

BOARD OF EDUCATION AGENDA

**MONDAY, JULY 16, 2018
REGULAR BOARD MEETING @ 6:00 p.m.
PEOTONE HIGH SCHOOL - MEDIA CENTER**

PEOTONE COMMUNITY UNIT SCHOOL DISTRICT 207- U
REGULAR BOARD MEETING - MONDAY, JULY 16, 2018 @ 6:00 P. M.
PEOTONE HIGH SCHOOL - MEDIA CENTER

I. CALL TO ORDER:

II. PLEDGE TO THE FLAG:

III. ROLL CALL:

IV. CONSENT AGENDA:

A. Minutes of Amended Budget Hearing (June 25, 2018)	1
B. Minutes of Regular Board Meeting (June 25, 2018)	2
C. Imprest Fund.	9
D. General Fund Bills (June 2018)	20
E. Activity Fund	32

ROLL CALL

V. OPPORTUNITY FOR VISITORS TO SPEAK:

Presentation of Check - Terry's Ford of Peotone ("Drive 4 UR School")

VI. FOR ACTION:

Report No. 1: Approval of the Lease Renewal for the Bus Parking/Maintenance Facility (Dralle)	36
Report No. 2: Approval of an Intergovernmental Agreement with LWSRA.	36
Report No. 3: Approval of an Increase to the Substitute Teacher Daily Pay Rates.	36
Report No. 4: Approval of the Registration/Lodging Fees of the IASA Joint Annual Conference (Board)	36
Report No. 5: Approval of Closed Executive Meeting Minutes (July 2017 - June 2018)	54
Report No. 6: Approval of PHS Application to become a Unified Champion School	54
Report No. 7: Approval of the Appointments of the Authorized IMRF Agents for the District	54
Report No. 8: Approval of Personnel.	54,57

VII. FOR DISCUSSION:

Residency for the District
First Reading of Board Policies (June 2018)

VIII. ADMINISTRATION REPORTS:

IX. 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.**

X. OTHER:

XI. ADJOURNMENT:

THE NEXT SCHEDULED REGULAR BOARD MEETING HAS BEEN CHANGED
FROM MONDAY, AUGUST 20, 2018 TO MONDAY AUGUST 13, 2018 @ 6:00 p.m.
PEOTONE HIGH SCHOOL - MEDIA CENTER

**BOARD OF EDUCATION AMENDED FY18 BUDGET HEARING -
MONDAY, JUNE 25, 2018 @ 5:30 P.M. PEOTONE HIGH SCHOOL
MEDIA CENTER**

ROLL CALL:

At 5:35 p.m., President Robinson called to order the FY18 Amended Budget hearing 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 (4): Mrs. Robinson, Mr. Uthe, Mrs. Moe, Mr. Bettenhausen. Mr. Douglas, Mrs. Thatcher and Mrs. Becker were absent for the FY18 Amended Budget Hearing.

VISITOR'S LOG:

No one signed the Visitors' Log.

SPEAKER'S LOG:

No one signed the Speaker's Log.

PRESENTATION OF THE FY18 AMENDED BUDGET:

Mrs. Favela presented to the Board the FY18 Amended Budget. A copy of which was included in their Board packet sent to them last Friday. Mrs. Favela reported that the Amended Budget was on display for (30) thirty days at the district office and that no one called or had questions regarding the FY18 Amended Budget.

Mr. Bettenhausen asked Mrs. Favela, if there were any changes or corrections made to the FY18 Amended Budget, and Mrs. Favela responded that there was no changes or corrections made to the FY18 Amended Budget. Mrs. Robinson ask if the Board had any further questions or concerns, and the Board replied no. Mrs. Favela stated that the FY18 Amended Budget will be approved at the regular board meeting at 6:00 p.m. tonight.

ADJOURNMENT:

At 5:45 p.m. Mrs. Robinson ask to obtain a motion to adjourn the FY18 Amended Budget Hearing, Mr. Uthe made a motion and Mr. Bettenhausen seconded the motion, and on a voice call vote, the following members answered aye (4), Mrs. Robinson, Mr. Uthe, Mrs. Moe and Mr. Bettenhausen.

Tara Robinson, President

Cathy Cuculich, Reporter

**BOARD OF EDUCATION
PEOTONE HIGH SCHOOL - MEDIA CENTER
REGULAR BOARD MEETING - MONDAY, JUNE 25, 2018**

ROLL CALL:

At 6:01 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, Mr. Bettenhausen. Mrs. Thatcher was absent for the Regular Board Meeting.

VISITOR'S LOG:

No one signed the Visitors' Log.

SPEAKER'S LOG:

Ms. Kirsten Steeves of Peotone, IL.

CONSENT AGENDA:

Mr. Uthe made a motion to approve the Consent Agenda for the June 25, 2018 Regular Board meeting. 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, Mr. Bettenhausen. Mrs. Thatcher was absent for the June Regular Board Meeting.

OPPORTUNITY FOR VISITORS TO SPEAK:

Ms. Kirsten Steeves, of Peotone, Illinois, wanted to thank the Board, Mr. Fantin and Mrs. Bean for addressing parents' concerns at the high school this past school year, herself included. Ms. Steeves reported to the Board, Administration and the Community, her interests to incorporate a not-for-profit corporation called the Peotone Athletic Foundation. This foundation will help raise monies for the development of an all-weather track at Peotone Junior High School, and in the future, possibly an artificial turf football field also at the Peotone Junior High. Ms. Steeves is asking the Board and the Administration for the sum of \$2,500 to allocate to Oliveri Architects of Mokena, to prepare an elevation and drainage drawing and plan for the all-weather track at PJHS. Ms. Steeves said that she will reimburse the District the \$2,500.00 once the Foundation starts receiving donations. The development of the all-weather track will cost roughly \$360,000 through Midwest Track.

***Peotone High School
June 2018 Resolutions***

Superintendent Stein presented certificates to **Micheal Flanagan** and **Bethany Gass** who competed in the State Special Olympics held in Normal, Illinois; and Micheal Flanagan took 1st place in the 1500m and Bethany Gass took 1st place in the balance beam, 2nd place in the vault, and 2nd place in the bars.

Peotone Junior High School
May 2018 Student of the Month

Superintendent Stein presented a certificate to 6th Grade student, **Nazhai Malone** for May 2018 Student of the Month. Nazhai was unable to attend the May Regular Board meeting to receive her certificate.

REPORT NO. 86:

FOR ACTION: APPROVAL OF THE ADOPTION OF THE FY18 AMENDED BUDGET.

Mr. Uthe made a motion to approve the adoption of the FY18 Amended Budget. Mrs. Moe seconded the motion, and on a roll call vote, the following members answered aye (6) Mrs. Robinson, Mr. Bettenhausen, Mr. Douglas, Mrs. Moe, Mr. Uthe and Mrs. Becker. Mrs. Thatcher was absent.

REPORT NO. 87:

FOR ACTION: APPROVAL OF THE ADOPTION OF THE PREVAILING WAGE RESOLUTION.

Mrs. Moe and Mrs. Becker made a motion to approve the adoption of the Prevailing Wage Resolution. Mr. Uthe seconded the motion and on a roll call vote, the following members answered aye (6) Mrs. Robinson, Mr. Bettenhausen, Mr. Douglas, Mrs. Moe, Mrs. Becker and Mr. Uthe. Mrs. Thatcher was absent.

REPORT NO. 88:

FOR ACTION: APPROVAL OF THE DISTRICT'S PRICE INCREASE OF THE LUNCH AND MILK FEES FOR THE 2018-2019 SCHOOL YEAR.

Mr. Uthe made a motion to approve the District's lunch fee increase from \$2.70 to \$2.80 and the milk fee increase from \$.30 to \$.35 per carton for the 2018-2019 school year. Mrs. Moe seconded the motion and a roll call vote, the following members answered aye (6), Mrs. Robinson, Mrs. Becker, Mr. Uthe, Mr. Bettenhausen, Mr. Douglas and Mrs. Moe. Mrs. Thatcher was absent.

REPORT NO. 89:

FOR ACTION: APPROVAL OF THE DATE CHANGE FOR THE REGULAR SCHEDULED BOARD MEETING FOR THE MONTH OF AUGUST.

Mrs. Moe made a motion to approve the date change for the Regular Scheduled Board Meeting of Monday, August 20, 2018 to Monday, August 13, 2018. On a voice call vote, the following members answered aye (6) Mrs. Moe, Mrs. Becker, Mr. Douglas, Mr. Uthe, Mr. Bettenhausen and Mrs. Robinson. Mrs. Thatcher

was absent.

REPORT NO. 90:

FOR ACTION: APPROVAL OF SALE TAX ORDINANCE

Mr. Uthe made a motion to approve the Resolution of the Sale Tax Ordinance. Mrs. Moe seconded the motion, and on a roll call vote, the following members answered aye (6), Mr. Uthe, Mrs. Robinson, Mr. Douglas, Mrs. Moe, Mrs. Becker and Mr. Bettenhausen. Mrs. Thatcher was absent.

REPORT NO. 91:

FOR ACTION: APPROVAL OF THE ANALYSIS COST OF THE “U” AT PEOTONE JUNIOR HIGH SCHOOL.

Mr. Stein asked the Board to table Report No. 91 for the approval of the analysis cost of the “U” at Peotone Junior High School. Mr. Stein explained to the Board that he met with Mr. Neil Pellmann, Professional Engineer, of the Will/South Cook, Soil and Water Conservation District, to see if Mr. Pellmann can give the District a cost analysis of the “U”. This is a state organization, and we may be able to get a more affordable cost analysis, instead of going with a private company, such as Shudt & Associates. Mr. Uthe made a motion to table Report No. 91 and Mr. Bettenhausen seconded the motion, and on a voice call vote, the following members answered aye(6), Mrs. Robinson, Mr. Uthe, Mr. Bettenhausen, Mr. Douglas, Mrs. Moe and Mrs. Becker. Mrs. Thatcher was absent.

Mr. Bettenhausen stated that he serves on the Board of the Will/South Cook, Soil and Water Conservation District, and wanted this noted on the record so that there are no transparencies. Mrs. Robinson stated so noted.

REPORT NO. 92:

FOR ACTION: APPROVAL OF THE BUILDING AND GROUNDS SUMMER PAINTING PROJECTS.

Mr. Bettenhausen made a motion to approve the building and grounds summer painting projects. Mr. Uthe seconded the motion and on a roll call vote, the following members answered aye(6) Mrs. Robinson, Mr. Bettenhausen, Mr. Uthe, Mr. Douglas, Mrs. Moe, Mrs. Becker. Mrs. Thatcher was absent.

REPORT NO. 93:

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

Mr. Uthe made a motion to approve a date change to the 2018-2019 school calendar of a School Improvement Day from Friday, May 10, 2019 to Friday, May 3, 2019. Mr. Bettenhausen seconded the motion and on a voice call

vote, the following members answered aye (6), Mrs. Robinson, Mr. Bettenhausen, Mr. Uthe, Mr. Douglas, Mrs. Moe, Mrs. Becker. Mrs. Thatcher was absent.

REPORT NO. 94:

FOR ACTION: APPROVAL OF THE NEW ELECTRICITY CONTRACT FOR THE DISTRICT.

Mr. Bettenhausen made a motion to approve the 36 month contract with Hudson Electricity. Mr. Uthe seconded the motion, and on a roll call vote, the following Members answered aye (6), Mr. Uthe, Mr. Bettenhausen, Mrs. Becker, Mrs. Moe, Mrs. Robinson and Mr. Douglas. Mrs. Thatcher was absent.

REPORT NO. 95:

FOR ACTION: APPROVAL OF THE ADMINISTRATION CONTRACTS.

Mr. Uthe made a motion to approve the Administration contracts. Mrs. Moe seconded the motion and on a roll call vote, the following members answered aye, (5) Mrs. Moe, Mrs. Becker, Mrs. Robinson, Mr. Uthe, Mr. Bettenhausen. The following member answered nay (1) Mr. Douglas. Mrs. Thatcher was absent.

REPORT NO. 96:

FOR ACTION: APPROVAL OF THE CLASSIFIED STAFF INCREASES FOR 2018-2019.

Mr. Uthe made a motion to approve the Classified Staff increases for 2018-2019 school year. Mrs. Moe seconded the motion, and on a roll call vote, the following members answered aye (6) Mr. Douglas, Mr. Bettenhausen, Mr. Uthe. Mrs. Robinson, Mrs. Becker, Mrs. Moe. Mrs. Thatcher was absent.

REPORT NO. 97:

FOR ACTION: APPROVAL OF A REQUEST OF A RELEASE OF A DIPLOMA.

Mr. Bettenhausen made a motion to approve the request to release a diploma to Tyler B. Podest. Mr. Uthe seconded the motion and on a voice vote, the following members answered aye (6), Mrs. Robinson, Mr. Bettenhausen, Mr. Uthe, Mr. Douglas, Mrs. Moe, Mrs. Becker. Mrs. Thatcher was absent.

REPORT NO. 98:

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

Mr. Uthe made a motion to approve Personnel for the Certified and Classified employees. Mrs. Moe seconded the motion and on a roll call vote, the following members answered aye (6), Mrs. Moe, Mrs. Becker, Mr. Douglas, Mr. Bettenhausen, Mrs. Robinson and Mr. Uthe. Mrs. Thatcher was absent.

REPORT NO. 99: ADDENDUM

FOR ACTION: APPROVAL OF AN FMLA REQUEST.

Mr. Bettenhausen made the motion to approve the FMLA of Mrs. Tracy Redman. Mrs. Moe seconded the motion and on a roll call vote, the following members answered aye (6), Mr. Bettenhausen, Mrs. Moe, Mrs. Robinson, Mrs. Becker, Mr. Douglas and Mr. Uthe. Mrs. Thatcher was absent.

ADMINISTRATION REPORTS:

Mr. Steve Stein, Superintendent, reported to the Board that the summer cleaning is going very well. PES is almost complete and then the summer crew will be moving onto PIC. Mr. Stein reported that these two schools are getting clean first to get ready for the new SI classrooms at PES and PIC. After PIC, the summer crew will move onto the junior high school. Mr. Stein reported that Mike Arnold is very pleased with his cleaning system of all the custodians working on one building at a time. The junior high will be next to be cleaned by the summer cleaning crew.

Mr. Stein also reported that he will report back to the Board regarding the cost analysis of the "U" at the junior high from Mr. Pellmann, at the July Board meeting.

Mr. Dave Osborne, Maintenance Department, reported to the Board, that he will be staying on part-time in the Maintenance Department. He also reported about the 5 or 6 points on the fence at the high school that needs to be repaired. He is also getting estimates for flooring for teachers' lounge at PIC and PJHS.

Mrs. Terry Wuske, Director of Food Services, reported to the Board, that the District through the NIIPC was awarded GFS Food Services. Terry reported that she, Kathy Novak and Carrie Mueller are heading down to Springfield for the ILSNA's 2018 annual conference.

Mrs. Amy Loy, Director of Special Services, reported to the Board we have had a successful Extended School Year experience so far. We have had 19

students aged Elem through HS attend as documented need on their Individualized Education Plans. Mrs. Blamble, Ms. MacDougall, Mrs. LeFevers, have done a nice job as the teachers. Mrs. Morales, Mrs. Schuzer, and Mrs. Aguilar have been our paraprofessionals this year, and Mrs. Grahonya has provided Speech. I appreciate their hard work in these early summer months. We have a community outing scheduled for this week as the culminating event at the Peotone Bowling Alley.

OT and COTA

In other news, I recently took our new district wide OT-R, Tori Coffman and district wide Certified OT Assistant (COTA) Kris Septoski. Both woman bring a wealth of experience and are absolutely thrilled to have them join our team. It will also improve the programming for students as they will now be invested Peotone district employees. Just as a reminder, the district previously used a contractual agency EBS Healthcare to provide OT services. In 16-17 school year EBS was paid approximately \$133,000 for in district OT services. The cost to hire our own OT and COTA for the 18-19 school year is approximately: \$110,000.

SI Program

The creation of our Specialized Instruction classrooms is also moving forward nicely. These self-contained special education classrooms already exist at PJHS, and PHS but for next school year we are adding them to PES and PIC. This has been a missing layer of student support in our district. These classrooms will provide an option for students with unique needs that can't tolerate a general education classroom setting for full or partial days. Students in this program will work on traditional and functional academics along with goals for community and personal independence. The average tuition cost alone to have a student out of district to meet their needs can have a price anywhere from roughly \$3,000 per month to \$19,000 per month. That means the annual cost per pupil could range on the low end from \$27,000 a year to more \$170, 000.

LWSRA

I'm meeting with Keith Wallace, Executive Director of Lincoln Way Special Recreation Association (LWSRA) to learn more about the opportunity that may exist for an Intergovernmental Agreement with Lincoln Way Special Recreation. We have many families that live in our school district, but they are considered "out of district" residents with LWSRA. This means that out of district program fees apply to many of families of students with disabilities. We have the opportunity to lower these program fees by signing a cooperative agreement with them that would allow the potential for LWSRA to use our facilities or building(s) to host events if the District isn't utilizing them. I will share more information with the Board after my meeting with Mr. Wallace.

