUTER SOFTWARE		10	2,832.50	10-2630-470
		TITLE II PROF DEVELOPMENT		10	2,200.00	10-2210-312
		TITLE II PROF DEVELOPMENT		10	1,900.00	10-2210-312
					<u>\$6,932.50</u>	
PRECISION CONTROL SYSTEMS INC		O & M PURCHASED SERVICES		10	403.50	20-2540-390
		O & M PURCHASED SERVICES		10	273.50	20-2540-390
					<u>\$677.00</u>	
PRECISION PIPING INC		PHS O & M PURCHASED SERVICES		10	129.50	20-2540-390
		PHS O & M PURCHASED SERVICES		10	526.75	20-2540-390
		PJHS O & M PURCHASED SERVICES		10	1,252.44	20-2540-390
		PJHS O & M PURCHASED SERVICES		10	299.75	20-2540-390
		PHS O & M PURCHASED SERVICES		10	299.75	20-2540-390
		PES O & M PURCHASED SERVICES		10	5,090.16	20-2540-390
		PHS O & M PURCHASED SERVICES		10	769.75	20-2540-390
		PJHS O & M PURCHASED SERVICES		10	3,250.00	20-2540-390
		PJHS O & M PURCHASED SERVICES		10	413.25	20-2540-390
		PHS O & M PURCHASED SERVICES		10	457.89	20-2540-390
		PHS O & M PURCHASED SERVICES		10	901.25	20-2540-390
					<u>\$13,390.49</u>	
PROVEN IT		DISTRICT COPIERS		10	1,643.76	10-2570-325
		JH GENERAL SUPPLIES		10	69.00	10-1120-410
					<u>\$1,712.76</u>	
PUSHCOIN INC		BOARD OF ED OTHER PURCHASED SERV		10	0.28	10-2310-390
					<u>\$0.28</u>	
QUILL		HS GENERAL SUPPLIES		10	97.98	10-1130-410

# Bills Payable List

Printed: 05/17/2018 8:20:25AM  
 PEOTONE CUSD #207  
 Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$97.98</u>	
<b>READYREFRESH BY NESTLE</b>						
		JH GENERAL SUPPLIES		10	184.76	10-1120-410
		O & M SUPPLIES		10	55.65	20-2540-410
					<u>\$240.41</u>	
<b>RIVAL5 TECHNOLOGIES CORP</b>						
		O & M TELEPHONE		10	733.14	20-2540-340
		O & M TELEPHONE		10	3,901.52	20-2540-340
					<u>\$4,634.66</u>	
<b>RIVERSIDE MEDICAL CENTER</b>						
		SPEC ED PRIVATE TUITION		10	322.00	10-1912-670
		REG ED PRIVATE TUITION		10	506.00	10-1911-670
		SPEC ED PRIVATE TUITION		10	46.00	10-1912-670
					<u>\$874.00</u>	
<b>RIVERSIDE WORKFORCE HEALTH</b>						
		TRANS PHYSICAL EXAMS		10	97.00	40-2550-390
		TRANS PHYSICAL EXAMS		10	89.00	40-2550-390
					<u>\$186.00</u>	
<b>RUHBECK, CHARLOTTE</b>						
		FISCAL SERVICES TRAVEL		10	29.87	10-2520-332
					<u>\$29.87</u>	
<b>RUSEK, ADAM B</b>						
		HS TRAVEL		10	83.39	10-1130-332
					<u>\$83.39</u>	
<b>SCARIANO HIMES &amp; PETRARCA</b>						
		BOARD OF ED LEGAL SERVICES		10	3,304.25	10-2310-318
					<u>\$3,304.25</u>	
<b>SCHIRMER, BELINDA</b>						
		SPEC ED TRAVEL		10	94.07	10-1200-332
					<u>\$94.07</u>	
<b>SCHOLASTIC INC</b>						
		JH TEXTBOOKS		10	161.87	10-1120-421
					<u>\$161.87</u>	
<b>SERVICE SANITATION INC.</b>						
		HS INTRSCHLSTC CONT SRVS		10	79.00	10-1500-310-300
		HS INTRSCHLSTC CONT SRVS		10	95.00	10-1500-310-300
		HS INTRSCHLSTC CONT SRVS		10	79.00	10-1500-310-300
		HS INTRSCHLSTC CONT SRVS		10	95.00	10-1500-310-300
		HS INTRSCHLSTC CONT SRVS		10	178.83	10-1500-310-300
					<u>\$526.83</u>	
<b>SHARMIK INC</b>						
		PJHS O & M PURCHASED SERVICES		10	622.17	20-2540-390
					<u>\$622.17</u>	
<b>SHELL CREDIT CARD CENTER</b>						
		TRANS SUPPLIES		10	63.65	40-2550-400
		TRANS SUPPLIES		10	(3.99)	40-2550-400

# Bills Payable List

Printed: 05/17/2018 8:20:25AM  
 PEOTONE CUSD #207  
 Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	TRANS SUPPLIES		10	72.41	40-2550-400
	TRANS SUPPLIES		10	(4.65)	40-2550-400
	TRANS SUPPLIES		10	62.47	40-2550-400
	TRANS SUPPLIES		10	(4.45)	40-2550-400
	TRANS SUPPLIES		10	44.28	40-2550-400
	TRANS SUPPLIES		10	(2.80)	40-2550-400
	TRANS SUPPLIES		10	29.03	40-2550-400
	TRANS SUPPLIES		10	(1.84)	40-2550-400
				<u>\$254.11</u>	
<b>SIMPLEX GRINNELL LP</b>					
	O & M PURCHASED SERVICES		10	1,800.64	20-2540-390
				<u>\$1,800.64</u>	
<b>SOWIC</b>					
	SPECIAL ED AGREEMENT		10	47,804.82	10-4120-670
				<u>\$47,804.82</u>	
<b>STAPLES BUSINESS ADVANTAGE</b>					
	TRANS SUPPLIES		10	78.12	40-2550-400
	O & M SUPPLIES		10	19.89	20-2540-410
	FISCAL SERVICES SUPPLIES		10	26.28	10-2520-410
	EXEC ADMIN SUPPLIES		10	25.60	10-2321-410
	FISCAL SERVICES SUPPLIES		10	65.94	10-2520-410
	BUSINESS MANAGER SUPPLES		10	3.99	10-2510-410
	FISCAL SERVICES SUPPLIES		10	34.16	10-2520-410
	EXEC ADMIN SUPPLIES		10	9.11	10-2321-410
	BOARD OF ED OTHER		10	5.79	10-2310-690
	O & M SUPPLIES		10	29.91	20-2540-410
	O & M SUPPLIES		10	(1.08)	20-2540-410
	O & M SUPPLIES		10	(29.91)	20-2540-410
	PIC GENERAL SUPPLIES		10	97.74	10-1110-410
	EXEC ADMIN SUPPLIES		10	18.29	10-2321-410
	JH GENERAL SUPPLIES		10	568.25	10-1120-410
	PREK SUPPLIES		10	64.90	10-1125-410
	SPEC ED SUPPLIES		10	21.30	10-1200-410
				<u>\$1,038.28</u>	
<b>STAR DISPOSAL SERVICE</b>					
	O & M GARBAGE & REFUSE		10	1,584.87	20-2540-321
				<u>\$1,584.87</u>	
<b>STREAMWOOD BEHAVIORAL HEAL</b>					
	SPEC ED PRIVATE TUITION		10	315.00	10-1912-670
	SPEC ED PRIVATE TUITION		10	175.00	10-1912-670
				<u>\$490.00</u>	
<b>STRONG, BRIAN OR DEBRA</b>					
	TRANS OTHER		10	281.66	40-2550-600
				<u>\$281.66</u>	
<b>SUAREZ, LUISA</b>					
	TITLE IV PURCHASED SERVICES		10	399.00	10-2210-390
				<u>\$399.00</u>	

# Bills Payable List

Printed: 05/17/2018 8:20:25AM  
 PEOTONE CUSD #207  
 Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>THE CHICAGO AUTISM ACADEMY IN</b>						
		SPEC ED PRIVATE TUITION		10	15,185.92	10-1912-670
		SPEC ED PRIVATE TUITION		10	19,931.52	10-1912-670
					<u>\$35,117.44</u>	
<b>THE SANDNER GROUP ALT RISK SC</b>						
		BOARD OF ED OTHER PURCHASED SERV		10	5,051.00	10-2310-390
					<u>\$5,051.00</u>	
<b>THE VEDETTE INC</b>						
		BOARD OF ED OTHER		10	30.00	10-2310-690
					<u>\$30.00</u>	
<b>TIRE TRACKS</b>						
		TRANS CONTRACTED MAINTENANCE		10	301.00	40-2550-323
					<u>\$301.00</u>	
<b>TROPHYDEPOT</b>						
		JH MUSIC SUPPLIES		10	28.43	10-1120-410
					<u>\$28.43</u>	
<b>UPS</b>						
		POSTAGE		10	9.36	10-2510-340
					<u>\$9.36</u>	
<b>VERIZON</b>						
		O & M TELEPHONE		10	250.84	20-2540-340
					<u>\$250.84</u>	
<b>VINCENT, WENDY S</b>						
		TRANS SUPPLIES		10	66.75	40-2550-400
					<u>\$66.75</u>	
<b>VITTON, CHARLES</b>						
		SPEC ED TRAVEL		10	25.07	10-1200-332
					<u>\$25.07</u>	
<b>WENTWORTH TIRE SERVICE INC</b>						
		TRANS SUPPLIES		10	1,505.72	40-2550-400
					<u>\$1,505.72</u>	
<b>WHITMORE ACE HARDWARE SUPPLI</b>						
		TRANS SUPPLIES		10	6.99	40-2550-400
		TRANS SUPPLIES		10	8.99	40-2550-400
		O & M SUPPLIES		10	7.99	20-2540-410
					<u>\$23.97</u>	
<b>WILL COUNTY COLLECTOR</b>						
		PROPERTY TAXES 18-13-15-300-022-0000		10	21.90	20-2540-690
		PROPERTY TAXES 18-13-15-300-021-0000		10	18.16	20-2540-690
		PROPERTY TAXES 18-13-28-200-014-0000		10	208.33	20-2540-690
					<u>\$248.39</u>	
<b>WILL COUNTY</b>						
		BOARD OF ED OTHER		10	108.00	10-2310-690
		TRANS PROF DEVELOPMENT		10	10.00	40-2550-314
					<u>\$118.00</u>	
<b>WOODYS EMS</b>						



# Bills Payable List

Printed: 05/17/2018 8:20:25AM  
PEOTONE CUSD #207  
Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	O & M EQUIPMENT REPAIR		10	405.92	20-2540-320
	O & M EQUIPMENT REPAIR		10	34.50	20-2540-320
				<u>\$440.42</u>	
WUSKE, TERESA A					
	HOT LUNCH PROG TRAVEL		10	17.98	10-2560-332
				<u>\$17.98</u>	
			Report Total	<u>\$409,019.45</u>	

# Fund Balance Report

Printed: 05/03/2018 2:51:53PM  
Peotone Activity District 207-U

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
149	POMS SUMMER CAMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
150	HS DANCE TEAM	0.00	0.00	7,194.80	6,506.85	(687.95)	1,659.62	971.67
151	LETTERMEN	0.00	0.00	1,000.00	1,000.00	0.00	3,404.27	3,404.27
152	HS YEARBOOK	0.00	1,815.00	7,770.60	8,016.00	245.40	8,655.22	8,900.62
153	HS BAND	937.34	152.00	16,569.51	15,893.48	(676.03)	3,037.82	2,361.79
154	HS CHOIR	67.33	152.00	400.46	755.02	354.56	468.90	823.46
155	HS SHOW CHOIR	0.00	0.00	7,124.29	7,813.07	688.78	1,375.32	2,064.10
156	NATIONAL HONOR SOCIETY	0.00	217.00	2,703.00	6,814.22	4,111.22	1,081.81	5,193.03
157	CSC PRESCHOOL	20.00	20.00	840.00	348.18	(491.82)	531.48	39.66
158	HS FOOTBALL	1,127.10	0.00	12,251.40	13,133.00	881.60	8,001.04	8,882.64
159	PHS POP FUND	242.99	0.00	2,512.37	1,812.87	(699.50)	1,926.19	1,226.69
160	PERFORMING ARTS	3,022.15	160.00	7,467.81	9,112.78	1,644.97	9,245.81	10,890.78
161	PIC DRAMA	1,213.49	0.00	2,636.14	2,175.00	(461.14)	1,127.28	666.14
162	JH CROSS COUNTRY	0.00	0.00	182.65	210.00	27.35	90.00	117.35
163	THESPIANS	0.00	0.00	4,358.92	4,156.00	(202.92)	817.21	614.29
164	FOOTBALL PLAYOFFS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
165	HS WRESTLERS	0.00	0.00	145.97	0.00	(145.97)	1,019.33	873.36
166	SCHOLASTIC BOWL	0.00	0.00	657.98	465.00	(192.98)	264.09	71.11
167	JH POP FUND	0.00	0.00	0.00	0.00	0.00	(742.30)	(742.30)
168	HS ACT PREP	0.00	0.00	0.00	0.00	0.00	924.74	924.74
169	JH ATHLETIC ACTIVITIES	9.25	0.00	4,228.38	5,303.88	1,075.50	2,296.50	3,372.00
170	JH ACTIVITIES ACCOUNT	0.00	83.00	19,032.07	21,145.36	2,113.29	1,736.48	3,849.77
171	JH CHEERLEADERS	0.00	0.00	534.50	1,036.50	502.00	3.35	505.35
172	CLASS OF 2018	0.00	874.00	1,337.00	2,036.00	699.00	1,716.16	2,415.16
173	JH BAND	133.00	0.00	133.00	285.00	152.00	1,895.52	2,047.52
174	JH CHORUS	0.00	0.00	495.55	603.00	107.45	16.61	124.06
175	IESA SPEECH	0.00	0.00	0.00	0.00	0.00	2.86	2.86
176	JH SCIENCE	0.00	0.00	240.85	250.00	9.15	954.92	964.07
177	JH STUDENT COUNCIL	0.00	0.00	598.36	1,835.00	1,236.64	1,669.52	2,906.16
178	JH YEARBOOK	0.00	0.00	1,110.00	1,920.00	810.00	3,521.29	4,331.29
179	PHS FB TUNNEL	0.00	0.00	0.00	0.00	0.00	478.02	478.02
180	HS VOLLEYBALL SUMMER CAMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
181	HIGH SCHOOL RECYCLING 3	0.00	0.00	0.00	0.00	0.00	37.04	37.04
182	PEOTONE ELEMENTARY	0.00	1,086.12	5,991.41	6,012.24	20.83	7,380.14	7,400.97
183	CLASS OF 2016	0.00	0.00	0.00	0.00	0.00	185.00	185.00
184	CLASS OF 2017	0.00	0.00	0.00	0.00	0.00	185.00	185.00

# Fund Balance Report

Printed: 05/03/2018 2:51:53PM

Peotone Activity District 207-U

Fund	Description	Month to Date		Year to Date		YTD Change		Fund Balance	
		Expense	Income	Expense	Income			Start of Year	Current
185	PEOTONE ELEM SUNSHINE	0.00	0.00	0.00	0.00	0.00	0.00	652.09	652.09
186	PE DEVIL DASH	0.00	0.00	0.00	0.00	0.00	0.00	1.43	1.43
187	PEOTONE ELEM POP	0.00	0.00	0.00	0.00	0.00	0.00	1,204.97	1,204.97
188	PIC	278.75	0.00	2,117.30	1,177.59	(939.71)	0.00	2,362.56	1,422.85
189	GREEN GARDEN FACULTY FUND	35.99	0.00	115.98	0.00	(115.98)	0.00	219.28	103.30
190	GREEN GARDEN SUNSHINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
191	CLASS OF 2021	0.00	0.00	696.47	1,160.00	463.53	0.00	0.00	463.53
192	CLASS OF 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
193	GENERAL FUND	0.00	0.00	8,894.64	8,884.00	(10.64)	0.00	8,572.28	8,561.64
194	INTEREST	0.00	20.21	82.26	192.96	110.70	0.00	3,786.34	3,897.04
195	HS GYM SUITS	0.00	0.00	3,893.00	1,968.00	(1,925.00)	0.00	2,959.63	1,034.63
196	TEXTBOOKS	0.00	156.64	1,829.00	585.64	(1,243.36)	0.00	1,243.36	0.00
197	EDUCATION FOUNDATION	0.00	0.00	4,196.09	10,931.59	6,735.50	0.00	1,892.65	8,628.15
198	BOOSTER CLUB	1,525.00	0.00	27,597.21	29,595.50	1,998.29	0.00	10,195.03	12,193.32
199	HIGH SCHOOL STAFF	0.00	0.00	323.23	710.00	386.77	0.00	1,441.73	1,828.50
200	LAMBERT FUND	0.00	0.00	0.00	0.00	0.00	0.00	250.20	250.20
201	B STARKEY FOOTBALL MEMOR	0.00	0.00	0.00	0.00	0.00	0.00	1,274.20	1,274.20
202	CHEER SUMMER CAMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
203	HS TAD	0.00	0.00	170.00	295.00	125.00	0.00	105.12	230.12
204	INTER STATE 8 CONFERENCE	0.00	0.00	0.00	0.00	0.00	0.00	497.16	497.16
205	PHS MATH CLUB	0.00	0.00	150.00	0.00	(150.00)	0.00	535.95	385.95
206	COMPUTER P/R FUND	0.00	0.00	0.00	0.00	0.00	0.00	3,421.23	3,421.23
207	FB CHEER	0.00	0.00	0.00	0.00	0.00	0.00	0.11	1,725.11
208	PIC LIBRARY	0.00	0.00	0.00	1,725.00	1,725.00	0.00	248.36	248.36
209	JH SKILLSUSA	1,014.60	451.55	3,239.86	3,436.68	196.82	0.00	196.82	196.82
210	HS AP & PROCTOR	556.34	0.00	1,700.96	0.00	(1,700.96)	0.00	2,158.37	457.41
211	JH PE GYM SUITS	0.00	0.00	5,745.74	5,132.00	(613.74)	0.00	1,138.67	524.93
212	SOCCER SUMMER CAMP	0.00	0.00	891.00	1,000.00	109.00	0.00	1,956.50	2,065.50
213	JH PALS	0.00	0.00	1,288.43	1,472.00	183.57	0.00	305.85	489.42
214	HS BASEBALL FLD RENOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215	HIGH SCHOOL LIBRARY	1,000.00	276.00	3,655.09	3,017.82	(637.27)	0.00	5,289.18	4,651.91
216	HS VOLLEYBALL REGIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
217	HS BOYS SOCCER	0.00	0.00	3,559.44	2,212.00	(1,347.44)	0.00	8,969.07	7,621.63
218	HS BASEBALL SUMR CAMP	0.00	0.00	0.00	0.00	0.00	0.00	186.67	186.67
219	PEOTONE ELEM LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	704.06	704.06
300	HS GIRLS BKB SUMMER CAMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# Fund Balance Report

Printed: 05/03/2018 2:51:53PM

Peotone Activity District 207-U

Fund	Description	Month to Date		Year to Date		YTD Change		Fund Balance	
		Expense	Income	Expense	Income			Start of Year	Current
400	HS SPEECH	0.00	0.00	245.00	0.00	(245.00)	0.00	0.00	(245.00)
500	JH IESA STATE SERIES	0.00	0.00	5,422.42	3,906.50	(1,515.92)	1,735.68	1,735.68	219.76
600	JUNIOR HIGH LIBRARY	0.00	0.00	1,886.55	2,579.32	692.77	5,586.17	5,586.17	6,278.94
700	FFA/SKILLS CONCESSIONS	0.00	0.00	16,911.73	16,611.95	(299.78)	405.65	405.65	105.87
800	HS FOOTBALL SUMMER CAMP	0.00	0.00	885.03	0.00	(885.03)	1,454.58	1,454.58	569.55
900	PIC YEARBOOK CLUB	0.00	0.00	0.00	420.00	420.00	2,146.18	2,146.18	2,566.18
901	HS SCIENCE CLUB	0.00	1,125.00	0.00	1,155.00	1,155.00	1,086.33	1,086.33	2,241.33
902	JH PLAY ACTIVITY	0.00	0.00	3,307.35	2,031.00	(1,276.35)	5,524.49	5,524.49	4,248.14
903	JUNIOR HIGH TRACK	0.00	0.00	0.00	0.00	0.00	417.92	417.92	417.92
904	CLASS OF 2006	0.00	0.00	0.00	0.00	0.00	79.81	79.81	79.81
905	HS PARKING PERMITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
906	SMILES	0.00	0.00	0.00	0.00	0.00	177.15	177.15	177.15
907	HS GIRLS SOCCER	122.73	2.69	699.24	2.69	(696.55)	2,320.15	2,320.15	1,623.60
908	CLASS OF 2014	0.00	0.00	0.00	0.00	0.00	1,684.03	1,684.03	1,684.03
909	HS DEVIL DASH	210.41	0.00	1,210.41	100.00	(1,110.41)	2,204.90	2,204.90	1,094.49
910	CLASS OF 2015	0.00	0.00	0.00	0.00	0.00	1,127.41	1,127.41	1,127.41
911	JH ART	0.00	0.00	0.00	0.00	0.00	388.85	388.85	388.85
912	HS PHYSICS	0.00	0.00	0.00	0.00	0.00	481.87	481.87	481.87
		\$19,588.38	\$23,681.66	\$274,656.55	\$302,508.09	\$27,851.54	\$235,816.16	\$235,816.16	\$263,667.70