Mr. Craig Fantin, Principal of Peotone High School, reported to the Board, about applying to become a Unified Champion School. There is no cost to participate in unified sports other than uniforms, transportation, and possibly a stipend for the coach who oversees the program itself. Right now our District qualifies for Dance, Basketball and Soccer. Money is available through Special Olympics for the start-up costs through an application process. They

recommend that we start with one or two sports to lay the foundation. Mr. Fantin will be the administrative contact and Mrs. Blamble will be the school personnel contact. And we will need a student leader contact, which several students have shown interest in. Mr. Fantin asks the Board, if the application to become a Unified Champion School can be approved at the July board meeting.

Mrs. Wendy Bean, Assistant Principal of Peotone High School, reported to the Board, that we have freshman orientation night set for Monday, August 13, 2018 from 6:00 p.m. to 8:30 p.m. Parents are allowed to join their freshman students at the last half-hour of the night, which will be from 8:00 p.m. - 8:30 p.m. Open house for the high school for all grades will be Monday, August 27, 2018.

Mrs. Jennifer Haag, Transportation Director, had nothing to report.

Mrs. Patty Favela, Business Manager, reported to the Board, that the 18-19 Budget will be ready by July or August, and will be ready for approval at the September board meeting. Mrs. Favela is also working with a Third Party Administrator for our 403b Plan. This third party administrator will handle all aspects of our 403b plans. PUSHCOIN, along with the new district website will be available sometime after July 1st. Letters regarding PUSHCOIN will be mailed out to all parents. The letters will include a registration code and PUSHCOIN instructions on how to access PUSHCOIN online sometime in July.

ADJOURNMENT:

At 6:53 p.m. Mrs. Robinson moved that the meeting be adjourned, and stated that there will be no Executive Session following the Regular Board Meeting. 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. Mrs. Thatcher was absent.

Tara Robinson, President

Cathy Cuculich, Reporter

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

Balance Brought Forward	\$ 15,000.00
Receipts	\$ 2,799.88
Disbursements	
10 Ed Fund	\$ 2,799.88
20 Building	\$
30 Debt Service Fund or Fund Group	\$
40 Transportation	\$
50 I.M.R.F/ Soc. Sec. Fund	\$
80 Tort Immunity and Judgment Fund	\$
TOTAL DISBURSEMENTS	\$ 2,799.88
 BALANCE ON HAND JUNE 30, 2018	 \$ 15,000.00

Bills Payable List

Printed: 06/29/2018 12:45:03PM
 PEOTONE CUSD #207
 Expense on Date: 6/1/2018 to 6/30/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
ACTION, CRAIG OR BETH						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
ALLEN, DAWN RAMIREZ OR ANTHO						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
ANDERSON, LORA OR JOHN						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
BALKE, SARAH						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
BARTA, CHRISTOPHER OR JAMIE						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
BASS, JESSICA						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
BOEHL, ROB OR DARRYL						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
BOSTJANCIC, PAUL OR AMANDA						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
BOSTROM, CARL OR APRIL						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
BROWN, MICHAEL OR JENNIFER						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
BUCZKOWSKI, SCOTT OR NIKKI						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
BUDZ, STAN OR ANETA						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
CAMP, SHARYN						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
CANCHOLA, MARINA REZA OR ROG						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
CANNONIE, MICHAEL OR DANETTE						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	

Bills Payable List

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 PEOTONE CUSD #207
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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
CANO, ABELARDO OR ANGELA		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
CANTONE, COURTNEY		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
CANTONE, KAREN S		HEALTH INS BEN EXEC ADMIN SECRETARY		604	250.00	10-2310-222
					<u>\$250.00</u>	
CARLSON, MICHAEL OR MICHELLE		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
CARUSO, TONY		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
CASH, JAMES OR JEANNE		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
CERCONE, MARK OR WENDY		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
CLAY, ADAM OR NATALIE		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
CLOTT, SHERI		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
CLOUSING, ROGER OR CARI		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
CORNEILLER, DIANE ANDERSON OI		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
CUTHBERTSON, WILLIAM OR LORI		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
CZAJA, STANISLAW OR KATARZYN/		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
D'ANREA, CAROLYN		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
DARLING, REBECCA		SPEC ED PURCHASED SERVICES		603	1,400.00	10-1200-390
					<u>\$1,400.00</u>	

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 PEOTONE CUSD #207
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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
DEA, MICHAEL OR ANGELA		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
DEBOER, TRACI		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
DEVORE, SHANE OR AMY		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
DIAZ, REJINO OR SUSANA		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
EARLEY, ROBERT OR ERICA		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
ESQUIVEL, LORENA		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
FARMER, SHAUN OR KELLY		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
FINSTROM, CHRIS OR PEGGY		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
FOGARTY, SHAWN OR LAURIE		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
FRANK, HEIDI		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
GALBREATH, SEAN OR MICHELLE		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
GARCIA, JUAN OR VERONICA		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
GAYESKI, NATHAN OR KIM		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
GOLICK, JASON OR AMY		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
GRESS, KEVIN OR AMY		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	

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 PEOTONE CUSD #207
 Expense on Date: 6/1/2018 to 6/30/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
GWIAZDA, ANDREW OR KELLY						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
HASSE, STEVEN OR ANDREA						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
HERMAN, LEO OR SANDRA						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
HERNANDEZ, ANGELICA						
		TESTING GUIDANCE SERV		604	53.00	10-2120-314
					<u>\$53.00</u>	
HILLMAN, JOE OR SHANNON						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
HOPEWELL, SCOTT						
		STUDENT FEES-COURSE FEES		602	17.50	10-1720
					<u>\$17.50</u>	
IPEMA, ALBERT OR TARA						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
JOHNSON, BRIAN OR REBECCA						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
KAMPER, DANIEL OR JEANETTE						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
KENDRA, BETH						
		TESTING GUIDANCE SERV		604	53.00	10-2120-314
					<u>\$53.00</u>	
KENNEDY, TIM OR MARCIE						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
KRAMER, JEFF						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
LAKE COUNTY PARKS AND RECRE/						
		Void MISCELLANEOUS (FIELD TRIPS)		9,162	(437.00)	10-1101-690
					<u>(\$437.00)</u>	
LALLY, JOHN OR DANA						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
LATTZ, JOHN OR LINDA						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
LISTER, JEFF OR KELLY						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
LONARD, STEVEN OR LORI						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
LOOCK, JUSTIN OR BROOK						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
LOPEZ, GERMAN OR VERONICA						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
LUNDBERG, KATIE						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
MACEK, JASON OR GWEN						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
MANNIE, NICOLE						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
MARQUEZ, ADOLFO OR ANGIE						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
MARSHALL, TINA						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
MATHER, ROB OR CHARLOTTE						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
MCCLEVERTY, CHRIS OR JAMIE						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
MCCONKEY, BRIAN OR ALEXIS						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
MCNEELEY, NATHAN OR DEANNA						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
MEZYDLO, SIMON OR CHERYL						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
NAPLES, MICHAEL OR AMY						
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	

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 PEOTONE CUSD #207
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Vendor Name		Override	Batch #	Amount	State Account Number
P.O. Number	Description				
NEWQUIST, TOM OR RENEE					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
O'BRIEN, JIM OR KAREN					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
PANE, STEVEN AND JESSICCA					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
PASCH, CRAIG OR SHARON					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
PLECKHAM, TOM OR ANDREA					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
PODBIELSKI, RICK OR JODI					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
POLLAK, KIRSHA					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
PROTTI, PABLO OR GRACIELA					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
RAYMOND, CHRISTINA					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
REGAN, JENNIFER					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
REMBERT, RONALD OR GAYNELL					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
REYNOLDS, LORRAINE					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
RICHARDSON, JAMIE OR CASSIE					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
RIVERA, RICK OR JENNIFER					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
ROBISON, DANIELLE TURNER OR J					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
RUTNICKI, CARRIE		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
SALA, GERALD OR KELLY		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
SCHEFFERS, CRAIG OR JILL		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
SCHUBBE, MICHAEL OR DANA		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
SCHUMAN, SCOTT OR KRISTEN		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
SIEGEL, ALAN OR MANDY		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
SMITH, LONNY OR DEANNA		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
SOLOMAN, JEREMY		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
SPIVAK, DAVID OR CRISTINE		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$20.00</u>	
STIGLER, ROBERT OR REBECCA		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
STOUB, TIMOTHY OR KATIE		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
SULLIVAN, MICHAEL OR KATHY		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
SWANSON, DONALD OR JENNIFER		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
TOEPFER, TIMOTHY OR NINA		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
					<u>\$10.00</u>	
TOMAN, STACY		MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690

Bills Payable List

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Vendor Name		Override	Batch #	Amount	State Account Number
P.O. Number	Description				
				<u>\$10.00</u>	
VEEN, CANDACE					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
VELASCO, RUBEN OR LAURA					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
VERBLE, CHRISTOPHER					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
VILLAGE OF PEOTONE					
	POLICE DUTY		602	231.00	10-2540-310
				<u>\$231.00</u>	
WALKER, TROY OR JAYME					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
WALSH, PATRICK OR SHERRE					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
WEAVER, TIFFANY					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
WEBBER, JEAN MONTALBANO OR I					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
WEISS, ADAM OR HEATHER					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
WENZEL, SCOTT K					
	JH INTRSCHLSTC CONT SRVS		600	102.38	10-1500-310-200
				<u>\$102.38</u>	
WHITEHEAD, KATRINA					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
WILKE, CHRIS OR SHANNON					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
WOODCOCK, ADAM OR HARMONY					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
YOUNG, JAMES OR KIMBERLY					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690
				<u>\$10.00</u>	
ZOPPA, RONALD OR JADWIGA					
	MISCELLANEOUS (FIELD TRIPS)		601	10.00	10-1101-690

Bills Payable List

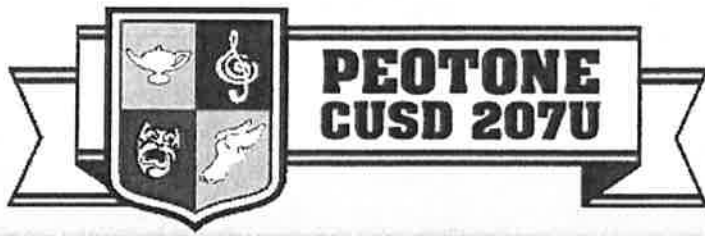
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PEOTONE CUSD #207
Expense on Date: 6/1/2018 to 6/30/2018

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
				\$10.00	
			Report Total	\$2,799.88	

Bills Payable List

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PEOTONE CUSD #207
Expense on Date: 6/1/2018 to 6/30/2018

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
				\$10.00	
Report Total				\$2,799.88	



District Office
212 West Wilson Street
Peotone, IL 60468
Tel: 708-258-0991
Fax: 708-258-0994
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
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July 25, 2018

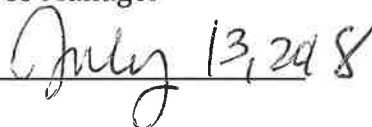
I have reviewed and recommend the approval of the attached invoices for payment.

Board Meeting Date: July 16, 2018

Total approved Invoiced Amount: \$827,289.92



Patricia Favela
Business Manager


Date

Bills Payable List

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 PEOTONE CUSD #207
 Expense on Date: 7/1/2018 to 7/31/2018

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
AFFORDABLE FLOORING BY RODIG					
	PIC O & M PURCHASED SERVICES		10	912.61	20-2540-390
	PJHS O & M PURCHASED SERVICES		10	890.63	20-2540-390
	CSC O & M PURCHASED SERVICES		10	90.42	20-2540-390
				<u>\$1,893.66</u>	
ALICE TRAINING INSTITUTE LLC					
	IMP OF INST PROFESSIONAL DEV		10	251.10	10-2210-314
	IMP OF INST PROFESSIONAL DEV		10	3,777.00	10-2210-314
				<u>\$4,028.10</u>	
ALL POWER EQUIPMENT					
	CONTRACTED MAINTENANCE		10	73.93	40-2550-323
				<u>\$73.93</u>	
AREA SALT & CHEMICAL INC					
	TRANS SUPPLIES		10	37.95	40-2550-400
				<u>\$37.95</u>	
BERKOTS SUPER FOODS					
	BOARD OF ED OTHER		10	12.47	10-2310-690
	O & M SUPPLIES		10	11.98	20-2540-410
				<u>\$24.45</u>	
BMO MASTERCARD					
	CURR DIR PROF DEVELOPMENT		10	450.00	10-2210-312
	TECHNOLOGY NON CAPITALIZED EQUIP		10	1,919.70	10-2630-660
	COMPUTER SUPPLIES		10	49.99	10-2630-410
	COMPUTER SUPPLIES		10	9.99	10-2630-410
	TECHNOLOGY NON CAPITALIZED EQUIP		10	546.00	10-2630-660
	IMP OF INST SUPPLIES		10	223.50	10-2210-410
	IMP OF INST DUES & ASSOCIATION FEES		10	45.00	10-2210-640
	IMP OF INST PROFESSIONAL DEV		10	193.18	10-2210-314
	IMP OF INST SUPPLIES		10	122.00	10-2210-410
	IMP OF INSTR MISCELLANEOUS		10	14.95	10-2210-540
	PREK SUPPLIES		10	32.00	10-1125-410
	PREK SUPPLIES		10	427.54	10-1125-410
	PREK SUPPLIES		10	107.54	10-1125-410
	PREK SUPPLIES		10	5.98	10-1125-410
	PREK SUPPLIES		10	22.76	10-1125-410
	CURR DIR PROF DEVELOPMENT		10	90.00	10-2210-312
	HS TEXTBOOKS		10	3,009.92	10-1104-420
	PREK SUPPLIES		10	9.18	10-1125-410
	HS TEXTBOOKS		10	625.35	10-1104-420
	JH TEXTBOOKS		10	877.50	10-1103-421
	SPEC ED PURCHASED SERVICES		10	300.00	10-1200-390
	IMP OF INST PROFESSIONAL DEV		10	584.04	10-2210-314
	HS TEXTBOOKS		10	40.00	10-1104-420
	HS TEXTBOOKS		10	32.45	10-1104-420
	HS TEXTBOOKS		10	349.60	10-1104-420
	PREK SUPPLIES		10	682.31	10-1125-410
	HS TEXTBOOKS		10	177.20	10-1104-420

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Vendor Name		Override	Batch #	Amount	State Account Number
P.O. Number	Description				
	HS TEXTBOOKS		10	191.30	10-1104-420
	HS TEXTBOOKS		10	66.72	10-1104-420
	JH TEXTBOOKS		10	687.70	10-1103-421
	HS TEXTBOOKS		10	71.88	10-1104-420
	ELEM TEXTBOOKS		10	4,899.23	10-1101-420-100
	IMP OF INST SUPPLIES		10	19.96	10-2210-410
	HS TEXTBOOKS		10	1,563.38	10-1104-420
	HS TEXTBOOKS		10	537.14	10-1104-420
	HS TEXTBOOKS		10	18.00	10-1104-420
	HS TEXTBOOKS		10	739.50	10-1104-420
	HS TEXTBOOKS		10	162.00	10-1104-420
	IMP OF INST TRAVEL		10	56.57	10-2210-332
	ELEM TEXTBOOKS		10	297.51	10-1101-420-100
	HS TEXTBOOKS		10	19.14	10-1104-420
	HS TEXTBOOKS		10	19.99	10-1104-420
	PREK SUPPLIES		10	418.86	10-1125-410
	JH TEXTBOOKS		10	8,094.39	10-1103-421
	IMP OF INST TRAVEL		10	182.00	10-2210-332
	TECHNOLOGY NON CAPITALIZED EQUIP		10	658.00	10-2630-660
	HS TEXTBOOKS		10	9.99	10-1104-420
	COMPUTER SOFTWARE		10	7,038.00	10-2630-470
	COMPUTER SOFTWARE		10	9.98	10-2630-470
	CURR DIR PROF DEVELOPMENT		10	1,122.36	10-2210-312
	CURR DIR PROF DEVELOPMENT		10	1,122.36	10-2210-312
	CURR DIR PROF DEVELOPMENT		10	1,122.36	10-2210-312
	HS TEXTBOOKS		10	44.88	10-1104-420
	CURR DIR PROF DEVELOPMENT		10	1,122.36	10-2210-312
	CURR DIR PROF DEVELOPMENT		10	0.02	10-2210-312
	CURR DIR PROF DEVELOPMENT		10	6.00	10-2210-312
	HS TEXTBOOKS		10	7.87	10-1104-420
	HS TEXTBOOKS		10	121.00	10-1104-420
	HS TEXTBOOKS		10	154.00	10-1104-420
	HS TEXTBOOKS		10	384.30	10-1104-420
	ELEM TEXTBOOKS		10	4,611.04	10-1101-420-100
	ELEM TEXTBOOKS		10	(297.51)	10-1101-420-100
	ELEM TEXTBOOKS		10	280.00	10-1101-420-100
	JH TEXTBOOKS		10	7,618.24	10-1103-421
	ELEM TEXTBOOKS		10	(4,899.23)	10-1101-420-100
	JH TEXTBOOKS		10	(8,094.39)	10-1103-421
	PREK SUPPLIES		10	(25.15)	10-1125-410
	COMPUTER SUPPLIES		10	104.61	10-2630-410
	COMPUTER SUPPLIES		10	29.86	10-2630-410
	SPEC ED SUPPLIES		10	28.76	10-1200-410
	SPEC ED SUPPLIES		10	6.70	10-1200-410
	SPEC ED SUPPLIES		10	97.50	10-1200-410
	SPEC ED SUPPLIES		10	3.59	10-1200-410
	SPEC ED SUPPLIES		10	31.57	10-1200-410
	SPEC ED PURCHASED SERVICES		10	750.00	10-1200-390
	TRANS SUPPLIES		10	295.68	40-2550-400

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		TRANS SUPPLIES		10	60.00	40-2550-400
		TRANS SUPPLIES		10	129.13	40-2550-400
		TRANS SUPPLIES		10	(27.20)	40-2550-400
		HS AGRICULTURE GRANT		10	177.08	10-1446-410
		HS AGRICULTURE GRANT		10	393.71	10-1446-410
		HS AGRICULTURE GRANT		10	287.50	10-1446-410
		HS AGRICULTURE GRANT		10	322.71	10-1446-410
		HS GRADUATION		10	74.04	10-2190-410
		BOARD OF ED DUES & FEES		10	69.00	10-2310-640
		HS GENERAL SUPPLIES		10	36.82	10-1104-410
		HS GENERAL SUPPLIES		10	16.00	10-1104-410
		O & M SUPPLIES		10	65.00	20-2540-410
					<u>\$44,061.49</u>	
BSN SPORTS		HS INTRSCHLSTC ATHLETIC SUPPLIES		10	450.67	10-1500-410-300
					<u>\$450.67</u>	
CANON FINANCIAL SERVICES INC		DISTRICT COPIERS		10	8,328.00	10-2570-325
		DISTRICT COPIERS		10	202.00	10-2570-325
					<u>\$8,530.00</u>	
CARDINAL CREEK GOLF CLUB		HS INTRSCHLSTC CONT SRVS		10	1,500.00	10-1500-310-300
					<u>\$1,500.00</u>	
CARSTENS, JEANINE		HEALTH INS BEN EXEC ADMIN SECRETARY		10	250.00	10-2310-222
					<u>\$250.00</u>	
CENGAGE LEARNING		HS TEXTBOOKS		10	3,999.05	10-1104-420
					<u>\$3,999.05</u>	
CHG ALTERNATIVE EDUCATION INC		SPEC ED PRIVATE TUITION		10	9,203.76	10-1912-670
					<u>\$9,203.76</u>	
COMCAST		TECHNOLOGY PURCHASED SERVICES		10	11,847.21	10-2630-300
					<u>\$11,847.21</u>	
CONNOR COMPANY		SUPPLIES OPER & MAINT		10	7.38	20-2540-410
					<u>\$7.38</u>	
CONSERV FS INC		O & M SUPPLIES		10	225.00	20-2540-410
					<u>\$225.00</u>	
CONSTELLATION NEW ENERGY		PHS ELECTRICITY		10	12,813.52	20-2540-466
		BUS ELECTRICITY		10	166.33	20-2540-466
					<u>\$12,979.85</u>	
CONSTELLATION NEWENERGY GAS						

Bills Payable List

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Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	PIC NATURAL GAS		10	165.10	20-2540-465
	BUS NATURAL GAS		10	116.40	20-2540-465
	PES NATURAL GAS		10	168.01	20-2540-465
	PHS NATURAL GAS		10	463.34	20-2540-465
	PJHS NATURAL GAS		10	384.12	20-2540-465
	CSC NATURAL GAS		10	193.12	20-2540-465
				<u>\$1,490.09</u>	
COWGER, MONICA					
	HEALTH SERVICES TRAVEL		10	160.65	10-2130-332
				<u>\$160.65</u>	
DAUM APPLIANCE					
	PHS O & M SUPPLIES		10	315.71	20-2540-410
				<u>\$315.71</u>	
DECKER INC					
	O & M SUPPLIES		10	57.00	20-2540-410
				<u>\$57.00</u>	
DEMCO					
	LIBRARY SUPPLIES		10	1,060.11	10-2220-410
				<u>\$1,060.11</u>	
DEPKE					
	HS AGRICULTURE SUPPLIES		10	21.60	10-1446-410
				<u>\$21.60</u>	
EBS HEALTHCARE					
	SPEC ED PURCHASED SERVICES		10	10,400.29	10-1200-390
	SPEC ED PURCHASED SERVICES		10	1,737.70	10-1200-390
				<u>\$12,137.99</u>	
ELIM CHRISTIAN SERVICES					
	SPEC ED PRIVATE TUITION		10	1,476.31	10-1912-670
				<u>\$1,476.31</u>	
ENTRE SOLUTIONS II					
	COMPUTER PURCH SERV		10	23,014.00	10-2630-390
	COMPUTER PURCH SERV		10	25,522.00	10-2630-390
	COMPUTER PURCH SERV		10	30,534.00	10-2630-390
	COMPUTER PURCH SERV		10	27,914.44	10-2630-390
	COMPUTER PURCH SERV		10	23,547.17	10-2630-390
				<u>\$130,531.61</u>	
FORECAST5 ANALYTICS					
	BOARD OF ED OTHER PURCHASED SERV		10	8,500.00	10-2310-390
				<u>\$8,500.00</u>	
FRONTLINE TECHNOLOGIES INC					
	COMPUTER SOFTWARE		10	7,372.59	10-2630-470
				<u>\$7,372.59</u>	
GERBER LIFE					
	INSURANCE		10	2,256.25	80-2364-300
				<u>\$2,256.25</u>	
GORDON ELECTRIC SUPPLY INC					

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		O & M SUPPLIES		10	187.92	20-2540-410
					<u>\$187.92</u>	
GREAT LAKES ELEVATOR SERVICE						
		PJHS INSPECTION SERVICES		10	728.00	80-2367-300
					<u>\$728.00</u>	
HEALTH RESOURCE SERVICE MGM						
		SPEC ED PURCHASED SERVICES		10	50.70	10-1200-390
					<u>\$50.70</u>	
HERITAGE FS INC						
		O & M VEHICLE MAINT/REPAIR LABOR		10	708.84	20-2540-323
		TRANS SUPPLIES		10	2,286.21	40-2550-400
					<u>\$2,995.05</u>	
HOPEWELL CAREER ACADEMY INC						
		SPEC ED PRIVATE TUITION		10	4,650.30	10-1912-670
					<u>\$4,650.30</u>	
HOUGHTON MIFFLIN COMPANY						
		HS TEXTBOOKS		10	2,839.40	10-1104-420
					<u>\$2,839.40</u>	
HYGIENEERING INC						
		PIC O & M PURCHASED SERVICES		10	1,300.00	20-2540-390
		PIC O & M PURCHASED SERVICES		10	950.00	20-2540-390
		PJHS O & M PURCHASED SERVICES		10	950.00	20-2540-390
					<u>\$3,200.00</u>	
IASA						
		BOARD OF ED DUES & FEES		10	1,242.00	10-2310-640
					<u>\$1,242.00</u>	
ILLINOIS ASSN OF SCHOOL BOARD						
		BOARD OF ED DUES & FEES		10	5,477.00	10-2310-640
		BOARD OF ED DUES & FEES		10	6,165.00	10-2310-640
					<u>\$11,642.00</u>	
ILLINOIS DIRECTOR OF EMPLOYME						
		UNEMPLOYMENT		10	16.57	80-2363-300
					<u>\$16.57</u>	
INTERSTATE 8 CONFERENCE						
		HS INTRSCHLSTC CONT SRVS		10	2,500.00	10-1500-310-300
					<u>\$2,500.00</u>	
INTERSTATE BATTERY OF CHICAGC						
		O & M SUPPLIES		10	5.99	20-2540-410
					<u>\$5.99</u>	
ITR SYSTEMS						
		CSC O & M PURCHASED SERVICES		10	2,535.00	20-2540-390
		O & M SUPPLIES		10	510.90	20-2540-410
					<u>\$3,045.90</u>	
JOHNSON CONTROLS SECURITY S						
		PIC O & M PURCHASED SERVICES		10	839.00	20-2540-390

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$839.00</u>	
JOHNSONS GREENHOUSE						
		JH GRADUATION		10	63.00	10-2190-410-200
		HS GRADUATION		10	63.00	10-2190-410
					<u>\$126.00</u>	
JOURNEYED.COM INC						
		COMPUTER SOFTWARE		10	2,399.00	10-2630-470
					<u>\$2,399.00</u>	
JSTOR						
		LIBRARY SUPPLIES		10	1,500.00	10-2220-410
					<u>\$1,500.00</u>	
LA RABIDA CHILDREN'S HOSPITAL						
		IMP OF INST PROFESSIONAL DEV		10	500.00	10-2210-314
					<u>\$500.00</u>	
LEFEVERS, REBECCA M						
		SPEC ED SUPPLIES		10	89.94	10-1200-410
					<u>\$89.94</u>	
LEXIA LEARNING SYSTEMS LLC						
		COMPUTER SOFTWARE		10	8,500.00	10-2630-470
					<u>\$8,500.00</u>	
LIBERTY FIRE EQUIPMENT INC.						
		BUS INSPECTION SERVICES		10	175.00	80-2367-300
		PIC INSPECTION SERVICES		10	271.70	80-2367-300
		PHS INSPECTION SERVICES		10	567.50	80-2367-300
		PJHS INSPECTION SERVICES		10	650.95	80-2367-300
		CSC INSPECTION SERVICES		10	203.10	80-2367-300
		PES INSPECTION SERVICES		10	343.95	80-2367-300
					<u>\$2,212.20</u>	
LINCOLNWAY AREA AFFILIATION						
		HEALTH INS BEN JH TEACHERS-POLICY CHANGE		10	1,360.75	10-1103-222-200-121
					<u>\$1,360.75</u>	
LOWES						
		O & M SUPPLIES		10	72.91	20-2540-410
					<u>\$72.91</u>	
MACDOUGALL, MEGAN						
		SPEC ED SUPPLIES		10	13.68	10-1200-410
					<u>\$13.68</u>	
MARQUEZ PAINTING						
		PHS O & M PURCHASED SERVICES		10	670.00	20-2540-390
		MAIN SHED O & M PURCHASED SERVICES		10	280.00	20-2540-390
		MAIN SHED O & M PURCHASED SERVICES		10	140.00	20-2540-390
		PES O & M PURCHASED SERVICES		10	95.00	20-2540-390
					<u>\$1,185.00</u>	
MCGRAW-HILL SCHOOL EDUCATIOI						
		ELEM TEXTBOOKS		10	727.82	10-1101-420-100
					<u>\$727.82</u>	

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Vendor Name				
P.O. Number	Description	Override	Batch #	Amount State Account Number
MENARDS - BRADLEY				
	O & M SUPPLIES		10	316.32 20-2540-410
	O & M SUPPLIES		10	348.27 20-2540-410
	O & M SUPPLIES		10	(37.04) 20-2540-410
	O & M SUPPLIES		10	(140.95) 20-2540-410
	O & M SUPPLIES		10	54.99 20-2540-410
	O & M SUPPLIES		10	83.29 20-2540-410
	O & M SUPPLIES		10	57.55 20-2540-410
	O & M SUPPLIES		10	91.36 20-2540-410
	O & M SUPPLIES		10	(74.00) 20-2540-410
				<u>\$699.79</u>
MIDWEST TRANSIT EQUIP INC				
	TRANS SUPPLIES		10	215.09 40-2550-400
	TRANS SUPPLIES		10	419.49 40-2550-400
	TRANS SUPPLIES		10	110.00 40-2550-400
	TRANS SUPPLIES		10	312.88 40-2550-400
	TRANS SUPPLIES		10	48.38 40-2550-400
	TRANS SUPPLIES		10	85.39 40-2550-400
	TRANS CONTRACTED MAINTENANCE		10	116.60 40-2550-323
	TRANS SUPPLIES		10	180.70 40-2550-400
	TRANS SUPPLIES		10	(254.00) 40-2550-400
	TRAN SUPPLIES		10	254.00 40-2550-400
	TRANS SUPPLIES		10	215.09 40-2550-400
				<u>\$1,703.62</u>
MONROE PEST CONTROL CO INC				
	PJHS O & M SUPPLIES		10	48.00 20-2540-410
	PIC O & M SUPPLIES		10	48.00 20-2540-410
	CSC O & M SUPPLIES		10	48.00 20-2540-410
	PES O & M SUPPLIES		10	48.00 20-2540-410
	PHS O & M SUPPLIES		10	55.00 20-2540-410
				<u>\$247.00</u>
NAPA AUTO PARTS				
	TRANS SUPPLIES		10	42.20 40-2550-400
	TRANS SUPPLIES		10	157.64 40-2550-400
	TRANS SUPPLIES		10	249.81 40-2550-400
	TRANS SUPPLIES		10	9.20 40-2550-400
	TRANS SUPPLIES		10	23.94 40-2550-400
	TRANS SUPPLIES		10	11.38 40-2550-400
	TRANS SUPPLIES		10	(49.50) 40-2550-400
	TRANS SUPPLIES		10	4.05 40-2550-400
	TRANS SUPPLIES		10	(9.11) 40-2550-400
	TRANS SUPPLIES		10	10.93 40-2550-400
	O & M SUPPLIES		10	10.28 20-2540-410
	O & M SUPPLIES		10	1.06 20-2540-410
	TRANS SUPPLIES		10	9.11 40-2550-400
				<u>\$470.99</u>
NAVIANCE INC				
	COMPUTER SOFTWARE		10	5,881.75 10-2630-470

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$5,881.75</u>	
NCS PEARSON INC						
		COMPUTER SOFTWARE		10	3,005.00	10-2630-470
					<u>\$3,005.00</u>	
NOLAN BOILER & TANK SERVICE IN						
		O & M PURCHASED SERVICES		10	15,690.00	20-2540-390
					<u>\$15,690.00</u>	
OESTREICH SALES AND SERVICE II						
		O & M SUPPLIES		10	24.00	20-2540-410
					<u>\$24.00</u>	
PEARSON EDUCATION INC						
		HS TEXTBOOKS		10	9,855.61	10-1104-420
					<u>\$9,855.61</u>	
PENGUIN RANDOM HOUSE LLC						
		HS TEXTBOOKS		10	27.50	10-1104-420
		HS TEXTBOOKS		10	29.00	10-1104-420
					<u>\$56.50</u>	
PEOTONE BOWLING CENTER						
		HS INTRSCHLSTC CONT SRVS		10	3,900.00	10-1500-310-300
					<u>\$3,900.00</u>	
PERFORMANCE CHEMICAL & SUPP						
		O & M CAPITAL OUTLAY		10	5,420.79	20-2540-590
		O & M SUPPLIES		10	56.27	20-2540-410
					<u>\$5,477.06</u>	
PIONEER DRAMA SERVICE						
		HS TEXTBOOKS		10	379.00	10-1104-420
					<u>\$379.00</u>	
POWERSCHOOL GROUP LLC						
		FISCAL SERVICES FIN SOFTWARE		10	12,630.00	10-2520-390
					<u>\$12,630.00</u>	
PRECISION CONTROL SYSTEMS INC						
		PHS O & M PURCHASED SERVICES		10	191.50	20-2540-390
					<u>\$191.50</u>	
PURCHASE POWER						
		8000-9000-1120-1971		10	75.66	10-2510-340
					<u>\$75.66</u>	
PUSHCOIN INC						
		BOARD OF ED OTHER PURCHASED SERV		10	419.72	10-2310-390
					<u>\$419.72</u>	
READYREFRESH BY NESTLE						
		O & M SUPPLIES		10	50.90	20-2540-410
		JH GENERAL SUPPLIES		10	264.61	10-1103-410
					<u>\$315.51</u>	
RIDDELL ALL AMERICAN						
		HS INTRSCHLSTC CONT SRVS		10	3,206.45	10-1500-310-300

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HS INTRSCHLSTC ATHLETIC SUPPLIES		10	4,746.65	10-1500-410-300
					<u>\$7,953.10</u>	
RIVAL5 TECHNOLOGIES CORP						
		O & M TELEPHONE		10	3,902.96	20-2540-340
		O & M TELEPHONE		10	733.14	20-2540-340
					<u>\$4,636.10</u>	
RIVERSIDE MEDICAL CENTER						
		SPEC ED PRIVATE TUITION		10	322.00	10-1912-670
					<u>\$322.00</u>	
RIVERSIDE WORKFORCE HEALTH						
		TRANS PHYSICAL EXAMS		10	89.00	40-2550-390
		TRANS PHYSICAL EXAMS		10	89.00	40-2550-390
		TRANS PHYSICAL EXAMS		10	89.00	40-2550-390
		TRANS PHYSICAL EXAMS		10	89.00	40-2550-390
					<u>\$356.00</u>	
ROCKFORD BOARD OF EDUCATION						
		SPEC ED PRIVATE TUITION		10	461.58	10-1912-670
					<u>\$461.58</u>	
SANTANDER LEASING LLC						
		TRANS PURCHASED SERVICES		10	5,812.00	40-2550-300
		TRANS PURCHASED SERVICES		10	328,962.78	40-2550-300
					<u>\$334,774.78</u>	
SCARIANO HIMES & PETRARCA						
		BOARD OF ED LEGAL SERVICES		10	3,802.05	10-2310-318
					<u>\$3,802.05</u>	
SENTINEL TECHNOLOGIES INC						
		COMPUTER SOFTWARE		10	5,400.00	10-2630-470
		COMPUTER SOFTWARE		10	240.00	10-2630-470
		COMPUTER SOFTWARE		10	8,649.00	10-2630-470
					<u>\$14,289.00</u>	
STAR DISPOSAL SERVICE						
		O & M GARBAGE & REFUSE		10	1,598.89	20-2540-321
					<u>\$1,598.89</u>	
STRONG, BRIAN OR DEBRA						
		TRANS OTHER		10	248.52	40-2550-600
					<u>\$248.52</u>	
STUDIES WEEKLY						
		ELEM TEXTBOOKS		10	3,058.00	10-1101-420-100
					<u>\$3,058.00</u>	
SUBURBAN DOOR CHECK & LOCK :						
		CSC O & M PURCHASED SERVICES		10	53.72	20-2540-390
		PJHS O & M PURCHASED SERVICES		10	692.00	20-2540-390
					<u>\$745.72</u>	
THE CHICAGO AUTISM ACADEMY IN						
		SPEC ED PRIVATE TUITION		10	10,440.32	10-1912-670
		SPEC ED PRIVATE TUITION		10	37,015.68	10-1912-670