# Fund Balance Report

Printed: 05/03/2018 2:51:53PM

Peotone Activity District 207-U

Fund	Description	Month to Date		Year to Date		YTD Change		Fund Balance	
		Expense	Income	Expense	Income			Start of Year	Current
113	BDI BAND FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00	(90.36)	(90.36)
114	CLASS OF 2007	0.00	0.00	221.80	0.00	(221.80)	0.00	500.00	278.20
115	CLASS OF 2005	0.00	0.00	0.00	0.00	0.00	0.00	80.02	80.02
116	CLASS OF 2013	0.00	0.00	0.00	0.00	0.00	0.00	5,802.31	5,802.31
117	CLASS OF 2010	0.00	0.00	0.00	0.00	0.00	0.00	0.01	0.01
118	CLASS OF 2011	0.00	0.00	0.00	0.00	0.00	0.00	424.83	424.83
119	CLASS OF 2009	0.00	0.00	0.00	0.00	0.00	0.00	447.50	447.50
120	CLASS OF 2020	0.00	0.00	0.00	0.00	0.00	0.00	1,788.37	1,788.37
121	CLASS OF 2008	0.00	0.00	2,387.63	3,466.00	1,078.37	0.00	500.00	500.00
122	PROM	269.39	0.00	269.39	0.00	(269.39)	0.00	1,745.92	1,476.53
123	INTERNATIONAL CULTURE CLUB	464.00	0.00	2,219.25	1,764.00	(455.25)	0.00	1,864.14	1,408.89
124	FFA	228.34	569.45	14,980.87	17,734.63	2,753.76	0.00	7,479.90	10,233.66
125	CLASS OF 2019	0.00	13,440.00	1,418.96	15,107.00	13,688.04	0.00	2,494.15	16,182.19
126	FFA/FCCLA CONCESSIONS	0.00	0.00	0.00	0.00	0.00	0.00	136.14	136.14
127	HS GOLF	0.00	0.00	435.23	757.00	321.77	0.00	544.61	866.38
128	PIC INTRAMURAL	465.97	0.00	989.89	660.00	(329.89)	0.00	4,471.64	4,141.75
129	BOYS REGIONAL BASEBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	HS SKILLS USA	711.90	0.00	3,686.01	5,139.00	1,452.99	0.00	1,691.35	3,144.34
131	HS BEST BUDDIES	1,469.00	54.00	2,264.00	2,502.00	238.00	0.00	251.91	489.91
132	HS BOWLING	0.00	0.00	352.19	150.00	(202.19)	0.00	288.79	86.60
133	HS BOYS BASEBALL	0.00	445.00	2,845.27	3,775.00	929.73	0.00	776.12	1,705.85
134	HS BOYS BASKETBALL TEAM	0.00	0.00	2,608.56	1,031.00	(1,577.56)	0.00	3,174.71	1,597.15
135	HS BOYS BASKETBALL SUMMER CAMP	0.00	0.00	1,400.00	0.00	(1,400.00)	0.00	1,417.09	17.09
136	HS GENERAL ATHLETIC	81.31	0.00	1,736.06	2,246.84	510.78	0.00	617.65	1,128.43
137	INDUSTRIAL TECH RESALE	0.00	0.00	0.00	0.00	0.00	0.00	2,190.94	2,190.94
138	JH BEHAVIOR INCENTIVE PROGRAM	29.30	0.00	197.26	94.01	(103.25)	0.00	2,294.19	2,190.94
139	HS TRACK	559.98	0.00	5,298.16	3,981.00	(1,317.16)	0.00	3,901.03	2,583.87
140	HS BB CHEERLEADERS	0.00	0.00	3,875.51	2,447.50	(1,428.01)	0.00	3,865.25	2,437.24
141	HS GIRLS BB TEAM	1,085.00	935.00	3,949.60	4,075.00	125.40	0.00	1,294.18	1,419.58
142	HS AUDITORIUM	0.00	0.00	440.27	3,062.50	2,622.23	0.00	21,153.93	23,776.16
143	HS GIRLS REG TOURNAMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
144	HS GIRLS VOLLEYBALL TEAM	1,033.00	590.00	1,571.42	1,022.00	(549.42)	0.00	3,807.55	3,258.13
145	HS GIRLS SOFTBALL	0.00	0.00	672.49	0.00	(672.49)	0.00	3,393.98	2,721.49
146	HS REG WRESTLERS TOURN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
147	HS STUDENT COUNCIL	1,674.72	1,057.00	12,606.28	14,552.92	1,946.64	0.00	5,172.22	7,118.86
148	BOYS REGIONAL BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00	55.00	55.00

Specialized Data Systems, Inc.

D:\TS\Peotone\SDSv8vActivity\Swf\_BFFB.RPT

## **GOOD NEWS:**

### **PEOTONE HIGH SCHOOL MAY 2018 ACADEMIC STUDENT OF THE MONTH**

The **May Board of Education Academic Student of the Month** is **Megan Crawford**, daughter of Ron and Carrie Crawford of Manhattan. Megan is a senior at Peotone High School with a grade point average of 3.9 on a 4.0 grading scale and ranks 15th in her class of 134 students. At Peotone High School, she is involved in Volleyball, Dance Team, Track and Field, International Culture Club, Science Club, Teens against Drugs, Class Officer, Student Council, National Honor Society, and the musical. Outside of school, Megan babysits for a family of four. In her spare time, Megan likes to volunteer, draw fashion designs, play sports, and spend time with family and friends. After graduation, Megan plans to attend Augustana College to major in Business Administration and Accounting. She would like to earn her MBA and CPA.

### **PEOTONE HIGH SCHOOL KANKAKEE AREA CAREER CENTER STUDENT OF THE YEAR**

**Omar Rosales** has been chosen as **Student of the Year in Construction at the Kankakee Area Career Center**. Omar is the son of Sergio and Hipolita Rosales of Peotone. Omar has shown course-content knowledge and a desire to learn all year long. He has exhibited characteristics that placed him at the top of his class. We are proud of Omar's effort as he has represented Peotone High School and the Kankakee Area Career Center exceptionally well.

### **PEOTONE JUNIOR HIGH SCHOOL APRIL 2018 ACADEMIC STUDENTS OF THE MONTH**

It is an honor to bring before the Board, Peotone Junior High School's **April** Students of the Month. 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. Peotone Junior High School recognizes the following **April** Students of the Month.

**6<sup>th</sup> Grade: Matthew Gromala**  
**7<sup>th</sup> Grade: Makenzie Fabian**  
**8<sup>th</sup> Grade: Macy Sullivan**

### **PEOTONE JUNIOR HIGH SCHOOL MAY 2018 ACADEMIC STUDENTS OF THE MONTH**

It is an honor to bring before the Board, Peotone Junior High School's **May** Students of the Month. 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. Peotone Junior High School recognizes the following **May** Students of the Month.

**6<sup>th</sup> Grade: Nazhai Malone**  
**7<sup>th</sup> Grade: Caleb Petersen**  
**8<sup>th</sup> Grade: Kyle Manley**

## PEOTONE JUNIOR HIGH SCHOOL - MAY RESOLUTIONS

### PJHS - 8<sup>TH</sup> Grade Mathematics Team

The Peotone Junior High School 8<sup>th</sup> Grade Mathematics Team consisting of **Evelyn Becker, Brooklyn Cavitt, TJ Chenoweth, Dominick Esquivel, Tyler Hendricker, Jesus Herrera, Michael Hunding, Jack Jensen, Brock Krska, Joel Lee, Ryan Marsh, Richard Martz, and Jimmy O'Brien** and coached by **Mallory Martin** and **Nicole Ware**, competed in and finished in (1<sup>st</sup>) first place of every competition this year as well as Kan-Will Conference Champions the past two years.

### PJHS -Track Team

**Eddie Goff and Taylor Schlinger**, Eighth Grade students and members of the Peotone Junior High School Track Team coached by **Kay Bryant and Emily Kuypers**, competed in the Class 2A IESA State Track Meet in the high jump.

### PJHS - Geography Bee

**Michael Hunding**, Eighth Grade student of Peotone Junior High School competed in the local Geography Bee and was champion and coached by **Patty Heron, John Sankey, and Diane Ahearn**; and competed in a written exam through the county; and competed in the State Geography Bee in Springfield, Illinois.

### PJHS - Spelling Team

**Michael Hunding**, an Eighth Grade student and member of the Peotone Junior High Spelling Team coached by **Laura Fitzpatrick**, competed in and took (1<sup>st</sup>) first place in the regional Knights of Columbus Spelling Bee; and also competed in the Knights of Columbus State Spelling Bee; and **Nolan Mueller**, a Sixth Grade student and member of the Peotone Junior High Spelling Team coached by **Laura Fitzpatrick**, competed in and took (2<sup>nd</sup>) second place in the regional Knights of Columbus Spelling Bee; and also competed in and took (3<sup>rd</sup>) third place in the Knights of Columbus State Spelling Bee.

### PJHS - Scholastic Bowl Team

The Peotone Junior High School Scholastic Bowl Team consisting of **Joel Lee, Michael Hunding, Shannon Warden, Graham Natale, Darek Knauer, Logan Woodcock, Ryan Gade, Aiden Hamm, Jack Stoltman, Bradley Oliver, Landen Hamm, and Payton Bean** and coached by **Wendy Vincent**, were Kan-Will Conference Champs, IESA Regional Champs, IESA Sectional Champs and advanced to the IESA State AA Scholastic Bowl Tournament and finished with an overall record of 12 - 4.



## **RESOLUTION**

**WHEREAS**, Peotone Community Unit School District #207-U encourages academics and healthy competition;

**WHEREAS**, The Peotone Junior High School 8<sup>th</sup> Grade Mathematics Team consisting of **Evelyn Becker, Brooklyn Cavitt, TJ Chenoweth, Dominick Esquivel, Tyler Hendricker, Jesus Herrera, Michael Hunding, Jack Jensen, Brock Krska, Joel Lee, Ryan Marsh, Richard Martz, and Jimmy O'Brien** and coached by **Mallory Martin** and **Nicole Ware**, competed in and finished in (1<sup>st</sup>) first place of every competition this year as well as Kan-Will Conference Champions the past two years;

**WHEREAS**, The Peotone Junior High School 8<sup>th</sup> Grade Mathematics Team represented the district and community in a positive fashion;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education that the Peotone Junior High School 8<sup>th</sup> Grade Mathematics Team be recognized for their accomplishments.

Dated this 21<sup>st</sup> day of May, 2018

---

Tara Robinson, President

---

Jennifer Moe, Secretary





## **RESOLUTION**

**WHEREAS**, Peotone Community Unit School District #207-U encourages academics and healthy competition;

**WHEREAS**, **Eddie Goff**, Eighth Grade student and member of the Peotone Junior High School Track Team coached by **Kay Bryant and Emily Kuypers**, competed in the Class 2A IESA State Track Meet in the high jump;

**WHEREAS**, **Eddie Goff** represented the district in a positive fashion;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education that **Eddie Goff** be recognized for his outstanding achievement.

Dated this 21<sup>st</sup> of May, 2018

---

Tara Robinson, President

---

Jennifer Moe, Secretary



## **RESOLUTION**

**WHEREAS**, Peotone Community Unit School District #207-U encourages academics and healthy competition;

**WHEREAS**, **Taylor Schlinger**, Eighth Grade student and member of the Peotone Junior High School Track Team coached by **Kay Bryant** and **Emily Kuypers**, competed in the Class 2A IESA State Track Meet in the high jump;

**WHEREAS**, **Taylor Schlinger** represented the district in a positive fashion;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education that **Taylor Schlinger** be recognized for her outstanding achievement.

Dated this 21<sup>st</sup> of May, 2018

---

Tara Robinson, President

---

Jennifer Moe, Secretary



## **RESOLUTION**

**WHEREAS**, Peotone Community Unit School District #207-U encourages academics and healthy competition;

**WHEREAS**, **Michael Hunding**, Eighth Grade student of the Peotone Junior High competed in the local Geography Bee and was champion and coached by **Patty Heron, John Sankey, and Diane Ahearn**; and competed in a written exam through the county;

**WHEREAS**; **Michael Hunding** competed in the State Geography Bee in Springfield, Illinois;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education that **Michael Hunding** be recognized for his outstanding achievement.

Dated this 21<sup>st</sup> of May, 2018.

---

Tara Robinson. President

---

Jennifer Moe, Secretary



## **RESOLUTION**

**WHEREAS**, Peotone Community Unit School District #207-U encourages academics and healthy competition;

**WHEREAS, Michael Hunding**, an Eighth Grade student and member of the Peotone Junior High Spelling Team coached by **Laura Fitzpatrick**, competed in and took (1<sup>st</sup>) first place in the regional Knights of Columbus Spelling Bee;

**WHEREAS, Michael Hunding**, an Eighth Grade student and member of the Peotone Junior High Spelling Team coached by **Laura Fitzpatrick**, competed in the Knights of Columbus State Spelling Bee;

**WHEREAS; Michael Hunding**, represented the district in a positive fashion;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education that **Michael Hunding** be recognized for his outstanding achievement.

Dated this 21<sup>st</sup> of May, 2018

---

Tara Robinson, President

---

Jennifer Moe, Secretary



## **RESOLUTION**

**WHEREAS**, Peotone Community Unit School District #207-U encourages academics and healthy competition;

**WHEREAS**, **Nolan Mueller**, a Sixth Grade student and member of the Peotone Junior High Spelling Team coached by **Laura Fitzpatrick**, competed in and took (2<sup>nd</sup>) second place in the regional Knights of Columbus Spelling Bee;

**WHEREAS**, **Nolan Mueller**, a Sixth Grade student and member of the Peotone Junior High Spelling Team coached by **Laura Fitzpatrick**, competed in and took (3<sup>rd</sup>) third place in the Knights of Columbus State Spelling Bee;

**WHEREAS**; **Nolan Mueller** represented the district in a positive fashion;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education that **Nolan Mueller** be recognized for his outstanding achievement.

Dated this 21<sup>st</sup> of May, 2018

---

Tara Robinson, President

---

Jennifer Moe, Secretary



**WHEREAS,** Peotone Community Unit School District #207-U encourages academics and healthy competition;

**WHEREAS,** The Peotone Junior High School Scholastic Bowl Team consisting of **Joel Lee, Michael Hunding, Shannon Warden, Graham Natale, Darek Knauer, Logan Woodcock, Ryan Gade, Aiden Hamm, Jack Stoltman, Bradley Oliver, Landen Hamm, and Payton Bean** and coached by **Wendy Vincent**, were Kan-Will Conference Champs, IESA Regional Champs, IESA Sectional Champs and advanced to the IESA State AA Scholastic Bowl Tournament and finished with an overall record of 12 - 4;

**WHEREAS,** The Peotone Junior High School Scholastic Bowl Team represented the district and community in a positive fashion;

**NOW, THEREFORE, BE IT RESOLVED,** by the Board of Education that the Peotone Junior High School Scholastic Bowl Team be recognized for their accomplishments.

Dated this 21<sup>st</sup> day of May, 2018

---

Tara Robinson, President

---

Jennifer Moe, Secretary

## **FOR ACTION:**

### **REPORT NO. 74:**

**FOR ACTION:        APPROVAL OF A TEACHER'S TENURE.**

The Board will need a motion to approve the Tenure of Laura Fitzpatrick, English Teacher at Peotone Junior High School.

**MOTION REQUIRED:        ROLL CALL VOTE**

### **REPORT NO. 75:**

**FOR ACTION:        APPROVAL OF THE APPOINTMENT OF THE SCHOOL DISTRICT'S ATTORNEY.**

The Board will need a motion to approve the appointment of the **Law Offices of Scariano, Himes & Petrarca, Attorneys at Law**, as the School District's Attorney.

**MOTION REQUIRED:        ROLL CALL VOTE**

### **REPORT NO. 76:**

**FOR ACTION:        APPROVAL OF THE APPOINTMENT OF THE SCHOOL DISTRICT'S TREASURER.**

The Board will need a motion to approve the appointment of **Mr. Scot A. Carder**, as the School District's Treasurer.

**MOTION REQUIRED:        ROLL CALL VOTE**

### **REPORT NO. 77:**

**FOR ACTION:        APPROVAL OF SECOND READING AND ADOPTION OF BOARD POLICIES - JANUARY/FEBRUARY 2018.**

The Board will need a motion to approve the Second Reading and Adoption of Board Policies January/February 2018.

**MOTION REQUIRED:        VOICE CALL VOTE**

## **School Board**

### **Uniform Grievance Procedure 1**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy<sup>2</sup>, or have a complaint regarding any one of the following:<sup>3</sup>

1. Title II of the Americans with Disabilities Act <sup>4</sup>
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973 <sup>5</sup>
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State or federal law requires this subject matter be covered by policy and controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy is in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

A grievance procedure is required by many civil rights acts and implementing regulations, including those listed. For the sake of consistency and ease of administration, this policy consolidates all board grievance procedures into one policy, except those contained in collective bargaining agreements. See the cross references for the policies referring to this uniform grievance procedures policy.

2 Including the phrase "guaranteed by the State or federal Constitution, State or federal statute, or Board policy" broadens the scope of this policy beyond the items listed. Consult the board attorney regarding whether to retain this phrase and/or to otherwise limit the scope of this policy.

3 Attorneys disagree whether the Individuals with Disabilities Education Act (IDEA) should be included in the list of statutes that may serve as the basis of a grievance, and attorneys disagree whether it should be. Many believe that IDEA provides the exclusive remedy; others believe that including IDEA allows parents an opportunity to get their position before the board. Unique and specific complaint resolution mechanisms are expressly provided under IDEA, Article 14 of the School Code, and their respective implementing regulations. These mechanisms follow: (1) IDEA at 20 U.S.C. §1415 (procedural safeguards-mediation and due process); (2) IDEA regulations at 34 C.F.R. §§300.151-300.153 (state complaints), 300.506 (mediation), and 300.507 et seq. (due process); (3) School Code at §§14/8.02a (mediation and due process) and 14/8.02b (expedited due process); and (4) special education regulations at 23 Ill.Admin.Code §§226.560 (State complaints), 226.570 (mediation), and Subpart G (due process). A board that would like to include IDEA should consult the board attorney.

<sup>4</sup> The Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325, made significant changes to the Americans with Disabilities Act's definition of disability by broadening the scope of coverage. The ADAAA also overturned a series of U.S. Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990 in a way that made it difficult to prove that impairments were a disability. The U.S. Equal Employment Opportunity Commission's (EEOC) regulations, 29 C.F.R. Part 1630, at: [www.eeoc.gov/laws/types/disability\\_regulations.cfm](http://www.eeoc.gov/laws/types/disability_regulations.cfm).

Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact their districts.

Title II of the ADA of 1990 also includes website accessibility. Addressing website accessibility is complicated. Many entities addressing website accessibility use *Web Content Accessibility Guidelines* (WCAG) 2.0, a frequently cited accessibility standard that contains guidelines developed by a private group of accessibility experts. WCAG 2.0 is the standard the U.S. Dept. of Justice referenced in its recent Title II rulemaking; however, it is not adopted as the formal legal standard for public accommodation websites. While it is not adopted as the formal legal standard for public accommodation websites, it has been used in many consent decrees and settlement agreements. See [www.w3.org/TR/WCAG20/](http://www.w3.org/TR/WCAG20/).

<sup>5</sup> See *fn 23's* discussion of website accessibility above. To avoid allegations that a district violated Section 504 of the Rehabilitation Act of 1973 and Title II of the ADA of 1990, many attorneys suggest that school districts' websites meet the WCAG 2.0 guidelines. But see the discussion in *fn 2* of policy 8:70, *Accommodating Individuals with Disabilities*.