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$47,456.00</u>	
THE VEDETTE INC						
		BOARD OF ED OTHER		10	40.00	10-2310-690
		BOARD OF ED OTHER		10	15.00	10-2310-690
		BOARD OF ED OTHER		10	5.00	10-2310-690
		BOARD OF ED OTHER		10	5.00	10-2310-690
					<u>\$65.00</u>	
UNIVERSAL PUBLISHING						
		ELEM TEXTBOOKS		10	1,749.00	10-1101-420-100
		ELEM TEXTBOOKS		10	1,040.66	10-1101-420-100
					<u>\$2,789.66</u>	
VALLEY ATHLETICS						
		HS INTRSCHLSTC ATHLETIC SUPPLIES		10	8,346.15	10-1500-410-300
					<u>\$8,346.15</u>	
VILLAGE OF PEOTONE						
		CSC O & M WATER & SEWER		10	307.80	20-2540-370
		PES O & M WATER & SEWER		10	1,058.76	20-2540-370
		BUS O & M WATER & SEWER		10	91.08	20-2540-370
		PHS O & M WATER & SEWER		10	1,068.84	20-2540-370
		PJHS O & M WATER & SEWER		10	479.16	20-2540-370
					<u>\$3,005.64</u>	
VITTON, CHARLES						
		IMP OF INST TRAVEL		10	91.70	10-2210-332
					<u>\$91.70</u>	
WEISSBOHN, DAVID						
		TECHNOLOGY TRAVEL		10	35.20	10-2630-332
					<u>\$35.20</u>	
WELLS FARGO BANK N.A.						
		BOND SERVICE FEES SERIES 2010G		10	250.00	30-5900-690
					<u>\$250.00</u>	
WENTWORTH TIRE SERVICE INC						
		TRANS SUPPLIES		10	1,535.80	40-2550-400
					<u>\$1,535.80</u>	
WERNER LANDSCAPE AND LAWN C						
		O & M SUPPLIES		10	38.00	20-2540-410
					<u>\$38.00</u>	
WILL COUNTY COLLECTOR						
		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>	
WILL COUNTY						
		TRANS PROF DEVELOPMENT		10	10.00	40-2550-314
		BOARD OF ED OTHER		10	162.00	10-2310-690
					<u>\$172.00</u>	
WILSON LANGUAGE TRAINING						

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Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	ELEM TEXTBOOKS		10	2,430.00	10-1101-420-100
	ELEM TEXTBOOKS		10	363.96	10-1101-420-100
	ELEM TEXTBOOKS		10	35.00	10-1101-420-100
	ELEM TEXTBOOKS		10	336.96	10-1101-420-100
				<u>\$3,165.92</u>	
WISC-EDUCATION					
	COMPUTER SOFTWARE		10	5,957.30	10-2630-470
	COMPUTER SOFTWARE		10	3,542.70	10-2630-470
				<u>\$9,500.00</u>	
WUSKE, TERESA A					
	HOT LUNCH PROG TRAVEL		10	199.47	10-2560-332
				<u>\$199.47</u>	
				<u>\$827,289.92</u>	
			Report Total		

Fund Balance Report

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Peotone Activity District 207-U

Fund	Description	Month to Date		Year to Date		Fund Balance	
		Expense	Income	Expense	Income	YTD Change	Start of Year
113	BDI BAND FESTIVAL	0.00	0.00	0.00	0.00	0.00	(90.36)
114	CLASS OF 2007	0.00	0.00	221.80	0.00	(221.80)	500.00
115	CLASS OF 2005	0.00	0.00	0.00	0.00	0.00	80.02
116	CLASS OF 2013	0.00	0.00	0.00	0.00	0.00	5,802.31
117	CLASS OF 2010	0.00	0.00	0.00	0.00	0.00	0.01
118	CLASS OF 2011	0.00	0.00	0.00	0.00	0.00	424.83
119	CLASS OF 2009	0.00	0.00	0.00	0.00	0.00	447.50
120	CLASS OF 2020	0.00	0.00	0.00	0.00	0.00	710.00
121	CLASS OF 2008	0.00	0.00	2,387.63	3,466.00	1,078.37	500.00
122	PROM	0.00	0.00	0.00	0.00	0.00	1,745.92
123	INTERNATIONAL CULTURE CLUB	0.00	0.00	1,551.38	0.00	(1,551.38)	1,864.14
124	FFA	353.91	0.00	2,495.50	1,764.00	(731.50)	7,479.90
125	CLASS OF 2019	0.00	1,166.00	17,695.65	19,469.63	1,773.98	2,494.15
126	FFA/FCCLA CONCESSIONS	0.00	0.00	16,004.92	15,167.00	(837.92)	136.14
127	HS GOLF	0.00	0.00	0.00	0.00	0.00	544.61
128	PIC INTRAMURAL	0.00	0.00	435.23	757.00	321.77	4,471.64
129	BOYS REGIONAL BASEBALL	0.00	0.00	989.89	660.00	(329.89)	0.00
130	HS SKILLS USA	0.00	0.00	0.00	0.00	0.00	1,691.35
131	HS BEST BUDDIES	0.00	470.00	6,856.01	5,977.65	(878.36)	251.91
132	HS BOWLING	0.00	0.00	2,264.00	2,502.00	238.00	288.79
133	HS BOYS BASEBALL	0.00	0.00	352.19	150.00	(202.19)	776.12
134	HS BOYS BASKETBALL TEAM	0.00	0.00	3,996.30	3,775.00	(221.30)	3,174.71
135	HS BOYS BASKETBALL SUMMER CAMP	165.00	0.00	2,168.56	1,031.00	(1,137.56)	1,417.09
136	HS GENERAL ATHLETIC	50.00	350.00	1,450.00	3,100.00	1,650.00	617.65
137	INDUSTRIAL TECH RESALE	293.66	0.00	2,345.72	2,546.84	201.12	2,190.94
138	JH BEHAVIOR INCENTIVE PROGRAM	87.33	0.00	1,494.16	0.00	(1,494.16)	2,294.19
139	HS TRACK	308.41	0.00	505.67	94.01	(411.66)	3,901.03
140	HS BB CHEERLEADERS	155.00	0.00	6,130.04	5,032.60	(1,097.44)	3,865.25
141	HS GIRLS BB TEAM	0.00	0.00	3,875.51	2,447.50	(1,428.01)	1,294.18
142	HS AUDITORIUM	0.00	0.00	3,949.60	4,075.00	125.40	21,153.93
143	HS GIRLS REG TOURNAMENT	0.00	0.00	440.27	3,062.50	2,622.23	0.00
144	HS GIRLS VOLLEYBALL TEAM	0.00	0.00	0.00	0.00	0.00	3,807.55
145	HS GIRLS SOFTBALL	0.00	40.00	2,725.42	2,568.95	(156.47)	2,576.95
146	HS REG WRESTLERS TOURN	0.00	0.00	944.03	127.00	(817.03)	0.00
147	HS STUDENT COUNCIL	97.48	481.10	0.00	0.00	0.00	5,172.22
148	BOYS REGIONAL BASKETBALL	0.00	0.00	14,502.55	15,034.02	531.47	55.00

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Fund Balance Report

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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	262.05	100.00	7,456.85	6,606.85	(850.00)	1,659.62	809.62
151	LETTERMEN	0.00	0.00	1,000.00	1,000.00	0.00	3,404.27	3,404.27
152	HS YEARBOOK	1,065.50	0.00	8,836.10	8,946.00	109.90	8,655.22	8,765.12
153	HS BAND	148.00	52.00	17,263.23	16,195.48	(1,067.75)	3,037.82	1,970.07
154	HS CHOIR	76.49	0.00	525.80	755.02	229.22	468.90	698.12
155	HS SHOW CHOIR	450.00	0.00	7,574.29	7,813.07	238.78	1,375.32	1,614.10
156	NATIONAL HONOR SOCIETY	0.00	0.00	7,103.00	6,814.22	(288.78)	1,081.81	793.03
157	CSC PRESCHOOL	0.00	0.00	840.00	348.18	(491.82)	531.48	39.66
158	HS FOOTBALL	2,549.00	10,012.00	18,436.46	26,170.00	7,733.54	8,001.04	15,734.58
159	PHS POP FUND	0.00	0.00	2,512.37	1,812.87	(699.50)	1,926.19	1,226.69
160	PERFORMING ARTS	0.00	820.00	7,889.72	16,246.08	8,356.36	9,245.81	17,602.17
161	PIC DRAMA	0.00	0.00	2,636.14	2,175.00	(461.14)	1,127.28	666.14
162	JH CROSS COUNTRY	0.00	60.00	182.65	270.00	87.35	90.00	177.35
163	THESPIANS	0.00	0.00	4,877.42	4,396.00	(481.42)	817.21	335.79
164	FOOTBALL PLAYOFFS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
165	HS WRESTLERS	691.74	0.00	837.71	691.76	(145.95)	1,019.33	873.38
166	S SCHOLASTIC BOWL	0.00	0.00	657.98	473.00	(184.98)	264.09	79.11
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	0.00	358.90	4,228.38	5,662.78	1,434.40	2,296.50	3,730.90
170	JH ACTIVITIES ACCOUNT	3,626.89	76.51	23,768.65	23,510.87	(257.78)	1,736.48	1,478.70
171	JH CHEERLEADERS	0.00	0.00	534.50	1,036.50	502.00	3.35	505.35
172	CLASS OF 2018	0.00	0.00	2,313.55	2,036.00	(277.55)	1,716.16	1,438.61
173	JH BAND	573.88	0.00	706.88	560.00	(146.88)	1,895.52	1,748.64
174	JH CHORUS	0.00	0.00	495.55	603.00	107.45	16.61	124.06
175	IESA KAN-WILL	2.86	0.00	2.86	0.00	(2.86)	2.86	0.00
176	JH SCIENCE	0.00	0.00	240.85	250.00	9.15	954.92	964.07
177	JH STUDENT COUNCIL	0.00	700.00	722.15	2,535.00	1,812.85	1,669.52	3,482.37
178	JH YEARBOOK	0.00	520.00	1,110.00	2,440.00	1,330.00	3,521.29	4,851.29
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	73.78	0.00	8,388.87	7,141.84	(1,247.03)	7,380.14	6,133.11
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

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Fund Balance Report

Printed: 07/05/2018 12:12:54PM
Peotone Activity District 207-U

Fund	Description	Month to Date		Year to Date		Fund Balance	
		Expense	Income	Expense	Income	YTD Change	Start of Year
185	PEOTONE ELEM SUNSHINE	0.00	0.00	0.00	0.00	0.00	652.09
186	PE DEVIL DASH	0.00	0.00	0.00	0.00	0.00	1.43
187	PEOTONE ELEM POP	0.00	0.00	0.00	0.00	0.00	1,204.97
188	PIC	0.00	0.00	2,117.30	1,177.59	(939.71)	1,204.97
189	GREEN GARDEN FACULTY FUND	0.00	0.00	201.11	0.00	(201.11)	2,362.56
190	GREEN GARDEN SUNSHINE	0.00	0.00	0.00	0.00	0.00	219.28
191	CLASS OF 2021	0.00	0.00	696.47	1,160.00	463.53	0.00
192	CLASS OF 2022	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
194	INTEREST	240.00	17.33	322.26	229.84	(92.42)	8,572.28
195	HS GYM SUITS	0.00	0.00	4,065.00	1,968.00	(2,097.00)	3,786.34
196	TEXTBOOKS	0.00	0.00	1,829.00	585.64	(1,243.36)	2,959.63
197	EDUCATION FOUNDATION	0.00	0.00	10,197.09	10,931.59	734.50	1,243.36
198	BOOSTER CLUB	175.76	105.00	31,066.69	30,504.50	(562.19)	1,892.65
199	HIGH SCHOOL STAFF	0.00	0.00	493.36	710.00	216.64	10,195.03
200	LAMBERT FUND	0.00	0.00	0.00	0.00	0.00	1,441.73
201	B STARKEY FOOTBALL MEMOR	0.00	0.00	0.00	0.00	0.00	250.20
202	CHEER SUMMER CAMP	0.00	0.00	0.00	0.00	0.00	1,274.20
203	HS TAD	0.00	0.00	170.00	252.47	82.47	0.00
204	INTER STATE 8 CONFERENCE	0.00	0.00	0.00	0.00	0.00	105.12
205	PHS MATH CLUB	0.00	0.00	150.00	0.00	(150.00)	497.16
206	COMPUTER P/R FUND	0.00	0.00	0.00	0.00	0.00	535.95
207	FB CHEER	0.00	0.00	0.00	0.00	0.00	3,421.23
208	PIC LIBRARY	0.00	0.00	0.00	1,725.00	1,725.00	0.11
209	JH SKILLSUSA	3,888.32	2,415.08	7,238.02	7,238.15	0.13	248.36
210	HS AP & PROCTOR	419.00	0.00	2,135.72	0.00	(2,135.72)	0.00
211	JH PE GYM SUITS	0.00	0.00	5,745.74	5,132.00	(613.74)	2,158.37
212	SOCCER SUMMER CAMP	0.00	0.00	891.00	1,000.00	109.00	1,138.67
213	JH PALS	0.00	0.00	1,313.27	1,472.00	158.73	1,956.50
214	HS BASEBALL FLD RENOVATIONS	0.00	0.00	0.00	0.00	0.00	305.85
215	HIGH SCHOOL LIBRARY	0.00	0.00	4,014.29	3,395.82	(618.47)	0.00
216	HS VOLLEYBALL REGIONAL	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)	5,289.18
218	HS BASEBALL SUMR CAMP	0.00	0.00	0.00	0.00	0.00	0.00
219	PEOTONE ELEM LIBRARY	0.00	0.00	0.00	0.00	0.00	8,969.07
300	HS GIRLS BKB SUMMER CAMP	2,460.23	550.00	2,460.23	2,650.00	189.77	186.67
							704.06
							189.77

Fund Balance Report

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Peotone Activity District 207-U

Fund	Description	Month to Date		Year to Date		Fund Balance	
		Expense	Income	Expense	Income	YTD Change	Start of Year
400	HS SPEECH	0.00	0.00	245.00	0.00	(245.00)	0.00
500	JH IESA STATE SERIES	0.00	0.00	5,622.42	3,906.50	(1,715.92)	1,735.68
600	JUNIOR HIGH LIBRARY	2,195.35	5.50	4,347.04	4,909.82	562.78	5,586.17
700	FFA/SKILLS CONCESSIONS	0.00	0.00	16,911.73	16,611.95	(299.78)	405.65
800	HS FOOTBALL SUMMER CAMP	0.00	0.00	885.03	0.00	(885.03)	1,454.58
900	PIC YEARBOOK CLUB	0.00	105.00	0.00	525.00	525.00	2,146.18
901	HS SCIENCE CLUB	660.00	0.00	1,739.01	1,155.00	(584.01)	1,086.33
902	JH PLAY ACTIVITY	0.00	0.00	3,407.15	2,031.00	(1,376.15)	5,524.49
903	JUNIOR HIGH TRACK	0.00	0.00	0.00	0.00	0.00	417.92
904	CLASS OF 2006	0.00	0.00	0.00	0.00	0.00	79.81
905	HS PARKING PERMITS	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
907	HS GIRLS SOCCER	0.00	0.00	699.24	2.69	(696.55)	2,320.15
908	CLASS OF 2014	0.00	0.00	0.00	0.00	0.00	1,684.03
909	HS DEVIL DASH	0.00	0.00	1,210.41	100.00	(1,110.41)	2,204.90
910	CLASS OF 2015	0.00	0.00	0.00	0.00	0.00	1,127.41
911	JH ART	0.00	0.00	0.00	0.00	0.00	388.85
912	HS PHYSICS	0.00	0.00	0.00	0.00	0.00	481.87
		\$21,069.64	\$18,404.42	\$349,551.65	\$349,767.78	\$216.13	\$235,816.16
							\$236,032.29

FOR ACTION:

REPORT NO. 1:

**FOR ACTION: APPROVAL OF THE RENEWAL OF THE BUS
PARKING/MAINTENANCE FACILITY LEASE WITH DRALLE.**

The Board will need a motion to approve of the Renewal of the Bus Parking/Maintenance Facility Lease with Dralle.

MOTION REQUIRED: ROLL CALL VOTE

REPORT NO. 2:

**FOR ACTION: APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE PEOTONE BOARD OF EDUCATION AND
LINCOLNWAY SPECIAL RECREATION ASSOCIATION
(LWSRA).**

The Board will need a motion to approve the Intergovernmental Agreement between the Board of Education of Peotone Community Unit School District 207U and the Board of Directors of the Lincolnway Special Recreation Association (LWSRA).

MOTION REQUIRED: ROLL CALL VOTE

REPORT NO. 3

**FOR ACTION: APPROVAL OF AN INCREASE TO THE SUBSTITUTE
TEACHER DAILY PAY RATES.**

The Board will need a motion to approve the Increase to the Substitute Teacher Daily Pay Rates. With the ability to find substitute teachers being a problem Locally and throughout the State, the recommendation is to increase the Substitute Teacher Daily Pay Rates from \$85.64 to \$90.00 to be competitive with the surrounding Districts.

MOTION REQUIRED: ROLL CALL VOTE

REPORT NO. 4:

**FOR ACTION: APPROVAL OF THE REGISTRATION/LODGING FEES FOR THE
IASA JOINT ANNUAL CONFERENCE - NOVEMBER 2018.**

The Board will need a motion to approve the registration/lodging fees for the IASA Joint Annual Conference - November 2018 for the Peotone Board of Education members.

BUS PARKING AND MAINTENANCE FACILITY LEASE AGREEMENT
2018-2023

This Bus Parking and Maintenance Facility Lease Agreement, 2018-2023 ("Lease"), is made the latest date written below by and between Gregory A. Dralle and David L. Dralle, Jr., jointly and severally, "Lessor") and the Board of Education ("Board") of Peotone Community School District No 207U ("District").

1. Term. The term of this Lease shall be from July 1, 2018, through June 30, 2023.
2. Premises. The leased property ("Premises") shall be the following described real estate:
 - a. The East two-thirds of certain storage and garage building located approximately 200 feet north of the Dralle Chevrolet and Buick dealership, Peotone Illinois. The portion of the storage and garage building forming part of the premises has external dimension of approximately 50 feet by 100. _
 - b. Approximately one (1) acre of outside storage with surface suitable for parking vehicles, including 71-passenger school buses, and ingress-egress from a public roadway.

A sketch of the leased premises is marked Exhibit A, and attached hereto. The cross-hatched areas of the sketch show the Premises.

3. **Rent and Payment.** District shall pay rent annually in the sum of Thirty-Three Thousand and NO/1 00 Dollars (\$33,000.00), with the first rental payment due on the 25 day of July, 2018, and a like payment on the 25th day of July each year thereafter, through and including the payment due in July, 2022. Each subsequent year, the payment will increase Four Hundred Dollars (\$400).

4. **Use.** The Premises hereunder shall be used by the District during the term of this Lease for no purposes other than the storage, transportation and repair of motor vehicles, including buses, operated by the District.

5. **Utilities and Payment.** District agrees to timely pay all gas, sewer, water, electric, and other manner of utility charges incurred in connection with its operations upon the Premises.

6. **Additional Requirements of Premises.** The parking area shall be lighted and the entirety of the parking area shall be surfaced with gravel, concrete or asphalt. The parking area shall be of sufficient size and access to allow ingress, egress and parking spaces for twenty-nine (29) 71-passenger school buses, eleven (11) school bus vans, eight (8) passenger vans and twenty-five (25) passenger cars.

7. **Duty to Keep Premises in Good Repair.** Lessor shall keep the Premises in good repair during the term of the Lease, including but not limited to building integrity, HVAC, roof, electrical, doors, windows, plumbing, and machinery included with the building, and all parking and driving surfaces.

8. **No Alterations by District absent Consent.** District shall not make any alterations or additions in or to the subject premises without first obtaining the written consent of Lessor.

9. **No Assignment by District.** District shall not assign, underlet, sublet, or part with the possession of the whole or any part of the premises without first obtaining the written consent of Lessor.

10. **Lessor's Right to Enter.** District shall afford Lessor, at reasonable times, the right to enter and view the premises and to make repairs which are required of, or permitted by, Lessor under this Lease, and also at reasonable times and notice to District to show the Premises to persons who may wish to lease or buy the same. During the three (3) months next preceding the expiration of the term, District shall permit Lessor to place, or keep up in the front of the building a notice that the premises are for rent or sale, if so requested by Lessor.

11. **Condition upon Termination.** At the termination of the Lease term (including at the termination of any extension of the Lease to which the Lessor and Board may have agreed), District shall yield the possession of the leased premises to Lessor, in the same condition as at commencement of the Lease, less ordinary wear and tear, and except for alterations, repairs or other improvements permitted or required by this Lease.

12. **Snow Removal and Grass Cutting.** District shall provide grass cutting and snow plowing on the Premises and for ingress and egress.

13. **Indemnification by District.** To the fullest extent permitted by law, District shall indemnify and hold harmless Lessor from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from its occupation of the premises or activities thereon, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the District, anyone directly or indirectly employed by Lessee, or anyone for whose acts District may be liable.

14. **Indemnification by Lessor.** To the fullest extent permitted by law, Lessor shall indemnify and hold harmless District from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of this Lease provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Lessor, anyone directly or indirectly employed by Lessor, or anyone for whose acts Lessor may be liable.

15. **Storage of Gasoline.** Neither District, its agents, assigns, employees, nor vendors shall allow the storage of gasoline, diesel fuel or other petroleum products in either above or below ground storage tanks on the Premises, other than as customarily provided for in the gasoline and/or diesel tanks located upon such vehicles as District may store on the subject premises, for small equipment utilized for grass mowing or snow removal.

16. **Insurance.**

- a. District shall obtain and maintain indemnity liability coverage insuring against liability in a sum of not less than Three Million and No/100 Dollars (\$3,000,000). Said liability insurance shall be provided through an insurance company licensed by the State of Illinois, and such policy of insurance shall name Lessor as an additional insured. District agrees to provide Lessor with a certificate of insurance in the above amounts on an annual basis during the Term of the Lease and any extension thereof.
- b. Lessor shall obtain and maintain coverage insuring the building and improvements upon the Premises against loss or damage by fire, tornado, wind, or hail for the full insurable value with a company satisfactory to District and shall furnish the District with a certificate of insurance evidencing full insurance coverage in advance of any year during the term of which this Lease shall be enforced. Lessor agrees to make all manner of insurance premium payments necessary to keep said insurance in effect during the term of this Lease. All such insurance policies shall name District as an additional insured and be in such form as may be acceptable to District. In the event Lessor fails to provide said insurance certificate in advance, District may procure such coverage and expend such sums of money as may be necessary to effectuate said coverage and Lessor shall be obligated to District for any such payments made by District.

17. **Real Estate Taxes.** District is exempt from real estate taxes as provided in 35 ILCS 200/15-35. District shall promptly apply for exempt status for the Premises and shall take reasonable steps to maintain such status during the terms of the Lease. Lessor shall reasonably cooperate with District in applying for such status, upon District's request.

18. **Zoning, Ordinance or Eminent Domain.** In the event that should any governmental action in the form of zoning or ordinance enforcement or the exercise of eminent domain prohibit the use of the Premises as provided in this Lease, then District shall have no further obligation to make rental payments and the Lease shall terminate upon the effective date of the prohibited use, and District shall be entitled to return of pro-rated rent; provided, however, that all other District's and Lessor's obligations hereunder shall continue in full force and effect.

19. **Breach by Lessor.** Should Lessor fail to provide a service or product or provide a service or product which does not conform to the specifications, District, may, at its sole discretion, annul and set aside the Lease, either in whole or in part, and make and enter into a new Lease for the same services or products in such manner as seems to District to be to its best advantage. Any failure to furnish services or products by reason of the failure of the Lessor, as stated above, shall be a liability against such Lessor. District reserves the right to cancel, without penalty, any services or products which the Lessee may be unable to furnish because of economic conditions, governmental regulations or other similar causes beyond the control of the Lessee, provided satisfactory proof is furnished to Lessee if requested.

20. **Other Remedies for Breach.** In addition to the rights and remedies of District set forth in Paragraph 19, "Breach by Lessor," should District or Lessor breach any term or condition of this Lease, rights and remedies, shall include, but not be limited to the following:

- a. Termination of the Lease upon sixty (60) days' written notice delivered as provided for herein, except that the non-breaching party shall give written notice of the breach and thirty (30) days' opportunity to cure; and
- b. Recovery of the difference between the sum of money which the non-breaching party would have been entitled, but for the breach; and
- c. Court costs, filing fees, reasonable attorney's fees, and other manner of costs advanced by the non-breaching party in connection with the recovery and/or enforcement of any terms and provisions of this Lease; and
- d. Specific performance of the terms of the Lease.

21. **Quiet Enjoyment.** Lessor covenants that District shall peaceably hold and enjoy the Premises as provided in this Lease during the Term and any extension thereof.

22. **No Implied Waiver.** Nothing contained in this Agreement constitutes any waiver by Lessor or District of any covenant or condition herein contained, and no waiver or forbearance during the term of this Lease shall constitute a waiver of the specific terms of the Lease or require continuing waiver or forbearance following written notice.

23. **Fire, Act of God or other Casualty.** In the event the Premises or the improvements located thereon are wholly or partially destroyed by fire, act of God, or other casualty, the obligation of District to pay rent payments shall cease. Provided, however, Lessor may, at his option, elect to rebuild the damaged portion of the Premises, and in the event Lessee so elects, Lessor shall notify District in writing, this Lease shall continue in effect, except rent shall be abated until restoration of the Premises. However, no period between casualty loss and restoration of District's full enjoyment of the use of the leased premises shall exceed ninety (90) calendar days, and if any such period exceeds ninety (90) calendar days, District may terminate this Lease immediately upon written notice and without regard to the thirty (30) day notice-of-breach provision of paragraph 20, "Other Remedies for Breach" subparagraph a.

24. **Notices.** Any notices required by this Lease shall be by personal delivery or certified mail to the parties as follows:

If to Lessor:

Gregory A Dralle or
David L. Dralle, Jr.
103 N. Harlem Avenue
Peotone, IL 60468

If to District:

Superintendent of Schools
District Office
Peotone Community School District 207U
212 West Wilson Street
Peotone, IL 60468

25. **Adoption by Board.** Board represents and warrants that this Lease has been adopted by the Board at a properly convened public meeting, in compliance with the Illinois Open Meetings Act, and that the signatures of the President and Secretary of the Board affixed hereto have been authorized on behalf of District by Board.

26. **Miscellaneous Provisions.**

- a. This Lease shall be governed in all aspects as to validity, construction, capacity, performance, or otherwise by the laws of the State of Illinois.
- b. In the performance of this Lease Lessor shall comply with the Civil Rights Act of 1964, as amended, all applicable state and federal non-discrimination laws, including but not limited to the Family and Medical Leave Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act in the performance of this Lease.
- c. Lessor shall comply with the Illinois Human Rights Act in the performance of this Lease. The Illinois Human Rights Acts prohibits discrimination on the basis of: Race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations, and, in respect to employment, sexual harassment and discrimination on the basis of citizenship status.
- d. Lessor warrants that, pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105), Lessor has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.
- e. Lessor shall not assign, transfer, convey, sublet, or otherwise dispose of the Lease, including any or all of its right, title or interest therein, or its power to execute such contract to any person, company or corporation, without prior written consent of District, which shall not be unreasonably withheld.
- f. Lessor warrants that Lessor was not barred from bidding for this Lease as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.
- g. If Lessor twenty-five (25) or more employees, Lessor certifies, pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that Lessor shall provide a drug-free workplace for all employees engaged in the performance of work under in connection with this Lease by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.
- h. Pursuant to the Illinois Prevailing Wage Act (820 ILCS 130/1, *et seq.*), not less than the prevailing rate of wages as determined by the Illinois Department of Labor, Peotone Community Unit School District No. 207-U, or court on review shall be paid by the bidder to all laborers, workers and mechanics performing work on

fixed works under this Lease.

1. Records in the possession of the Lessee related to Lessee's bid or the resulting Lease may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1, *et seq.*; 5 ILCS 140/7(2). The bidder shall promptly provide District with any such records requested by District in order to timely respond to any FOIA request received by District.

IN WITNESS WHEREOF, this Lease is executed by Lessor and the President and Secretary of Board.

LESSOR:

**BOARD OF EDUCATION OF
PEOTONE COMMUNITY
SCHOOL DISTRICT 207U**

Gregory A. Dralle

By: _____
President-Tara Robinson

David L. Dralle, Jr.

Date

ATTEST: _____
Secretary-Jennifer Moe

Date

INTERGOVERNMENTAL AGREEMENT FOR THE USE
OF PEOTONE CUSD 207U SCHOOL FACILITIES
(LINCOLNWAY SPECIAL RECREATION ASSOCIATION)

THIS AGREEMENT is between the BOARD OF EDUCATION OF PEOTONE CUSD 207U, Will County, Illinois ("School District") and the BOARD OF Directors OF THE Lincolnway Special Recreation Association, Will County, Illinois ("Park District"), in the exercise of their intergovernmental cooperation powers under the Illinois Constitution and the Illinois Governmental Cooperation Act and of their respective authorities under School Code and Park District code, respectfully. Both parties have approved this Agreement and adopted it in the manner required by law.

WHEREAS, LWSRA seeks the use of certain School District facilities for the educational, recreational and social purposes for the residents of LWSRA and the Peotone CUSD 207U community.

WHEREAS, the School District has determined that said facilities will not be needed by the School District for school purposes at the times the facilities are to be made available to LWSRA under this Agreement;

WHEREAS, the parties deem it to be in their respective best interests, and in the best interests of the youth and residents of the School District and of LWSRA to enter into an agreement concerning the use and maintenance of said school facilities,

WHEREAS, Article VII, Section 10 of the 1970 State of Illinois Constitution authorizes units of local government, such as the School District and LWSRA, to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance;

WHEREAS, Section 3 of the Illinois Intergovernmental Cooperation Act (5 ILCS 220/3) provides that any powers, privileges or authority exercised, or which may be

exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government were not prohibited by law;

WHEREAS, Section 5 of the Illinois Intergovernmental Cooperation Act (5 ILCS 220/5) further provides that any one or more units of local government may contract to perform any governmental service, activity or undertaking which any unit of local government entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract;

WHEREAS, the School District has been granted the control and supervision of school grounds and the authority under Section 10-22.10 of the Illinois School Code (105 ILCS 5/10-22.10) to grant the use of school grounds, under such provisions and control as they may see fit to impose and for the conducting of recreational, social and civic activities in the school building or on the school ground or both; and

WHEREAS, the parties here to have determined that it is in their respective best interests to enter into this Agreement to secure to each of the benefits of enhanced recreational facilities for the residents of the Park District and the students of the School District;

NOW, THEREFORE, in consideration for the foregoing recitals, and the mutual covenants and promises contained below, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

SECTION ONE: SCHEDULING FACILITIES USES

- 1.1 Subject to the conditions set forth herein, the School District shall make available for use by LWSRA during times when there are no conflicting school-sponsored activity portions of Peotone CUSD 207U Schools.
- 1.2 The Superintendent of the School District or the Superintendent's designee and the Director of LWSRA or the Director's designee shall jointly establish schedules of the areas, days, and hours of use of each of the Facilities and of the

activities to be conducted at the Facilities by LWSRA in a manner and to an extent consistent with this Agreement. This shall be done through planning on an annual basis to facilitate the public recreational programs of LWSRA. The Superintendent and the Director of there or their designee shall meet and confer as necessary to establish and adjust such schedules. Unless otherwise designated by the Superintendent, the Superintendent's designee under the Section for the Pools schedule is the School District Aquatic Director.

- 1.3 School District activities shall have priority over LWSRA activities in both the scheduling of use of the Facilities and in the actual use where circumstances unforeseen at the time of scheduling require School District use of the Facilities.
- 1.4 The School District shall notify LWSRA immediately upon first learning of circumstances which require scheduling changes and shall take reasonable steps to avoid conflicts, and shall attempt to provide alternative times or location where necessary.
- 1.5 LWSRA shall immediately notify the School District of cancellations or the need to modify schedules of Park District activities in any of the Facilities.

SECTION TWO; LWSRA RESPONSIBILITIES

LWSRA shall:

- 2.1 Cooperate in the scheduling of LWSRA activities in the Facilities with the School District and other districts seeking use of the Facilities.
- 2.2 Have an adult LWSRA representative in attendance for security and supervision whenever any portion of any of the Facilities is used to conduct LWSRA activities.
- 2.3 Not use or permit use of any Facilities for purposes inconsistent with this Agreement or that would foreseeably cause unreasonable damage to the Facilities excluding normal wear and tear.
- 2.4 Fix timely repairs at its expense of any damage to the Facilities arising from the LWSRA's use of Facilities, excluding normal wear and tear. If the repairs are not made within 45 days after the School District notifies LWSRA of the need for repairs, the School District shall provide LWSRA a written notice of the repairs needed to be made and allow LWSRA an additional ten (10) business days to make the repairs. If the repairs are not made within ten (10) days after LWSRA receives written notice of the need for repairs, the School District may have the repairs made and bill LWSRA for the cost.
- 2.5 Maintain and repair any equipment it stores or uses in the Facilities at its expense and abide by any reasonable conditions set by the Superintendent for the storage of such equipment.
- 2.6 After each use of the Facilities, remove or store LWSRA portable equipment, restore the area used to its condition prior to usage, lock the building, turn off lights, and otherwise secure the building upon departure.