5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e *et seq.*
6. Sexual harassment (State Officials and Employees Ethics Act<sup>6</sup>, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)<sup>7</sup>
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (~~P.A. 100-29, final citation pending~~)<sup>8</sup>
8. Bullying, 105 ILCS 5/27-23.7<sup>9</sup>
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children<sup>10</sup>

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>6</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20.

The policy must include, at a minimum:

- (1) a prohibition on sexual harassment;
- (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights;
- (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and
- (4) the consequences:
  - (a) of a violation of the prohibition on sexual harassment; and
  - (b) for knowingly making a false report.

*Id.* See policy 5:20, *Workplace Harassment Prohibited*.

<sup>7</sup> Consult the board attorney to ensure the district's nondiscrimination coordinator and complaint managers are trained to appropriately respond to allegations of discrimination based upon bullying and/or sexual violence under Title IX's sexual harassment umbrella. –In September 2017, the U.S. Dept. of Education (DOE) withdrew its sexual violence Title IX guidance issued in 2011 and 2014, which mandated procedures for processing student-on-student sexual conduct, including using a preponderance of the evidence standard for student discipline. The U.S. Dept. of Education DOE has issued interim guidance until new rulemaking is promulgated: *Q&A on Campus Sexual Misconduct* (OCR September 2017) at: [www2.ed.gov/about/offices/list/ocr/docs/qa-title-ix-201709.pdf?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](http://www2.ed.gov/about/offices/list/ocr/docs/qa-title-ix-201709.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=). An earlier guidance document also highlights appropriate responses to sexual violence under Title IX. See *Revised Sexual Harassment Guidance: Harassment of Student by School Employees, Other Students, or Third Parties, January 2001* at: [www2.ed.gov/offices/OCR/archives/pdf/shguide.pdf](http://www2.ed.gov/offices/OCR/archives/pdf/shguide.pdf).

Consult the board attorney regarding proper filing and storage of these investigation documents, including whether certain student-related investigation documents are *sole possession records*, a Family Policy Compliance Office (FPCO)-created exemption to the Family Education Rights Privacy Act (FERPA). See *Letter to Ruscio*, 115 LRP 18601 (FPCO 12-17-14).

<sup>8</sup> 105 ILCS 5/10-20.60 (~~final citation pending~~), added by P.A. 100-29, eff. 1-1-18, requires schools to implement the Ill. sex equity grievance procedures when processing student complaints about breastfeeding accommodations. Complainants must be informed that the board's decision may be appealed to the Regional Superintendent and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §-200.40. **Note:** Certain claims brought under Sec. 10-20.60 (~~final citation pending~~) may also be covered by the anti-discrimination protections of Title IX; consult the board attorney for further advice. Guidance from U.S. Dept. of Education on Title IX requirements for pregnant and parenting students (June 2013) is available at: [www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf).

<sup>9</sup> All districts must have a policy on bullying, 105 ILCS 5/27-23.7. See policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The inclusion of bullying in the list of topics that may serve as the basis of a grievance furthers the obligation to communicate this policy to students and their parents/guardians.

10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/ 11
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq. 12
16. Employee Credit Privacy Act, 820 ILCS 70/ 13

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

10 Parents/guardians of educationally disadvantaged children may sue a district for misuse of funds allocated by State law for the benefit of such children. Novola v. Bd. of Educ., 171 Ill.2d 121 (Ill. 1997); (affirming the appellate court's conclusion in Novola v. Bd. of Educ., 284 Ill.App.3d 128 (1st Dist. 1996) that parents/guardians may pursue a claim to enforce the requirements of the School Code but holding that the proper action for enforcement is by means of mandamus not an implied right of action).

11 The Illinois Whistleblower Act (740 ILCS 174/) includes school districts in the definition of employer. It protects employees from employer retaliation for disclosing information to a government or law enforcement agency. Section 15 also contains language prohibiting employers from retaliating against employees who disclose information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation. The Public Act also amends the Illinois Whistleblower Reward and Protection Act. (740 ILCS 175/); includes school districts in its definition of State-includes school districts. A strict interpretation of this language appears to allow school boards to collect civil penalties and costs against someone making a false claim. Before disciplining any employee, boards should thoroughly investigate the ramifications of this Public Act these acts in consultation with their attorney and liability insurance carriers.

12 The Genetic Information Nondiscrimination Act (GINA, 42 U.S.C. §2000ff et seq.) is a federal law. Title I addresses the use of genetic information pertaining to health insurance. Title II protects job applicants, current and former employees, labor union members, and apprentices and trainees from discrimination based on their genetic information. GINA covers employers with 15 or more employees.

GINA broadly defines genetic information to include information about an individual's genetic tests, their family members, and, among other things, the manifestation of a disease or disorder in the individual or the individual's family members. Information about an individual's or family member's age or gender is excluded from genetic information. Its remedies mirror those available under a Title VII of the Civil Rights Act claim: back pay, reinstatement, attorneys' fees and compensatory and punitive damages. Retaliation against an individual who brings a claim under GINA is also prohibited. Federal regulations are available at 29 C.F.R. Part 1635, and background information on these regulations have been proposed and are available at: [www.eeoc.gov/policy/docs/qanda\\_geneticinfo.html](http://www.eeoc.gov/policy/docs/qanda_geneticinfo.html). An FAQ titled, *FAQs on the Genetic Information Nondiscrimination Act* is available at: [www.dol.gov/ebsa/faqs/faq-GINA.html](http://www.dol.gov/ebsa/faqs/faq-GINA.html).

The Ill. Genetic Information Protection Act (GIPA, 410 ILCS 513/, amended by P.A. 100-396, eff. 1-1-18) also prohibits employers from making employment decisions on the basis of any employee's genetic testing information and from penalizing employees who do not want to disclose their genetic information as part of a workplace wellness program. GIPA includes the federal GINA's definition of genetic information and creates more stringent obligations on Ill. employers. While the federal GINA exempts small employers (those with less than 15 employees), Illinois' GIPA covers all employers, even those with one employee. GIPA also provides penalties for negligent and intentional mishandling of genetic information. Note that Title II of GINA does not preempt GIPA's greater protections to Illinois employees.

Before using any sort of genetic information, consult the board attorney for guidance regarding GINA's and GIPA's specific applications to the district and how these laws integrate with other related federal laws, such as the Family Medical Leave Act and the ADA, and State laws governing time off for sickness and workers' compensation.

13 820 ILCS 70/. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, when the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. A person who is injured by a violation of this Act may bring a civil action to obtain injunctive relief and/or damages. 820 ILCS 70/25. The court must award costs and reasonable attorneys' fees to a prevailing plaintiff.

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

#### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable<sup>14</sup> resolution of a complaint filed ~~hereunder~~ this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

#### Deadlines

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

#### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender.<sup>15</sup> The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

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

#### Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf.<sup>16</sup> The Complaint Manager shall ensure both parties have an equal

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>14</sup> The phrase "prompt and equitable resolution" comes from Title IX implementing regulation 34 C.F.R. §106.8(b) which requires schools to "adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints" of sex discrimination.

<sup>15</sup> This is a best practice.

<sup>16</sup> This policy gives complaint managers the flexibility to appoint another individual to conduct an investigation, which may be appropriate in cases where the neutrality or efficacy of the complaint manager is an issue, and/or where the district wishes to have the expertise and related attorney-client and work product privileges that an in-house or outside attorney may afford an investigation. Such alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals).

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

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

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

The Superintendent will keep the Board informed of all complaints.

If a complaint ~~of sexual harassment~~ contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

#### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.<sup>17</sup>

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

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

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

---

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>17</sup> *Preponderance of evidence* is a standard of proof in civil cases. It means "evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not." See *Black's Law Dictionary, 9th ed. 2009*.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.<sup>18</sup>

#### Appointing a Nondiscrimination Coordinator and Complaint Managers <sup>19</sup>

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.<sup>20</sup>

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

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.<sup>21</sup>

---

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>18</sup> The Ill. sex equity regulations require districts to have "specific timelines for completion of each step and rendering of a written decision, and shall provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40. To avoid arguments over these timelines, this sample policy provides that the failure to strictly follow the timelines does not prejudice any party. The grievance procedure is worthless if complaints are not thoroughly and promptly investigated.

<sup>19</sup> Title IX regulations require districts to identify the name, address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. OCR prefers that school districts make Title IX information and coordinators visible to the community, and it has provided materials designed to remind schools of their obligation to designate a Title IX coordinator. These materials include: (a1) a *Dear Colleague Letter on Title IX Coordinators*; (b2) a *Letter to Title IX Coordinators* that provides them with more information about their role; and (e2) a *Title IX Resource Guide* that includes an overview of Title IX's requirements with respect to several key issues. See [www2.ed.gov/policy/rights/guid/ocr/title-ix-coordinators.html](http://www2.ed.gov/policy/rights/guid/ocr/title-ix-coordinators.html).

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

<sup>20</sup> Best practice is that throughout the ~~district's~~ board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

<sup>21</sup> The board may include the following option to address publication of such contact information:

"The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis."

Publicizing the contact information for the Nondiscrimination Coordinator and Complaint Managers through personnel handbooks, student handbooks, and/or on the district's website is a best practice. The Illinois Principals Association maintains a handbook service that coordinates with PRESS material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

**Nondiscrimination Coordinator:**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Email  
\_\_\_\_\_  
Telephone

**Complaint Managers:**

_____ Name	_____ Name
_____ Address	_____ Address
_____ Email	_____ Email
_____ Telephone	_____ Telephone

LEGAL REF.:     Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.  
                  Americans With Disabilities Act, 42 U.S.C. §12101 et seq.  
                  Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C.  
                  §2000e et seq.  
                  Equal Pay Act, 29 U.S.C. §206(d).  
                  Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.  
                  Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
                  McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
                  Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.  
                  Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.  
                  Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.  
                  State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).  
                  105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60 (P.A. 100-29, final citation  
                  pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.  
                  Illinois Genetic Information Privacy Act, 410 ILCS 513/.  
                  Illinois Whistleblower Act, 740 ILCS 174/.  
                  Illinois Human Rights Act, 775 ILCS 5/.  
                  Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code  
                  Part 280.  
                  Equal Pay Act of 2003, 820 ILCS 112/.  
                  Employee Credit Privacy Act, 820 ILCS 70/.  
                  23 Ill.Admin.Code §§1.240 and 200.40.

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:310 (Restrictions on Publications: Elementary Schools), 7:315 (Restrictions on Publications: High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

**Commented [MB1]:** Added because 2:260 is cross referenced by 7:15.

**Commented [MB2]:** Added because 2:260 is noted in 7:310-AP as a mechanism to resolve a complaint.

**Commented [MB3]:** Added because 2:260 is noted in 7:310-AP as a mechanism to resolve a complaint, and 7:310-AP can be renumbered 7:315-AP for use by high school districts in conjunction with 7:315.