- 2.7 Not use or permit use of any school district portable equipment except with the prior approval of the Superintendent and, in the event any such equipment is lost, stolen, or damaged as a result of LWSRA use, replace it or reimburse the School District for the cost of replacement.
- 2.8 Pay to the School District a charge for School District custodial services, which would not otherwise be incurred, but for LWSRA use. The School District shall promptly notify LWSRA of the actual cost of custodial services and the Park District of the actual cost of custodial services and LWSRA shall reimburse the School District such cost within thirty (30) days after such notification or within thirty (30) days after the services are rendered, whichever is later. LWSRA may not employ or contract for alternative custodial services without the prior approval of the Superintendent.
- 2.9 For use of the Pools only, pay to the School District an hourly fee for usage. That fee shall be Fifty Dollars (\$50.00) per hour unless adjusted by the School District upon fourteen (14) days written notice to LWSRA. This fee shall be in addition to any other payments due under this Agreement.
- 2.10 Comply with applicable federal, state and local laws relating to its use of School District Facilities.
- 2.11 Charge to School Districts residents participating in any LWSRA programs using any of the Facilities no fee or other charges exceeding that charged to LWSR's own residents, regardless of the park district of residence of term School District resident, but otherwise subject to the same conditions for participation as LWSRA residents.

SECTION THREE: SCHOOL DISTRICT RESPONSIBILITIES

The School District shall:

- 3.1 Not use or permit use of any LWSRA portable equipment stored in the Field Houses or elsewhere in Peotone CUSD 207U School except with the prior approval of LWSRA Director and, in the event any such equipment is lost, stolen or damaged as a result of School District use, replace it or reimburse LWSRA for the cost of replacement.
- 3.2 At the termination of this Agreement by expiration or otherwise, permit LWSRA to remove from the Field Houses or the Pools or elsewhere in Peotone CUSD 207U. School any LWSRA equipment which the Superintendent has allowed to be stored there.

SECTION 4: INDEMNIFICATION

- 4.1 LWSRA shall indemnify and hold harmless the School District, members of the Board of Education, its officers, employees and agents for any costs, claims, actions or causes of actions, including reasonable attorneys' fees, which may arise from the Park District's use of the Field Houses or of the Pools or from the Park District's obligations under this Agreement.
- 4.2 The School District shall indemnify and hold harmless LWSRA, members of its Board of Commissioners, its officers, employees and agents for any costs, claims, actions or causes of actions, including reasonable attorneys' fees, which may arise from the School District's use of LWSRA equipment or from the School District's obligations under this Agreement.

SECTION FIVE: INSURANCE

- 5.1 LWSRA shall procure and maintain, at its sole cost and expense, policies of insurance in amounts to be agreed upon by the School District and LWSRA as hereinafter provided, including, but not limited to, comprehensive, personal

injury, property damage, workers' compensation, automobile liability and, if applicable, professional liability or errors and omissions coverage. The obligations of this paragraph may be satisfied by LWSRA's membership in a self-insurance pool, a self-insurance plan or by policies of insurance written by responsible insurance company or companies licensed to do business in the State of Illinois.

5.2 The policies of insurance obtained and maintained by LWSRA shall name the School District, the Board of Education, its members, officers, employees and agents, as additional named insureds.

5.3 All insurance policies procured herein or certificates evidencing the existence thereof shall be delivered by LWSRA to the School District within thirty (30) days of LWSRA's execution of this Agreement. Said policies shall contain a provision that at least thirty (30) days prior to the termination, non-renewal or modification thereof, each party shall receive written notice of the termination, non-renewal or modification.

5.4 The parties shall meet and confer each year on or about the anniversary date of this Agreement to determine the amount of insurance LWSRA shall carry. Should the parties not reach agreement as to the proper amount of insurance within thirty (30) days of anniversary date each year, this Agreement shall terminate.

SECTION SIX: TERMS OF AGREEMENT

6.1 The term of this Agreement shall be for a period of five (5) years, commencing on August 1, 2018, and continuing thereafter until July 30, 2023, unless terminated prior to that date, as provided in this Agreement. However, the term of this Agreement will be extended for a one-year period each year after the initial five-year period unless either party notifies the other by January 1 of the year of termination of its desire not to extend the Agreement.

- 6.2 Each party reserves the right to terminate this Agreement at any time and for any reason upon one three hundred sixty-five (365) days advance written notice to the other party.
- 6.3 Termination of this Agreement shall not alleviate any responsibility to pay or make repairs occurring during the effectiveness of this Agreement.
- 6.4 At the expiration of this Agreement, Whether by lapse of time or otherwise, LWSRA shall leave the Facilities in substantially the same condition, wear and tear attributable to LWSRA use excepted, as in existence at the time of the execution of this Agreement.

SECTION SEVEN: EFFECTIVE DATE

- 7.1 This Agreement shall commence in full force and effect upon approval by both of the parties hereto in the manner provided by law and upon proper execution hereof or the commencement date of this Agreement stated in paragraph 6.1, whichever is later.

SECTION EIGHT: BINDING EFFECT

- 8.1 This Agreement shall be binding upon and incur to the benefit of the successors and assigns of the parties as if they too were parties to this Agreement.
- 8.2 Neither party shall have the right, however, to assign this Agreement without the prior written consent of the other party.

SECTION NINE: SEVERABILITY OF PROVISIONS

- 9.1 The invalidity of any provision of this Agreement shall not render invalid any other provision herein. If for any reason any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severed and this Agreement shall remain in full force and effect with that provision severed or modified by court order.

- 9.2 The failure of any party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements and conditions herein contained, or any of them, upon any other party imposed, shall not constitute, or be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement or condition but the same shall continue in full force and effect.
- 9.3 The waiver by either party of a breach of any term, covenant or condition herein shall not be deemed a waiver of such a term, covenant or condition on any subsequent breach of the same or any other term, covenant or condition herein.

SECTION TEN: NOTICES

- 10.1 All notices required hereunder shall be in writing and shall be served personally or by registered or certified mail, return receipt requested, upon the other party's Superintendent or Director at the party's principal administrative offices. Notices which must be made regarding rescheduling under Section 1 should first be made by telephone.

SECTION ELEVEN: GOVERNING LAW

- 11.1 This Agreement shall be governed, interpreted and construed according to the laws of the State of Illinois.

SECTION TWELVE: EXECUTION OF COUNTERPARTS

- 12.1 This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one in the same document.

SECTION THIRTEEN: AMENDMENT

- 13.1 Except as is specified herein, this Agreement contains the entire agreement of the parties and shall supersede any prior written or oral agreements or understandings.

This agreement may only be altered, modified or amended up on the written consent and agreement of both parties hereto duly adopted as required by law.

- 13.2 This section shall not be interpreted to preclude or limit, however, the amended or modification of regulations, procedures or policies established by the parties.

BOARD OF EDUCATION OF THE
PEOTONE CUSD
DISTRICT NO. 207U,
Will County, Illinois

By: _____
President

Attest: _____
Secretary

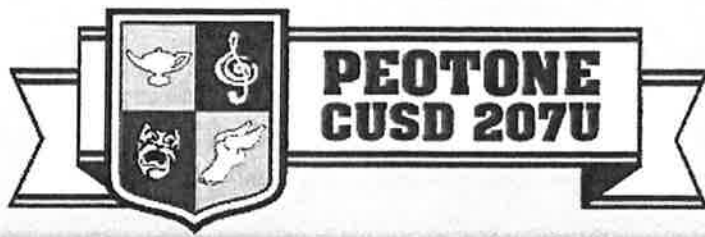
Dates: _____

BOARD OF Directors OF
LINCOLNWAY SPECIAL RECREATION
Will County, Illinois

By: _____
Vice President

Attest: _____
Secretary

Dated: _____



District Office
212 West Wilson Street
Peotone, IL 60468
Tel: 708-258-0991
Fax: 708-258-0994
www.peotoneschools.org

July 16, 2018

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

From: Dr. Charles J. Vitton, Assistant Superintendent

RE: **ACTION REPORT** – Substitute Teacher Pay Rates

Substitute Teacher Daily Pay Rates

We continue to be challenged at times with being able to accommodate all of our teacher absences with qualified, licensed substitutes. With the ability to find substitute teachers being a problem locally and throughout the State, I would recommend we increase our substitute pay rates to be competitive. The average daily substitute rate in the surrounding communities is approximately \$90.00. Please see the information outlined below as a recommendation for increasing substitute teacher daily pay rates.

CURRENT RATES	PROPOSED RATES
Daily Teacher: \$85.64	Daily Teacher: \$90.00
Teacher – After 20 Days: \$90.83	Teacher – After 20 Days: \$95.00
Teacher – After 20 Consecutive Days: \$157.25	Teacher – After 20 Consecutive Days: \$160.00
Long Term Teacher: \$176.00	Long Term Teacher: \$180.00
Paraprofessional – Daily Rate: \$85.64	Paraprofessional – Daily Rate: \$85.64

MOTION REQUIRED: ROLL CALL VOTE
REPORT NO. 5:

**FOR ACTION: APPROVAL OF THE CLOSED EXECUTIVE MINUTES
(JULY 2017 - JUNE 2018).**

The Board will need a motion to keep the Closed Executive Session recordings and minutes closed from July 2017 to June 2018.

MOTION REQUIRED: VOICE CALL VOTE

REPORT NO. 6:

**FOR ACTION: APPROVAL OF THE PHS APPLICATION TO BECOME A
UNIFIED CHAMPION SCHOOL.**

The Board will need a motion to approve the application for Peotone High School to become a Unified Champion School.

MOTION REQUIRED: ROLL CALL VOTE

REPORT NO. 7:

**FOR ACTION: APPROVAL OF THE APPOINTMENTS OF THE IMRF
AGENTS FOR THE DISTRICT.**

The Board will need a motion to approve Mr. Steve Stein, Superintendent, and Mrs. Patricia Favela, Business Manager, as IMRF Authorized Agents for the District.

MOTION REQUIRED: ROLL CALL VOTE

REPORT NO. 8:

**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 Staff Personnel.

**CERTIFIED STAFF
EMPLOYMENT:**

- Jennifer Fogel - SLP - PES (effective date of 08/09/2018)
- Robyn Markowicz - Math Teacher - PHS - (effective date of 08/16/2018)
- Jim Nealon - Technical Director-Fall and Spring - PHS (effective date of 08/16/2018)
- Jim Nealon - Skills USA Sponsor - PHS - (effective date of 08/16/2018)
- Rachel Fassel - Social Worker - PHS - (effective date of 08/09/2018)

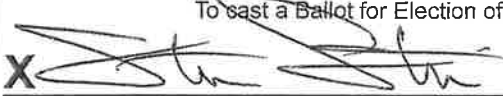


NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME Peotone Community Unit School District 207-U		EMPLOYER IMRF I.D. NUMBER 2042	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	LAST NAME Stein	FIRST NAME Steve	MIDDLE INITIAL JR., SR., II, ETC.
TYPE OF GOVERNING BODY School District			
DATE APPOINTMENT MADE (MM/DD/YYYY) 07/16/2018	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) 07/16/2018	POSITION TITLE Superintendent	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):			
To file Petition for Nominations of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
To cast a Ballot for Election of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
 SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		7-10-18 DATE (MM/DD/YYYY)	
CERTIFICATION I, <u>Jennifer Moe</u> , do hereby certify that I am <u>Secretary</u> <small>NAME CLERK OR SECRETARY</small> of the <u>Peotone Community Unit School District 207-U-Board of Education</u> <small>NAME OF EMPLOYER</small> and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated. SEAL SIGNATURE OF CLERK OR SECRETARY			
BUSINESS ADDRESS All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE) <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> rs. <input type="checkbox"/> Ms. Steve Stein			
BUSINESS ADDRESS 212 W. Wilson St			
CITY STATE AND ZIP + 4 Peotone, IL 60468			
DAYTIME TELEPHONE NO. (with Area Code) 708-258-0991		ALTERNATE TELEPHONE NUMBER (with Area Code)	
FAX NO. (with Area Code) 708-258-0994		EMAIL ADDRESS sstein@peotoneschools.org	

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289

IMRF Form 2.20 (Rev. 10/2014)

www.imrf.org



NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME Peotone Community Unit School District 207-U		EMPLOYER IMRF I.D. NUMBER 2042	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms.	LAST NAME Favela	FIRST NAME Patricia	MIDDLE INITIAL JR., SR., II, ETC.
TYPE OF GOVERNING BODY School District			
DATE APPOINTMENT MADE (MM/DD/YYYY) 07/16/2018	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) 07/16/2018	POSITION TITLE Business Manager	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot): To file Petition for Nominations of an Executive Trustee of IMRF <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No To cast a Ballot for Election of an Executive Trustee of IMRF <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No X <u>Patricia Favela</u> SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE DATE (MM/DD/YYYY) <u>7/10/18</u>			
CERTIFICATION I, <u>Jennifer Moe</u> , do hereby certify that I am <u>Secretary</u> NAME CLERK OR SECRETARY of the <u>Peotone Community Unit School District 207-U-Board of Education</u> NAME OF EMPLOYER and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated. SEAL SIGNATURE OF CLERK OR SECRETARY			
BUSINESS ADDRESS All correspondence and communications with the Authorized Agent are to be addressed as follows: NAME (IF DIFFERENT FROM ABOVE) <u>Ms.</u> <u>Patricia Favela</u> rs. <input type="checkbox"/> Ms. BUSINESS ADDRESS <u>212 W. Wilson St</u> CITY STATE AND ZIP + 4 <u>Peotone, IL 60468</u> DAYTIME TELEPHONE NO. (with Area Code) <u>708-258-0991</u> ALTERNATE TELEPHONE NUMBER (with Area Code) FAX NO. (with Area Code) <u>708-258-0994</u> EMAIL ADDRESS <u>pfavela@peotoneschools.org</u>			

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289

- Justin Meyers - Head Boys Soccer Coach - PHS -(effective date of 07/17/2018)
- Justin Meyers - Heads Girls Soccer Coach -PHS- (effective date of 07/17/2018)
- Jordan Hopman - 6th Grade Boys Basketball - PJHS (10/15/2018)
- Jan Mead – Girls Varsity Bowling Coach - PHS - (effective date of 11/12/2018)
- Jordan Hopman - Head Varsity Softball Coach - PHS (effective date of 02/25/2019)
- Joel Hopman - Assistant Varsity Softball Coach - PHS (effective date of 02/25/2019)
- Robyn Markowicz - Math Club Sponsor- PHS (effective date of 09/10/2018)

RESIGNATION:

- Jan Mead - Assistant Varsity Softball Coach - PHS (effective date of 07/13/2018)

CLASSIFIED STAFF:

RESIGNATION:

- Char Ruhbeck - HR/Payroll - District Offices (effective date of 6/22/2018)

TERMINATION:

- Samantha Childress - Bus Aide - Transportation (effective date of 6/26/2018)

MOTION REQUIRED: ROLL CALL VOTE

July 13, 2018

To Whom It May Concern;

Please let this letter serve as my resignation from Assistant Softball coach for the 2018/2019 school year.

Also, please let this letter serve as my application for the 2018/2019 Varsity Bowling coach.

Sincerely,

Jan Mead

June 8, 2018

Peotone CUSD 207U
212 W Wilson St
Peotone, IL 60468

Dear Steve,

It is with regret, that I tender my resignation from Peotone CUSD 207U as HR/Payroll Assistant effective two weeks from today. My last day will be Friday, June 22, 2018

I want to thank you for the opportunities that have been extended to me while I have been here. I have thoroughly enjoyed working with everyone in the District.

Sincerely,

A handwritten signature in cursive script, appearing to read "Char Ruhbeck".

Char Ruhbeck

Students

Student Records ¹

School student records are confidential. Information from them shall not be released other than as provided by law.² A school student record is any writing or other recorded information concerning a

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

¹ State law requires school boards to adopt a policy and procedures implementing the Illinois School Student Records Act (ISSRA) and specifying the content of school student records. 23 Ill.Admin.Code §§375.100 and 226.740. Both State and federal law address school student records. See the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, implemented by federal rules at 34 C.F.R. Part 99) and ISSRA (105 ILCS 10/, amended by P.A. 100-532, implemented by ISBE rules at 23 Ill.Admin.Code Part 375). In addition, the U.S. Dept. of Education's *Protecting Student Privacy* webpage, a service of the Privacy Technical Assistance Center (PTAC) and the Family Policy Compliance Office, is a one-stop resource for education stakeholders to learn about data student privacy, and confidentiality, and including data privacy and security practices related to student-level longitudinal data systems, has information available at: ptac.ed.gov/studentprivacy.ed.gov/. PTAC published a guide for school officials titled *Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices*, at:

tech.ed.gov/wp-content/uploads/2014/09/Student-Privacy-and-Online-Educational-Services-February-2014.pdf studentprivacy.ed.gov/resources/protecting-student-privacy-while-using-online-educational-services-requirements-and-best. School officials interested in cloud computing contracts should contact the board attorney.

Confusion persists regarding the interplay between the FERPA and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), (Pub.L. 104-191). The Privacy Rule implementing HIPAA, issued by the U.S. Dept. of Health and Human Services (DHS), addresses the disclosure of individuals' health information by covered entities. 45 C.F.R. Parts 160 and 164, Subparts A and E. Generally speaking, a school district becomes a covered entity, and must comply with applicable sections in the Privacy Rule, if it provides health care and transmits health information in electronic form in connection with transactions. However, educational records as defined by FERPA are excluded from HIPAA's definition of protected health information. 45 C.F.R. §160.103. In most cases this exception relieves school districts of complying with burdensome privacy notices and authorization forms. The board attorney should be consulted on all HIPAA-related questions.

² A plethora of statutory and decisional law protects student records. Aside from the laws identified in ¶n 1, other laws protecting student records include:

1. Schools may not provide a student's personal information to a business organization or financial institution that issues credit or debit cards. 105 ILCS 5/10-20.38.
2. Schools may not sell personal information concerning a child under the age of 16, with a few exceptions, unless a parent has consented. Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.
3. The release of confidential information given by a student to a therapist, e.g., school counselor or psychologist, is governed by the Mental Health and Developmental Disabilities Confidentiality Act. 740 ILCS 110/.
4. Schools must keep a sex offender registration form received from law enforcement separately from school student records maintained on behalf of the juvenile sex offender. 730 ILCS 152/121.
5. ~~Divorced or separated parents/guardians with and without parental responsibility (formerly custody) are both permitted to inspect and copy the student's school student records. Schools may not provide a parent/guardian who is not allocated parenting time (formerly visitation) access to his or her child's school records, unless a court finds that it is in the child's best interests to provide those records to the parent.~~ The Illinois Marriage and Dissolution of Marriage Act (IMDMA), 750 ILCS 5/602.11, amended by P.A. 99-90763.
6. Schools may not provide a parent/guardian access to his or her child's school records if the parent is prohibited by an order of protection from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963. ~~The Illinois Marriage and Dissolution of Marriage Act~~ IMDMA, 750 ILCS 5/602.11, amended by P.A. 99-763.
7. The protection of student data collected by educational technology companies is governed by the Student Online Personal Protection Act, 105 ILCS 85/, added by P.A. 100-315.

Note: Nos. 5 and 6 may conflict with FERPA in that they restrict a parent/guardian's right to access his or her child's school records more than is expressly permitted by FERPA. 20 U.S.C. 1232g(a)(1)(A), (B); 34 C.F.R. 99.10(a). Consult the board attorney for guidance.

student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below: 3

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses⁴) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody. 5

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy⁶, and challenge school student records.⁷ The information contained in school student

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Allowing students to grade each other's papers does not violate FERPA; such student work is not a *school record* until it is recorded by the teacher. Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002). School student records are *per se* prohibited from disclosure; a district is under no obligation to redact them. Chicago Tribune Co. v. Chicago Bd. of Educ., 332 Ill.App.3d 60 (1st Dist. 2002).

3 20 U.S.C. §1232g(a)(4); 34 C.F.R. §99.3; 105 ILCS 10/2(d); 705 ILCS 405/1-7 and 5-905; 23 Ill.Admin.Code §375.10. Rather than listing the exceptions in the policy, a school board may choose to end the sentence after the proviso "except as provided in State or federal law."

4 For an explanation, see ~~footnotes in 7:220, Bus Conduct.~~

5 Many lawyers believe that once these records are received by a school, they are protected as *education records* under the federal Family Educational Rights and Privacy Act, 20 U.S.C. §1232g FERPA. Consult the board attorney for advice.

6 105 ILCS 10/5(a).

105 ILCS 10/5(c), amended by P.A. 100-532, requires that a parent's or student's request to inspect and copy records be granted no later than 10 business days (previously 15 school days) after the date of receipt of such a request by the official records custodian.

105 ILCS 10/5(c-5), added by P.A. 100-532, outlines how a school district may extend the timeline for response by not more than five business days from the original due date if one or more of these six reasons applies:

1. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
2. The request required the collection of a substantial number of specified records;
3. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
5. The request for records cannot be complied with by the school district within the time limits prescribed by subsection (c) without unduly burdening or interfering with the operations of the school district; or
6. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request.

The person making the request and the school district may also agree in writing to extend the timeline for compliance for a period to be determined by the parties. *Id.*

7 23 Ill.Admin.Code §375.10, amended at 45 Ill. Reg. 5899, provides that districts may, through board policy, allow scores received on college entrance examinations to be included on a student's academic transcript if that inclusion is requested in writing by a student, parent or person who enrolled the student. If the board of a unit or high school district wants to allow this, insert:

A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript.

records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.⁸ The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child.⁹ However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.¹⁰ Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.¹¹

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Note: Though 23 Ill.Admin.Code §375.10 uses the phrase "student, parent or person who enrolled the student," student records rights under ISSRA and FERPA attach to eligible students and their parents/guardians, not to "a person who enrolled the student" (though that person is typically a parent or guardian).

If a board allows for the inclusion of college entrance examination scores on academic transcripts, amend the district's notification to parents/guardians and students of their school student records rights with the process for requesting the inclusion. 23 Ill.Admin.Code §375.30(d)(5), amended at 45 Ill. Reg. 5899. See 7:340-API, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records, for an example.

⁸ 23 Ill.Admin.Code §226.740(a).

⁹ This sentence is required if the board allows schools to release student directory information. 20 U.S.C. §1232g; 23 Ill.Admin.Code §375.80; 34 C.F.R. §99.37. There is at least one instance in Illinois in which parents were upset that their school district released students' names and addresses pursuant to a Freedom of Information Act (FOIA) request. FOIA contains an exemption for home addresses. Many lawyers, however, say that a district must release student information pursuant to a FOIA request when each of the following has occurred: the FOIA request seeks information that is included in the district's definition of student directory information, the district notified parents that it releases directory information, and the parents did not opt out of allowing directory information to be released concerning their child. An opinion from the Ill. Public Access Counselor supports that a district may not rely on the FOIA exemption for home addresses. PAO 12-3.

The **PRESS** policy does not identify the components of *directory information*, leaving that task to implementing material. Boards may want to discuss this quagmire with the superintendent knowing that there are good reasons to release directory information, e.g., to allow the district to publish information about specific students, and good reasons to not release directory information, e.g., to avoid releasing names and addresses pursuant to a FOIA request.

23 Ill.Admin.Code 375.80(a)(1), amended at 42 Ill. Reg. 5899, no longer includes *gender* as information which may be designated as directory information. This is consistent with attorneys' views that however Illinois' past practice of including gender within directory information may have violated the federal Family Educational Rights and Privacy Act (FERPA). FERPA regulations provide that directory information "means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed" and it "includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended." 34 C.F.R. 99.3. Though FERPA regulations do not explicitly preclude the designation of *gender* as directory information, U.S. Dept. of Education (**EDDOE**) guidance has consistently advised schools not to disclose a student's sex as directory information because it would be considered harmful or an invasion of privacy. See *Letter to Institutions of Postsecondary Education*, **EDDOE** Family Policy Compliance Office (September 2009). Consult the board attorney about the practical implementation of this issue. Some attorneys, for example, believe photos of the "Girls Volleyball Team" may contradict **EDDOE** guidance.

¹⁰ 20 U.S.C. §1232(g)(j), as added by the Sec. 507 of the U.S.A. Patriot Act of 2001.

¹¹ Each school must have an *official records custodian*. 105 ILCS 10/4(a). Districts must notify students and parents/guardians of their rights concerning school student records. 105 ILCS 10/3; 23 Ill.Admin.Code §375.30; 34 C.F.R. §99.7. Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal, but should be reviewed and approved by the superintendent and board. See exhibit 7:340-API, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*, and administrative procedure 7:340-API, *School Student Records*.

Student Biometric Information Collection 12

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention.¹³ Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility¹⁴ or the student (if over the age of 18).¹⁵ Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information.¹⁶ Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited. ¹⁷

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of

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¹² This program is optional; however, districts either wishing to implement such a program or districts that have already engaged in the collection of student biometric information must have a policy consistent with the requirements of 105 ILCS 5/10-20.40 *et seq.* This section restates the School Code's requirements for a student biometric information policy.

¹³ For districts already collecting biometric information, the following is an alternative:

The Superintendent or designee shall maintain a biometric screening program that is consistent with budget requirements and in compliance with State law.

¹⁴ Several statutes define legal custody and when a court may grant it; the term requires statutory construction/interpretation and school boards should discuss this issue with their attorney prior to adopting a policy on collection of student biometric information.

105 ILCS 5/10-20.40(b)(1) states the definition of legal custody is the same as the definition of legal custody for purposes of residency, payment of tuition, hearings, and criminal penalties at 105 ILCS 5/10-20.12b(2)(i)-(v).

The ~~Illinois Marriage and Dissolution of Marriage Act~~MDMA, 750 ILCS 5/, amended by P.A.s 99-90 and 99-763, changed the terms *custody* and *visitation* to *parental responsibility* and *parenting time*, respectively. P.A. 99-90 also requires a *parenting plan* that allocates: (1) significant decision-making responsibilities; and (2) each parent's right to access his or her child's school records. The new law does not amend ISSRA or the School Code. ~~Consult the board attorney about whether the Illinois Marriage and Dissolution of Marriage Act's provisions change a noncustodial parent's ability to access a student's records.~~

¹⁵ Based upon 105 ILCS 5/10-20.40, written permission is not required annually; it is valid until a request for discontinuation of the use of biometric information is received or until the student reaches the age of 18. See 7:340-AP1, E5, *Biometric Information Collection Authorization*.

¹⁶ Districts must reissue 7:340-AP1, E5, *Biometric Information Collection Authorization* to students turning 18 years of age during the school year. This is because all rights and privileges accorded to a parent under ISSRA become exclusively those of the student upon his or her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first. 105 ILCS 10/2(g).

¹⁷ State law contains two exceptions: (1) the individual who has legal custody/parental responsibility of the student or the student (if over the age of 18) consents to the disclosure; and (2) the disclosure is required by court order. 105 ILCS 10-20.40(b)(5); ~~750 ILCS 5/602.11, amended by P.A. 99-90.~~

18).¹⁸ Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.¹⁹

- LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
50 ILCS 205/7.
105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.
105 ILCS 10/, Ill. School Student Records Act.
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
23 Ill.Admin.Code Parts 226 and 375.
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).
- CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct)
- ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information), 7:340-AP1, E5 (Biometric Information Collection Authorization), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Schedule for Destruction of School Student Records)

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¹⁸ 105 ILCS 5/10-20.40(d). No notification to or approval from the district's local records commission, pursuant to the Local Records Act, is required to destroy student biometric information. See *f/n 124* for a discussion about the terms *custody* and *parental responsibility*.

¹⁹ Whether the student biometric information is an education record under FERPA, 20 U.S.C. §1232g, or falls under an exception to an education record under FERPA is an issue about which school boards should consult their board attorney. Protected Health Information under the ~~U.S. Dept. of Health and Human Service~~^{DHS}'s interpretations of the HIPAA excludes education records covered by FERPA, and thus HIPAA requirements are not expected to be triggered by districts collecting student biometric information. However, before implementing policies and procedures to collect student biometric information, a board should discuss these issues with the board attorney.

Instruction

Accelerated Placement Program ¹

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential.² The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP.³ APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade.⁴ Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented.⁵ Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.⁶

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);⁷
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and⁸
3. Assessment processes that include multiple valid, reliable indicators.⁹

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for

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¹ State law requires this subject matter be covered by policy and controls its content. 105 ILCS 5/14A, amended by P.A. 100-421, eff. 7-1-18 (the Accelerated Placement Act (APA)).

² Optional. Ensure this statement matches the board's current educational philosophy and objectives. See sample policy 6:10, *Educational Philosophy and Objectives*.

³ 105 ILCS 5/14A-17, added by P.A. 100-421, eff. 7-1-18.

⁴ *Id.* For high school districts, delete "~~and (c) early entrance to kindergarten or first grade~~" and insert the word "and" between (a) and (b).

Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 (*School year – School age*). The APA requires accelerated placement to include early entrance to kindergarten and early entrance to first grade. 105 ILCS 5/10-20.12 *permits* districts to offer early entrance to kindergarten or first grade "based upon an assessment of the student's readiness to attend school." 105 ILCS 5/10-20.12 also states that students may enter first grade early when they: (1) are assessed for readiness; (2) have attended a non-public preschool and continued their education at that school through kindergarten; (3) were taught in kindergarten by an appropriately certified teacher; and (4) will attain the age of 6 years on or before December 31. *Id.* See sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. **Consult the board attorney for guidance.**

⁵ 105 ILCS 5/14A-32(a)(1), added by P.A. 100-421, eff. 7-1-18.

⁶ 105 ILCS 5/14A-25, amended by P.A. 100-421, eff. 7-1-18.

⁷ 105 ILCS 5/14A-32(a)(2), added by P.A. 100-421, eff. 7-1-18, requires that the accelerated placement policy include "a fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians" but does not specify what individuals are to be involved or limit those individuals to district employees. Amend this listing to align with the local board's preference.

⁸ 105 ILCS 5/14A-32(a)(3), added by P.A. 100-421, eff. 7-1-18.

⁹ 105 ILCS 5/14A-32(a)(4), added by P.A. 100-421, eff. 7-1-18.

accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement.¹⁰ Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.¹¹

LEGAL REF.: 105 ILCS 5/14A.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

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¹⁰ Optional. 105 ILCS 5/14A-32(b)(1) permits, but does not require “procedures for annually informing the community at-large, including parents or guardians, about the accelerated placement program and the methods used for the identification of children eligible for accelerated placement.”

¹¹ Optional. 105 ILCS 5/14A does not require this but it is a recommended best practice and aligns with sample policy 7:10, *Equal Educational Opportunities*.

Instruction

Program for the Gifted ¹

The Superintendent or designee shall implement an education program for gifted and talented learners that will challenge and motivate academically advanced learners and engage them in appropriately differentiated learning experiences to develop their unique abilities.² If the State Superintendent of Education issues a Request for Proposals because sufficient State funding is available to support local programs of gifted education, the Superintendent or designee shall inform the Board concerning the feasibility and advisability of developing a “plan for gifted education” that would qualify for State funding.³

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student’s identification as gifted or talented learner.⁴

The School Board will monitor this program’s performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

LEGAL REF.: 105 ILCS 5/14A.
23 Ill.Admin.Code Part 227.

CROSS REF.: 6:135 (Accelerated Placement Program)

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

¹ State law controls this policy’s content to the extent that districts can qualify for State funding for the education of gifted and talented children, should such funding be available. (105 ILCS 5/14A). While a policy on this topic programs for gifted and talented children is not required, a policy on accelerated placement is required. 105 ILCS 5/14A-32, added by P.A. 100-421, eff. 7-1-18 (the Accelerated Placement Act). See 6:135, *Accelerated Placement Program*, and 6:135-AP, *Accelerated Placement Program Procedures*.

² The goals and objectives of this program may be modified by the board.

³ School districts have the authority and flexibility to design education programs for gifted and talented learners, but these programs must comply with 105 ILCS 5/14A-30 and 23 Ill.Admin.Code Part 227 to qualify for State funding, should such funding become available.

If a board does not wish to tie the gifted program to requirements for State funding, use this alternative:

The Superintendent or designee shall implement an education program for gifted and talented learners that is responsive to student needs and is within the budget parameters as set by the Board.

⁴ 105 ILCS 5/14A-25, amended by P.A. 100-421, eff. 7-1-18.

Students

School Admissions and Student Transfers To and From Non-District Schools ¹

Age [Elementary or Unit Districts only]

To be eligible for admission, a child must be five years old on or before September 1 of that school term.² A child entering first grade must be six years of age on or before September 1 of that school term.³ Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates.⁴ A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31.⁵ A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age.⁶ Early entrance to kindergarten or first grade may also be available through Board policy 6:135, Accelerated Placement Program.^{7 8}

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¹ State law requires some of the subject matter contained in this sample policy to be covered by policy and controls this policy's content. Boards must adopt a policy on school admissions (105 ILCS 5/10-21.2) and restricting a student from transferring from another school while under a suspension or expulsion from that school (105 ILCS 5/10-22.6). A registration guidance document, updated annually, is available from the Ill. State Board of Education (ISBE) at: www.isbe.net/Documents/guidance_reg.pdf.

² 105 ILCS 5/10-20.12. The district may, however, establish a kindergarten for children between the ages of 4 and 6 years old. (105 ILCS 5/10-20.19a and 5/10-22.18). Any child between the ages of 7 and 17 (unless the child has already graduated from high school) must attend public or private school, with certain exceptions allowed for physical and mental disability, lawful employment, or other reasons as specified by statute. (105 ILCS 5/26-1). The phrase "a child between the ages of 7 and 17" is liberally construed to fully carry out the true intent and meaning of the General Assembly (5 ILCS 70/1.01), which is to ensure that students graduate from high school (105 ILCS 5/26-1). Therefore "the ages of 7-17" means a child is 17 until his or her 18th birthday.

³ Optional sentence.

⁴ 105 ILCS 5/10-20.12.

⁵ Id. Required by 105 ILCS 5/10-20.12. Delete the first four sentences in this paragraph if the district operates a year-round school and use the following alternative in a district operating on a year-round basis:

To be eligible for admission, a child must be at least five years old within 30 days after the commencement of that school term. Based upon an assessment of the child's readiness to attend school, the District may permit him or her to attend school prior to this date. A child may also attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool and continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will attain age six within four months after the commencement of the term.