**Commented [MB4]:** Added because 2:260 is noted in 8:95-AP as a policy which provides opportunities for parental involvement.

## Operational Services

### Incurring Debt <sup>1</sup>

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or designee<sup>2</sup> shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates,<sup>3</sup> tax anticipation warrants,<sup>4</sup> working cash fund bonds,<sup>5</sup> bonds,<sup>6</sup> notes,<sup>7</sup> and other evidence of indebtedness,<sup>8</sup> or (2) establish a line of credit with a bank or other financial institution.<sup>9</sup> The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.<sup>10</sup>

### Bond Issue Obligations <sup>11</sup>

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of

**Commented [DJ1]:** For continuous improvement purposes, a new, optional section has been added to expressly address districts' obligations to comply with federal securities laws in connection with bond issues, and to authorize the creation of written procedures to protect the status of tax-exempt (or otherwise tax-advantaged) bonds issued by a board. See f/n 11 for further detail.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State law controls this policy's content. School districts are subject to a statutory debt limitation (105 ILCS 5/19-1(a)); other provisions in 5/19-1 contain exceptions. Not all forms of indebtedness are subject to the statutory debt limitations. Before incurring any debt, the board must be certain that the debt will be within the district's debt limitation.

<sup>2</sup> Boards that employ business managers may want to substitute "Business Manager", "Chief School Business Official", or another locally-equivalent title for "Superintendent or designee" and "Superintendent" as they appear throughout this policy; the business manager most commonly performs the duties described in this policy.

<sup>3</sup> 50 ILCS 420/1 et seq. and 105 ILCS 5/18-18.

<sup>4</sup> 105 ILCS 5/17-16.

<sup>5</sup> 105 ILCS 5/20-2, 5/20-4, and 5/20-5; 30 ILCS 305/2.

<sup>6</sup> 105 ILCS 5/19-1 et seq.; 30 ILCS 350/.

<sup>7</sup> 50 ILCS 420/0.01 et seq. A district may borrow money and issue bonds for the purposes stated in 105 ILCS 5/19-3, provided the board properly adopted an election referendum and subsequently the voters approved the proposition. (10 ILCS 5/28-2). Districts have the authority to issue bonds for certain purposes without a referendum, e.g., School Fire Prevention and Safety Bonds, Working Cash Fund Bonds, Funding Bonds, and Insurance Reserve Bonds.

<sup>8</sup> Other types of indebtedness include funding bonds and refunding bonds (105 ILCS 5/19-1 et seq.), as well as debt certificates and alternate bonds authorized by the Local Government Debt Reform Act (30 ILCS 350/).

<sup>9</sup> 105 ILCS 5/17-17.

<sup>10</sup> 105 ILCS 5/19-1.

<sup>11</sup> Optional. This subhead is offered for boards that want to: (1) expressly address their obligations to comply with federal securities laws; and (2) authorize the creation of written procedures to protect the status of tax-exempt (or otherwise tax-advantaged) bonds issued by the board. As a matter of best practice and to reduce potential future liabilities, many attorneys recommend that board policy address these obligations. Consult the board attorney and/or bond counsel for guidance.

The Internal Revenue Service strongly encourages, but does not currently require, issuers of tax-exempt bonds to establish written post-issuance compliance monitoring procedures. For guidance regarding the recommended content of such procedures, see IRS Publication 4079, Tax-Exempt Governmental Bonds, at: [www.irs.gov/pub/irs-pdf/p4079.pdf](http://www.irs.gov/pub/irs-pdf/p4079.pdf). Such procedures may be included in a written bond resolution for a specific bond issue, and/or they may be established more generally. Consult the board attorney and/or bond counsel regarding the establishment of such procedures for tax-exempt bonds.

If a board does not accept this subhead, delete the Administrative Procedure Reference and the following Legal References: Securities Act of 1933, 15 U.S.C. § 77a et seq.; Securities Exchange Act of 1934, 15 U.S.C. § 78a et seq.; and 17 C.F.R. § 240.15c2-12.



the Securities Act of 1933, as amended<sup>12</sup> and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.<sup>13</sup>

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

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.<sup>14</sup>

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

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

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

---

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>12</sup> 15 U.S.C. §77a.

<sup>13</sup> 17 C.F.R. §240.15c2-12. See 4:40-AP, *Preparing and Updating Disclosures*, for a detailed set of sample procedures designed to facilitate a district's compliance with disclosure requirements of federal securities laws.

<sup>14</sup> Delete the last paragraph of this subsection if the board does not want to include a sentence in this policy that addresses the use of outside professionals for assistance with compliance. Boards that regularly utilize outside professionals to assist them in meeting bond disclosure requirements may want to include this language to memorialize their current practice. Contracts for the services of individuals possessing a high degree of professional skill, such as attorneys and financial consultants, are exempt from competitive bidding requirements, 105 ILCS 5/10-20.21(a)(i).

4:40

©2015-2018 Policy Reference Education Subscription Service  
Illinois Association of School Boards. All Rights Reserved.  
Please review this material with your school board attorney before use.

Page 2 of 2

## General Personnel

### Workplace Harassment Prohibited 1

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion<sup>2</sup>, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

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

---

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State or federal law controls this policy's content. Federal law requires districts to take action to prevent sexual harassment and to disseminate a policy regarding its prohibition of sex discrimination. 29 C.F.R. §1604.11(f); 34 C.F.R. §106.9. Harassment based on a protected status is a form of discrimination that violates many State and federal laws (see the policy's Legal References).

Workplace harassment policies have typically focused on *sexual* harassment since it receives the most attention. However, the broad prohibitions against discrimination in State and federal civil rights laws will cover harassing conduct that is motivated by animus against any protected status. See *Porter v. Erie Foods International, Inc.*, 576 F.3d 629 (7th Cir. 2009) (recognizing a cause of action for race harassment). For a list of protected statuses, see policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. This policy prohibiting harassment has a separate section on sexual harassment because of the extensive statutory and case law regarding it.

An employer is liable under Title VII of the Civil Rights Act of 1964 (Title VII) for an employee's harassment of a co-worker if the employer was negligent with respect to the offensive behavior by, for example, failing to take remedial action when it knew or should have known about the harassment. 42 U.S.C. §2000e *et seq.* However, when the perpetrator is the victim's supervisor, the employer will be vicariously liable for the supervisor's actions. Lack of knowledge of a supervisor's misconduct is no defense. *Burlington Industries v. Ellerth*, 524 U.S. 742 (1998); *Faragher v. City of Boca Raton*, 524 U.S. 775 (1998). A *supervisor* is someone who has the authority to demote, discharge, or take other negative job action against the victim. *Vance v. Ball State University*, 133 S.Ct. 2434 (2013). Note that the Ill. Human Rights Act (IHRA, 775 ILCS 5/2-102(D)) imposes strict liability on the employer when an employee has been sexually harassed by supervisory personnel regardless of whether the harasser has any authority over the complainant. *Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n*, 233 Ill.2d 125 (Ill. 2009).

Not all harassing conduct is unlawful discrimination, even if it is disruptive and hurtful. If a board wants to include language in this policy prohibiting employees from engaging in intimidating or offensive conduct that is *not* a civil rights violation, it should consult the board attorney.

<sup>2</sup> Section 2-102 of the IHRA, amended by P.A. 100-100, contains a new *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. *Id.*

### Sexual Harassment Prohibited <sup>3</sup>

The School District shall provide a workplace environment free of ~~unwelcome sexual advances, requests for sexual favors, and other verbal, or physical, or other~~ conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.<sup>4</sup> Sexual harassment prohibited by this policy includes, but is not limited to, verbal, ~~or physical, or other~~ conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

### Making a Complaint; Enforcement <sup>5</sup>

Employees are encouraged to promptly report information regarding violations of this policy.<sup>6</sup> Employees may choose to report to a person of the employee's same gender. Every effort should be

---

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>3</sup> The IHRA (775 ILCS 5/2-102(D)) provides that sexual harassment is a civil rights violation:

For any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer's employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

The State Officials and Employees Ethics Act (5 ILCS 430/70-5(a), amended by P.A. 100-554) requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as policies. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20.

The policy must include, at a minimum: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/); and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report. Id.

<sup>4</sup> This definition is from State and federal law. 775 ILCS 5/2-101(E) and 29 C.F.R. §1604.11. The harassing conduct must be severe or pervasive so as to alter the conditions of the employee's work environment by creating a hostile or abusive situation. *Williams v. Waste Management*, 361 F.3d 1021 (7th Cir. 2004). The surrounding circumstances, expectations, and relationships will distinguish between teasing or rough-housing and conduct that a reasonable person would find severely hostile or abusive. In addition, while same-sex gender harassment claims are actionable, the victim must show that s/he suffered disadvantageous employment conditions to which members of the other sex were not exposed. *Oncale v. Sundown Offshore Services*, 535 U.S. 75 (1998).

<sup>5</sup> ~~See *Berry v. Delta Airlines*, 260 F.3d 803, 811 (7th Cir. 2001) ("If an employer takes reasonable steps to discover and rectify the harassment of its employees ... it has discharged its legal duty.")~~

~~In addition to violating other civil rights laws, a school district violates the public accommodations article in the IHRA if it fails to take corrective action to stop severe or pervasive harassment. 775 ILCS 5/5-102 and 5/5-102.2.~~

<sup>6</sup> School districts are not required to train employees regarding workplace harassment, including sexual harassment; however it is best practice. For districts that wish to provide such trainings, best practices suggest annual trainings work best, including on applicable board policies and procedures, what constitutes workplace harassment, complaint and enforcement mechanisms, and employees' legal rights.

made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

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

~~Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use Board policy 2:260, Uniform Grievance Procedure, and/or use the Board policy 2:260, Uniform Grievance Procedure. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.~~

#### Whom to Contact with a Report or Complaint <sup>7</sup>

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.<sup>8</sup> Employees may also report claims using Board policy 2:260, Uniform Grievance Procedure. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 5:20, Workplace Harassment Prohibited.

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

#### **Nondiscrimination Coordinator:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

---

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>7</sup> Title IX regulations require districts to identify the name, address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary.

<sup>8</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires that a school board policy prohibiting sexual harassment include details for reporting an allegation of sexual harassment, including options for making a confidential report to a supervisor and an ethics officer. 5 ILCS 430/20-23 defines *ethics officers* as being designated by State agencies under the jurisdiction of the Executive Ethics Commission. School districts are not State agencies (5 ILCS 430/1-5) and do not have ethics officers; thus, this sample policy substitutes Complaint Manager for ethics officer.

## Complaint Managers:

Name	Name
Address	Address
Email	Email
Telephone	Telephone

### Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

### Enforcement <sup>9</sup>

A violation of this policy by an employee may result in discipline, up to and including discharge.<sup>10</sup> A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any ~~employee~~ person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.<sup>11</sup>

### Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/). <sup>12</sup>

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>9</sup> See Berry v. Delta Airlines, 260 F.3d 803, 811 (7th Cir. 2001) ("If an employer takes reasonable steps to discover and rectify the harassment of its employees ... it has discharged its legal duty.")

In addition to violating other civil rights laws, a school district violates the *public accommodations* article in the IHRA if it fails to take corrective action to stop severe or pervasive harassment. 775 ILCS 5/5-102 and 5/5-102.2.

<sup>10</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554 (consequences of a violation of the prohibition on sexual harassment).

<sup>11</sup> Id. (consequences for knowingly making a false report of sexual harassment).

<sup>12</sup> Id. (prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/)).

Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009) (holding the anti-retaliation provision in EEOA protects an employee who spoke out about harassment, not only on his or her own initiative, but also in answering questions during an employer's internal investigation).

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

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

Recourse to State and Federal Fair Employment Practice Agencies 13

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

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.<sup>14</sup>

---

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>13</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554, (how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the Ill. Dept. of Human Rights). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts. 5 ILCS 430/1.

<sup>14</sup> A district must notify employees of the grievance procedure and the person(s) designated to coordinate the district's compliance with Title IX. 34 C.F.R. §§106.8(a). The nondiscrimination coordinator can be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as the complaint manager in policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

- LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.  
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.  
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).  
Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.  
56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.  
Burlington Industries v. Ellerth, 524 U.S. 742 (1998).  
Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).  
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).  
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).  
Harris v. Forklift Systems, 510 U.S. 17 (1993).  
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).  
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).  
Oncale v. Sundown Offshore Services, 523 U.S. 75 (1998).  
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).  
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill.: 2009).  
Vance v. Ball State University, 133 S. Ct. 2434 (2013).
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

## General Personnel

### Copyright 1

#### Works Made for Hire 2

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

#### Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

---

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State or federal law controls this policy's content. Creators of original materials, including materials posted on the Internet, are granted exclusive rights, known as *copyrights* (17 U.S.C. §101 *et seq.*). These exclusive rights include reproducing and publicly performing the work. Congress granted some exceptions to exclusive rights for schools, including §107 on fair use, §108 on library reproduction and archiving, §109 on first sale, and §110 on classroom performance and display. If not covered by an exception, the copyright owner's permission must be sought before a work can be copied or performed. The fine for failing to comply with copyright law is steep making the cost of consulting with the board attorney a bargain.

<sup>2</sup> In evaluating a work made for hire claim, courts consider a non-exhaustive list of factors, including: (1) the hiring party's right to control the manner and means by which the product is accomplished; (2) the skill required to create the material; (3) the location of the work; (4) the duration of the relationship between the parties; (5) whether the hiring party has the right to assign additional projects to the hired party; and (6) the provision of employee benefits. *Shanton v. St. Charles Community Unit Sch. Dist.* 303, 2017 WL 4865536 (N.D.Ill. 2017)(citing *Community for Creative Non-Violence v. Reid*, 490 U.S. 730 (1989)).



Copyright Infringement: Designation of District Digital Millennium Copyright Act (DMCA) Agent <sup>3</sup>

The employee listed below receives complaints about copyright infringement within the use of the District's online services. The Superintendent or designee will register this information with the federal Copyright Office as required by federal law.

**District DMCA Agent:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

LEGAL REF.: Federal Copyright Law of 1976, 17 U.S.C. §101 et seq.  
105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Access to Electronic Networks)

---

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>3</sup> Optional. Before using this text, **consult the board attorney to first identify whether the District is an *online service provider* (OSP) under the DMCA.** The DMCA is an amendment to 17 U.S.C. §101 et seq. The amendment provides limitations on OSP liability for storage, at the direction of a user, of copyrighted material residing on a system or network controlled or operated by or for the OSP. This liability limitation is called the *Safe Harbor Provision* (SHP). **If a district is an OSP, the SHP provision will only not apply if the district ~~does not~~ designates, publicizes, and registers a DMCA Agent with the federal Copyright Office (at publication time, registration was \$~~6105~~).**

Districts that may benefit from the SHP are those which operate or contract to operate the following types of websites: file and information sharing sites; blogs that allow guests to post content; social media sites; and other sites that accept, publish or host content created and submitted by other parties. For further steps to designate a DMCA agent, see 5:170-AP4, *Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process*.

**REPORT NO. 78:**

**FOR ACTION:        APPROVAL OF SECOND READING AND ADOPTION OF BOARD POLICY 5:30.**

The Board will need a motion to approve the Second Reading and Adoption of Board Policy 5:30 regarding Building Access.

**MOTION REQUIRED:        VOICE CALL VOTE**

**REPORT NO. 79:**

**FOR ACTION:        APPROVAL OF THE APPOINTMENT OF THE SCHOOL DISTRICT'S DEPOSITORIES.**

The Board will need a motion to approve the appointments of **First Midwest Bank and First Community Bank and Trust** as depositories for the School District.

**MOTION REQUIRED:        ROLL CALL VOTE**

**REPORT NO. 80:**

**FOR ACTION:        ESTABLISH DAY, TIME AND PLACE OF THE REGULAR MEETINGS OF THE BOARD OF EDUCATION.**

The Peotone Board of Education currently meets on the third Monday of the month at 6:00 p.m. at Peotone High School in the Media Center. The Board will need a motion to establish and approve the day, time and place of the regular meetings of the Board of Education.

**MOTION REQUIRED:        VOICE CALL VOTE**

**REPORT NO. 81:**

**FOR ACTION:        APPROVAL OF A CHANGE TO THE 2018-2019 SCHOOL CALENDAR.**

The Board will need a motion to approve the change of the Friday, September 14, 2018 School Improvement Day to Friday, September 21, 2018 to accommodate Homecoming.

**MOTION REQUIRED:        VOICE CALL VOTE**

## General Personnel

### Hiring Process and Criteria <sup>1</sup>

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.<sup>2</sup> The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board.<sup>3</sup> If the Superintendent's recommendation is rejected, the Superintendent must submit another.<sup>4</sup> No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80(c) of the School Code. <sup>5</sup>

All applicants must complete a District application in order to be considered for employment. <sup>6</sup>

### Job Descriptions

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. <sup>7</sup>

---

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State or federal law controls this policy's content. This policy contains an item on which impact bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

<sup>2</sup> See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Districts may not classify a job as either a male or female job (29 C.F.R. §1604.5, 34 C.F.R. §106.55).

<sup>3</sup> Boards must consider the superintendent's recommendations concerning, among other things, "the selection, retention, and dismissal of employees," 105 ILCS 5/10-16.7. The board may want to use this alternative sentence:

All personnel decisions are made by the Board, but only on the recommendation of the Superintendent.

Subject to an applicable collective bargaining agreement in effect on 6-13-11, a board that fills a "new or vacant teaching position" must select a candidate based on: (1) certifications, (2) qualifications, (3) merit and ability (including performance evaluation, if available), and (4) relevant experience (105 ILCS 5/24-1.5). The statute does not define "new or vacant teaching positions." The requirement does not apply to filling vacant positions under 105 ILCS 5/24-12 (reduction in force and recall). Consult the board attorney about these issues.

<sup>4</sup> An additional optional sentence follows:

The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

<sup>5</sup> 105 ILCS 5/10-21.9(c); 105 ILCS 5/21B-80, amended by P.A. 99-667, allows individuals with criminal histories involving certain drug convictions to apply for or to reinstate their educator licenses seven years after their sentence for the criminal offense is completed. Consult the board attorney about whether the board wants to continue prohibiting employment for any individual who has a criminal history involving these exempted drug offenses.

<sup>6</sup> Any person who applies for employment as a teacher, principal, superintendent, or other certificated employee who willfully makes a false statement on his or her application for employment, material to his or her qualifications for employment, which he or she does not believe to be true, is guilty of a Class A misdemeanor (105 ILCS 5/22-6.5). District employment applications must contain a statement to this effect (Id.).

Each employment application for these positions must state the following (Id.):

Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

<sup>7</sup> Job descriptions will become the basis for categorizing a teacher into one or more positions that the teacher is qualified to hold for reduction in force (RIF) dismissal and recall purposes (105 ILCS 5/24-12(b)). A board should consult with its attorney to review its current list of job descriptions and discuss the district's specific responsibilities.

## 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.<sup>8</sup> The Superintendent or designee shall notify an applicant if the applicant is identified in either database.<sup>9</sup> 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 Department of State Police and/or Statewide Sex Offender Database. <sup>10</sup>

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law. <sup>11</sup>

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

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: <sup>12</sup>

---

A job description is evidence of a position's *essential functions* (29 C.F.R. §1630.2(n)). The Americans with Disabilities Act protects individuals who have a disability and are qualified, with reasonable accommodation, to perform the *essential functions* of the job (42 U.S.C. §12101, amended by the ADA Amendments Act (ADAAA), Pub. L. 110-325). Determining which functions are essential may be critical to determining if an individual with a disability is qualified. An individual is qualified to perform a job even though he or she is unable, due to a disability, to perform tasks which are incidental to the job. Only when an individual is unable to perform the *essential functions* of a job may a district deny the individual employment opportunities (29 C.F.R. §1630.2(m)). For a definition of essential functions see id. at 1630.2(n). Whether a particular function is essential is a factual determination.

**Important:** The ADAAA makes significant changes to the ADA's definition of disability that broadens the scope of coverage and overturns a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a disability. The final regulations were by a bipartisan vote and approved on 3-25-11. There is information about the regulations and a link to them at: [www.eeoc.gov/laws/regulations/adaaa\\_fact\\_sheet.cfm](http://www.eeoc.gov/laws/regulations/adaaa_fact_sheet.cfm). Consult the board attorney regarding how these amendments impact the district's hiring processes.

<sup>8</sup> The policy's requirements on criminal records checks are mandated by 105 ILCS 5/10-21.9. See administrative procedure 5:30-AP2, *Investigations*, for the process and positions requiring criminal background investigation. The Statewide Sex Offender Database (a/k/a Sex Offender Registry) is available at: [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor). The Statewide Murderer and Violent Offender Against Youth Database is available at: [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/).

<sup>9</sup> 105 ILCS 5/10-21.9.

<sup>10</sup> Id. at 5/10-21.9(b). The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors (105 ILCS 5/10-21.9). Many districts delegate this task in the hiring process to a human resources department.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

<sup>11</sup> Immigration Reform and Control Act, 8 U.S.C. §1324a et seq. Consult with the board attorney regarding the district's rights and responsibilities under all Illinois laws if the district uses any electronic employment verification system, including *E-Verify* and/or the Basic Pilot Program (820 ILCS 55/). This statute urges employers who voluntarily use *E-Verify* (formerly known as the Basic Pilot/Employment Eligibility Verification Program) to consult the Ill. Dept. of Labor's website for current information on the accuracy of *E-Verify* and to review and understand their legal responsibilities relating to the use of any electronic employment verification systems. See f/n 2 in 5:150-AP, *Personnel Records*, for a more detailed discussion of *E-Verify* issues.

<sup>12</sup> As an alternative to describing the prohibited investigations, a board may substitute this sentence:

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. <sup>13</sup>
2. 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. <sup>14</sup>
3. The District does not request of an applicant or employee access in any manner to his or her social networking website, including a request for passwords to such sites. <sup>15</sup>
4. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

---

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

The default policy provision and the alternative stated above – whichever is selected – may be made a prohibition rather than a duty of the superintendent; to do this, delete the stricken text as follows: “The ~~Superintendent shall ensure that the~~ District does not engage ... ”

<sup>13</sup> Employee Credit Privacy Act, 820 ILCS 70/. This Act allows inquiries into an applicant's credit history or credit report or ordering or obtaining an applicant's credit report from a consumer reporting agency when a satisfactory credit history is an *established bona fide occupational requirement* of a particular position. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

<sup>14</sup> Right to Privacy in the Workplace Act, 820 ILCS 55/10(a), amended by P.A. 99-610, eff. 1-1-17.

<sup>15</sup> *Id.* at 55/10(b)(1), amended by P.A. 99-610, eff. 1-1-17 (commonly known as the *Facebook Password Law*). The exception is a *professional account* (*Id.* at 55/10(b)(5), amended by P.A. 99-610, eff. 1-1-17). A *professional account* is defined as “an account, service, or profile created, maintained, used, or accessed by a current or prospective employee for business purposes of the employer.” Bracketed explanations follow the statutory language:

“Provided that the password, account information, or access sought by the employer relates to a professional account, and not a personal account, nothing in this subsection shall prohibit or restrict an employer from complying with a duty to screen employees or applicants prior to hiring”

[When read with the definition of *professional account*, it is implausible that an applicant would have an account, service, or profile for business purposes of a school employer.]

“... or to monitor or retain employee communications as required under Illinois insurance laws or federal law or by a self-regulatory organization as defined in the [Securities Exchange Act].”

[This clause appears to be inapplicable to school districts.]

The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's (district's) electronic equipment and electronic mail. The statute also states that it does *not prohibit* an employer from obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute. Finally, the statute does not apply to other types of personal technology that employees may use to communicate with students or other individuals, such as, personal email or text messages on a personal phone. Consult the board attorney about these issues.

## Physical Examinations 16

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

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity.<sup>17</sup> 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*.

## Building Access

Staff at Peotone High School and Peotone Junior High School will access the building(s) through an electronic FOB. Staff will also be provided with any necessary internal key(s). Staff members will need to sign for their key(s)/FOB with HR upon beginning work with the district. When employment ends, staff will need to sign the key(s)/FOB back over to the district through HR. Exhibit 5:30-E1 lists the individual signature form to receive and return a key(s)/FOB.

---

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>16</sup> 105 ILCS 5/24-5. According to this statute, "[a] new or existing employee may be subject to additional health examinations, including tuberculosis screening, as required by rules adopted by the Ill. Dept. of Public Health or by order of a local public health official." The Ill. Dept. of Public Health does not require school employees to be screened for tuberculosis other than workers in child day care and preschool settings (77 Ill.Admin.Code §696.140(a)(3)).

The last sentence of the first paragraph exceeds State law requirements and may be deleted.

Note that while examination by a spiritual leader/practitioner is sufficient for purposes of leaves, the statute does not permit an examination by a spiritual leader/practitioner for initial employment exams. This difference may present a constitutional issue; contact the board attorney for an opinion if an applicant wants to use an examination by a spiritual leader/practitioner.

Federal law limits pre-employment medical inquiries to whether the applicant is able to perform job-related functions; required medical examinations of applicants is forbidden (American with Disabilities Act [ADA], 42 U.S.C. §12112(d)(2)); see also f/n 7 for an explanation regarding the ADAAA. Districts may condition an employment offer on taking and passing medical inquiries or physical exams, provided that all entering employees in the same classification receive the same conditional offer.

<sup>17</sup> The State law (105 ILCS 5/24-5) allowing boards to require physicals of current employees "from time to time," has been superseded by federal law (ADA, 42 U.S.C. §12112(d)(4)). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program (*Id.*). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level (42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r)). See f/n 7 for an explanation regarding the ADAAA.

See the f/n 16 for a discussion of examinations by spiritual leaders/practitioners.

LEGAL REF.: 105 ILCS 5/10-21.9 and 5/24-5.  
 Employee Credit Privacy Act, 820 ILCS 70/.  
 Right to Privacy in the Workplace Act, 820 ILCS 55/.  
 Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.  
 Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
 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 5/24-1 et seq.  
 820 ILCS 55/ and 70/.  
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd in part and remanded* 505 N.E.2d 314 (Ill., 1987).  
Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).  
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 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)

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



## SCHOOL CALENDAR - 2018-2019

### August

16-17

Teacher Institute Days

20

First Day of School 1st - 12th Grades

Common Plan Day (Early Release)

21

First Day of School for Kindergarten

Common Plan Day (Early Release)

### September

3

Labor Day (No School)

21

School Improvement Day (Early Release)

### October

8

Columbus Day (No School)

19

Common Plan Day (Early Release - End of First Quarter)

26

School Improvement Day (Early Release)

### November

1

Parent-Teacher Conferences (No School)

2

No School

21-23

Thanksgiving Break

### December

21

Common Plan Day (Early Release - End of 2nd Quarter)

24-31

Winter Break

### January

1-4

Winter Break (No School)

7

Teacher Institute Day (No School)

21

Martin Luther King Birthday (No School)

### February

18

Presidents' Day (No School)

22

School Improvement Day (Early Release)

### March

15

Common Plan Day (Early Release - End of 3rd Quarter)

22

School Improvement Day (Early Release)

### April

15-22

Spring Break (No School)

### May

3

School Improvement Day (Early Release)

4

PHS Prom

27

Memorial Day (No School)

28

Common Plan Dismissal (Early Release - End of 4th Quarter)

29

Teacher Institute Day (No School)

30

Emergency School Day

31

Emergency School Day

### June

3-5

Emergency School Days

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



## **REPORT NO. 82:**

**FOR ACTION: APPROVAL OF A FMLA REQUEST.**

The Board will need a motion to approve the FMLA Request of Timothy Gerlich, Custodian for the District.

**MOTION REQUIRED: ROLL CALL VOTE**

## **REPORT NO. 83:**

**FOR ACTION: PERSONNEL (\*Contingent upon receipt and evaluation of 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 personnel.

### **CERTIFIED STAFF**

#### **EMPLOYMENT:**

- David Church - Guidance Counselor - PHS (effective date of 08-2-2018)
- Keith Coppens - JV Boys Basketball - PHS
- Eric Englert - English Teacher - PHS (effective date of 08/16/2018)
- Emer Flanagan - 4<sup>th</sup> Grade Teacher - PIC
- Scott McAllister - Freshman Girls Basketball Coach - PHS
- Emily Kuypers - Special Education Teacher - PIC (effective date of 08/16/2018)
- Cameron Thomas - Science Teacher - PHS (effective date of 08/16/2018)
- Gerald McManus - Special Education Teacher - PHS (effective date of 08/16/2018)
- Jamie Duckwall - Special Education Teacher - PHS (effective date of 08/16/2018)
- Emily Johnson - Science Teacher - PHS (effective date of 08/16/2018)
- Beth Upton - Scholastic Bowl Assistant - PHS
- Christina Christiansen - Freshman Class Sponsor - PHS

#### **CHANGE IN LOCATION:**

- Ruta Stedt - Social Worker - PHS to PIC (changing from .5 FTE to 1 FTE - effective date of 08-09-2018)

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

- Collin Keppner - Special Ed Teacher to Social Studies Teacher - PHS (effective date of 08/16/2018)
- Rebecca LeFevers - Special Education Teacher to Specialized Instruction Teacher - PIC (effective date of 08/16/2018)

#### **RESIGNATION:**

- Michelle Knap - Yearbook Sponsor - PIC
- Apostolos Tsiamas - Assistant Girls Basketball Coach - PHS
- Noah Champene - English Teacher - PHS
- Earl Welsh - Social Science - PHS
- Earl Welsh - Freshman Class Sponsor - PHS
- Noah Champene - Assistant Volleyball Coach - PHS
- Noah Champene - Head Varsity Softball Coach - PHS

## **CLASSIFIED STAFF**

### **EMPLOYMENT:**

- Michelle Armellino - Bus Aide - Transportation
- Kathleen Derkacy - Secretary - PHS (effective date of 08/02/2018)
- Ryan Negrelli - Assistant Football Coach - PHS
- Bryan Wells - Assistant Football Coach - PHS
- Emily Carstens - Summer Crew Custodian - District
- Lee Merigold - Summer Crew Custodian - District
- Priscilla Brott - Summer Crew Custodian - District
- Josie Graffeo - Summer Lawn Maintenance - District
- Mae Graffeo - Summer Lawn Maintenance - District
- Roswitha Benyyssen - Bus Driver -Transportation
- Peggy Buege - on-call Bus Driver - Transportation

### **RESIGNATION:**

- Zack Holman - Assistant Football Coach - PHS
- Nick Kovar - Assistant Football Coach - PHS
- Alex Stec - Head Cheer Coach - PHS
- Peggy Buege - Daily Bus Driver - Transportation

**MOTION REQUIRED:      ROLL CALL VOTE**