⁶ 105 ILCS 5/14-1.02 and 5/14-1.03a. An ISBE rule states: "Each school district shall be responsible for actively seeking out and identifying all children from birth through age 21 within the district (and those parentally-placed private school children for whom the district is responsible under 34 C.F.R. §300.131) who may be eligible for special education and related services;" (23 Ill.Admin.Code §226.100). Note that after a child is determined to be eligible for special education services, the child must be placed in the appropriate program no later than the beginning of the next school semester. (105 ILCS 5/14-8.02).

⁷ 105 ILCS 5/14A-17, added by P.A. 100-421, eff. 7-1-18 (the Accelerated Placement Act (APA)). For high school districts, delete this sentence and the cross reference to 6:135, Accelerated Placement Program. See 6:135, Accelerated Placement Program, and 6:135-AP, Accelerated Placement Program Procedures, for further detail.

Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 (School year – School age.). See ¶n 4 in sample policy 6:135, Accelerated Placement Program for a discussion about reconciling the APA and 105 ILCS 5/10-20.12. Consult the board attorney for guidance.

⁸ 105 ILCS 5/10-20.12. Districts that wish to permit early admission may add the following optional paragraph:

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate.⁹ When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's ~~temporary~~permanent¹⁰ record, and return the ~~original~~certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.¹¹
2. Proof of residence, as required by Board policy 7:60, *Residence*.

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~~Parents/guardians may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.~~

Districts ~~that implement this option~~ should also consider implementing specific and objective criteria for early admissions and address such issues as who pays the costs for assessments, etc. Using this exception defeats the age requirement rules because it only relies upon a child's readiness, regardless of his or her age.

⁹ Presenting a certified copy of a student's birth certificate is a missing children's law enforcement issue **that may not be used for denying enrollment**. See **Guidance Documents** subhead in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*, for more information about enrollment and residency issues. Consult the board attorney if a student cannot produce a certified copy of his or her birth certificate and wishes to provide a passport, visa or other governmental documentation of identity. To balance the tension between the missing children's laws reporting requirements and Plyler v. Doe (457 U.S. 202 (1982)), many attorneys advise not to report a student's failure to produce a birth certificate; however always consult the board attorney for assistance based upon the specific facts of the enrollment situation (see f/n ~~8~~¹¹ below).

¹⁰ 23 Ill.Admin.Code §375.10 states that the student permanent record shall include basic identifying information, including the student's name, birth date and place, and gender, and evidence required under 325 ILCS 50/5(b)(1).

¹¹ Two almost identical laws govern this requirement: Missing Children Records Act (325 ILCS 50/) and Missing Children Registration Law (325 ILCS 55/). We reconciled their differences as much as possible but chiefly used the language from the Registration Law because it has the clearest explanation. The statutory enforcement requirements, as nonsensical as they may seem, are quoted in the policy. **Important:** Schools cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. See Plyler v. Doe, 102 S.Ct. 2382 (1982). See also f/n ~~12~~¹⁸ below.

According to the Ill. State Police, a certified copy of the student's birth certificate is the only acceptable proof of the child's identity and age. (20 Ill.Admin.Code §1290.60(a)). For more discussion about acceptable proof of identity, see f/n 1 in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*. The Missing Children's Records Act requires schools to make prompt copies of these certified copies. 325 ILCS 50/5(b). Once made, schools need not request another certified copy with respect to that child for any other year in which the child is enrolled in that school or other entity. Id. While the Act does not mandate where the copy should be kept, it is appropriate for placement in the student's temporary record. See 23 Ill.Admin.Code §375.10. The school person who receives the copy of the certified birth certificate should initial and date the document. That way, if there is a question or an investigation (which can happen even years after enrollment) there will not be an issue as to who received the document and the date it was processed.

A district must also *flag* a student's record on notification by the State police of the student's disappearance and report to the State police any request for a *flagged* student record. 325 ILCS 50/3, 50/5.

3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.¹²

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year.¹³ Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.¹⁴

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment.¹⁵ Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.¹⁶

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¹² Each school must maintain records for each student that reflect compliance with the examinations and immunizations required by 105 ILCS 5/27-8.1; and 23 Ill.Admin.Code §1.530(a). A Tuberculosis skin test is required if the student lives in an area designated by the Ill. Dept. of Public Health as having a high incidence of Tuberculosis.

¹³ This paragraph is optional in the policy; it reflects the requirements of State and federal law. P.A. 99-30 repealed the Military Compact Act at 105 ILCS 5/22-65 because of the Educational Opportunity for Military Children Act (EOMCA, 105 ILCS 70/); this exact language is not contained in the recoded EOMCA Educational Opportunity for Military Children Act, 105 ILCS 70/.

¹⁴ Optional. The ~~Educational Opportunity for Military Children Act, 105 ILCS 70/33, EOMCA~~ further details enrollment and entrance requirements for children of active military personnel. 105 ILCS 70/33. After enrollment, the law allows a district to perform evaluations to ensure appropriate placement of the student. Course, program, graduation, extracurricular(s), and other placement options for this student population are further discussed in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

¹⁵ Required by Education for Homeless Children Act (105 ILCS 45/) and the McKinney-Vento Homeless Assistance Act, (42 U.S.C. §11431 et seq.). See §11432(g)(3)(C)(i).

¹⁶ Optional. 105 ILCS 5/10-20.58, added by P.A. 99-781, allows school boards to appoint liaisons for foster care students. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.58 directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." Liaison responsibilities may include:

1. Streamlining the enrollment process for students in foster care;
2. Implementing student data tracking and monitoring mechanisms;
3. Ensuring that students in DCFS custody receive all school nutrition and meal programs available;
4. Coordinating student withdrawal from a school, record transfers, and credit recovery;
5. Becoming experts on the foster care system and State laws and policies in place that support students in DCFS custody;
6. Coordinating with child welfare partners;
7. Providing foster care-related information and training to the district;
8. Working with DCFS to help students maintain their school placement, if appropriate;
9. Reviewing student schedules to ensure students are on track to graduate;
10. Encouraging a successful transition into adulthood and post-secondary opportunities;
11. Encouraging involvement in extracurricular activities; and
12. Knowing what support is available within the district and community for students in DCFS custody.

Student Transfers To and From Non-District Schools¹⁷

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students [*High School or Unit Districts only*]¹⁸

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¹⁷ 105 ILCS 5/2-3.13a requires each transferor (original) school to keep documentation of transfers in the student's record. It also requires "notification [by the transferee (recipient) school] of the transfer on or before July 31 following the school year during which the student withdraws from the transferor school or school district or the student shall be counted in the calculation of the transferor school's or school district's annual student dropout rate." ISBE rule, 23 Ill.Admin.Code §375.75(e), is consistent with this requirement. The rule also requires the transferring school or district to maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record.

Out-of-state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from the student's last school district, (105 ILCS 5/10-8.1 ~~and~~ 70/32). See also 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

A board has two basic options for students transferring into the district who are serving a suspension or expulsion. Under option one, it may comply with the minimum requirements of section 2-3.13a by refusing to allow a student transferring from any public school to attend classes until the period of any suspension or expulsion has expired when the penalty was for: (1) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act; (2) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or (3) battering a staff member of the school. Under option two, a board may require a student who was suspended or expelled for *any* reason from any public or private school in this or any other state to complete the entire term of the suspension or expulsion before being admitted to the school district. The sample policy uses the second, more simple, more comprehensive alternative.

A board may adopt a policy providing that if a student is suspended or expelled for any reason from any school, anywhere, the student must complete the suspension's or expulsion's entire term in an alternative school program under Article 13A before being admitted into the school district if there is no threat to the safety of students or staff in the alternative program, (105 ILCS 5/2-3.13a; and 5/10-22.6(g)). If a board wants to provide for this alternative, it may add the following to either of the above options:

The Superintendent is authorized to allow a student who was suspended or expelled from any public or private school to be placed in an alternative school program established under Article 13A of the School Code for the remainder of the suspension or expulsion.

¹⁸ Generally, a citizen of a foreign country who wishes to enter the U.S. must first obtain either: (1) a nonimmigrant visa (for temporary stay for tourism, medical treatment, business, temporary work, or study), or (2) an immigrant visa for permanent residence. Common visas presented by foreign students are:

1. J-1 nonimmigrant visas for participants in educational and cultural exchange programs designated by the U.S. Department of State (DOS), Exchange Visitor Program, and Designation Staff. These students are enrolled provided they otherwise qualify for admission. For information about J-1 visas and the Exchange Visitor Program, see j1visa.state.gov/programs.
2. F-1 nonimmigrant student visa. F-1 visas are not issued for attendance at an elementary or middle school (K-8). Before obtaining an F-1 student visa, the individual must submit evidence that the school district has been reimbursed for the unsubsidized per capita cost of the education. These students are enrolled provided they otherwise qualify for admission. However, attendance at U.S. public high schools cannot exceed a total of 12 months.
3. B-2 visitor nonimmigrant visas. There is disagreement over whether these students must be enrolled tuition free. Their *visitor* visa is evidence of nonresident status. Call ~~INS or the district's attorney~~ for guidance.
4. The qualified school-age child of an alien who holds another type of visa (i.e., A, E, H, I, L, etc.), other than a visitor visa. These students are enrolled provided they otherwise qualify for admission. Likewise, dependents of foreign nationals on long-term visas are enrolled provided they otherwise qualify for admission.
5. No immigration documentation. ~~*Plyler v. Doe*, 402 U.S. 2382 (1982)~~. A school cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. Thus, undocumented aliens are enrolled, provided they otherwise qualify for admission.

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.¹⁹

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate.²⁰ F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment²¹ [*High School or Unit Districts only*]

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

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6. Immigrant visa. These students are enrolled provided they otherwise qualify for admission.

The Student and Exchange Visitor Information System (SEVIS) is an Internet-based system that provides tracking and monitoring, with access to accurate and current information on nonimmigrant students (F and M visas) and exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). See §641, Illegal Immigration Reform and Immigrant Responsibility Act. Section 641 is an exception to the Family Educational Rights and Privacy Act. See 8 C.F.R. §214.1(h). SEVIS enables schools and program sponsors to transmit electronic information and event notifications, via the Internet, to the ~~Dept. of Homeland Security (DHS) and the INS and Department of State-DOS~~ throughout a student's or exchange visitor's stay. SEVIS will provide system alerts, event notifications, and reports to the end-user schools and programs, as well as for ~~DHS/INS~~ and DOS offices.

According to federal regulations, students who apply for F-1, M-1, F-3, or M-3 visas must pay a \$100 fee, and students who apply for J-1 visas must pay a \$35 fee, to the ~~DHS~~Department of Homeland Security. The regulations describe when and how the fee is to be paid, who is exempt from the fee, and the consequences for failure to pay, (8 C.F.R. Parts 103, 214, and 299).

¹⁹ State law allows, but does not require, boards to waive nonresident tuition for these students. (105 ILCS 5/10-22.5a).

²⁰ Exchange students on F-1 visas must pay the full-unsubsidized public education costs before entering the U.S. (8 U.S.C. §1101). Boards may not waive the fee.

²¹ 105 ILCS 5/26-2(b). The requirements in this section are provided in State law, that is: (1) it is mandatory that a district deny re-enrollment as provided in this section;; (2) it is permissive whether to enroll the individual in a district graduation incentives program or alternative learning opportunities program (although depending on circumstances, a student below the age of 20 may be entitled to enroll in a graduation incentives program);; (3) it is mandatory to provide due process before denying re-enrollment;; (4) it is mandatory to offer the individual who is denied re-enrollment counseling and to direct that person to alternative educational programs;; and (5) it is mandatory that this section not apply to students eligible for special education.

105 ILCS 5/26-2(c) allows a district to deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic or attendance standards if certain conditions are met. See sample policy 7:70, *Attendance and Truancy*.

LEGAL REF.: 8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.
 20 U.S.C. §1232, Family Educational Rights and Privacy Act.
 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.
 29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
 105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1,
 105 ILCS 10/8.1, Ill. School Student Records Act.
 105 ILCS 45/, Education for Homeless Children Act.
 105 ILCS 70/, Educational Opportunity for Military Children Act.
 325 ILCS 50/, Missing Children Records Act.
 325 ILCS 55/, Missing Children Registration Law.
 410 ILCS 315/2e, Communicable Disease Prevention Act.
 20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.
 23 Ill.Admin.Code Part 226, Special Education.
 23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

Instruction

Curriculum Content¹

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics,² (f) social studies, (g) art, (h) music,³ and (i) drug and substance abuse prevention.⁴ A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.⁵ Before the completion of grade 5, students will be offered at least one unit of cursive instruction.⁶
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics,⁷ (e) social studies including U.S. history, American government

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¹ Districts must have a policy on physical education. (23 Ill.Admin.Code §1.420(p))- and what grade level(s) students will be offered cursive writing instruction (105 ILCS 5/27-20.7, added by P.A. 100-548, eff. 7-1-18). Policies on the remaining topics in this policy are optional. State or federal law controls this policy's content. 23 Ill.Admin.Code §1.420 recommends that activities, including student internships and observations of government in action, be a part of the instructional program where appropriate.

² 105 ILCS 5/2-3.156 requires ISBE to coordinate, adapt and develop middle and high school math curriculum models. There is no consistent definition for *middle school* or *high school* in either State or federal law. Districts are not required to use ISBE's models and may develop their own mathematics curricula.

The purpose of the math curriculum models will be to aid school districts and teachers in implementing the *Common Core Standards*. The ISBE has adopted new math and English language arts (ELA) standards for K-12 education referred to as the *New Ill. State Learning Standards Incorporating the Common Core*. The goal of incorporating the *Common Core Standards* into the *State Goals for Learning* is to better prepare Ill. students for success in college and the workforce in a competitive global economy. See <https://www.isbe.net/Documents/ccs-faq-0813.pdf>.

The terms *Common Core Standards* and the *New Ill. State Learning Standards Incorporating the Common Core* are synonymous. Referencing the *Ill. Learning Standards* includes them both. That is because they are incorporated by reference into ISBE's rules and *State Goals for Learning*. A district that wants to include the term *Common Core Standards* in its policy may do so; however, districts should understand that referring to the *Common Core Standards* only will cover only math and ELA learning standards and goals and not any other subject areas that the *Ill. Learning Standards* cover. The best practice is to continue using *Ill. Learning Standards*, which includes the *Common Core Standards*.

³ 23 Ill.Admin.Code §1.430.

⁴ 105 ILCS 5/27-13.2. House Resolution 824 (2014) urges all Illinois schools to educate youth about the dangers of using heroin and the rising numbers of accidental deaths from heroin overdoses through comprehensive drug education programs, including the *Drug Abuse Resistance Education* (DARE) program. No guidance on age appropriate instruction for heroin abuse is provided in the resolution.

⁵ 105 ILCS 5/10-20.53.

⁶ 105 ILCS 5/27-20.7, added by P.A. 100-548, eff. 7-1-18, requires districts to offer students a unit of cursive instruction before they complete grade 5. Other than before completing grade 5, the law is silent about what grade level(s) in which students must receive their unit of cursive instruction. This provides an opportunity for a board to have a conversation with the superintendent about local community expectations and direct him or her to determine the appropriate grade level(s) in which students will be offered a unit of cursive instruction.

Use the following alternative if the board wants to specify grade level(s) before the end of grade 5 in which cursive instruction will be offered:

A unit of cursive instruction will be offered in grade(s) _____.

⁷ 105 ILCS 5/2-3.156. See f/n 2.

105 ILCS 5/27-22 allows the substitution of an advanced placement computer science course for a year of mathematics. For specific requirements, see 6:300-E2, *State Law Graduation Requirements*, and 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*.

and, for students entering the 9th grade in the fall of 2016 and each year after it, one semester of civics,⁸ (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.⁹

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest.¹⁰ The course shall include: (a) classroom instruction on distracted driving as a major traffic safety issue¹¹, and (b) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement.¹² Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle.¹³ The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.¹⁴

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.¹⁵

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⁸ 105 ILCS 5/27-22, amended by P.A. 99-434 and P.A. 99-486. The statute specifically states that school districts may utilize private funding available for offering civics education.

⁹ 23 Ill.Admin.Code §1.440, 105 ILCS 5/27-22. The General Assembly encouraged school boards to implement American Sign Language courses into the school foreign language curriculum. 105 ILCS 5/10-20.46. Senate Joint Resolution 68, 96th General Assembly, encourages school districts to explore the introduction of Arabic as a foreign language in their curriculums. The ISBE rule on driver education personnel is found at 23 Ill.Admin.Code §252.40. School districts may contract with a commercial driver training school (CDTS) for driver education. 105 ILCS 5/27-24.2, amended by P.A. 100-465. To qualify to contract with a school district, a CDTS must: (a) hold a valid license issued by the Ill. Sec. of State; and (b) provide instructors who hold a valid Ill. teaching certificate or license. *Id.* A district contracting with a CDTS must provide a list to ISBE of the CDTS instructors. *Id.* The list must include the name, personal ISBE identification number, birth date and driver's license number of each instructor who will teach driver education. *Id.* Although a formal waiver for outsourcing of driver's education is no longer required, districts must consider their applicable collective bargaining agreement(s), board policy, and the reduction in force (RIF) provisions of the School Code as they relate to outsourcing of instructional staff. Consult the board attorney for guidance.

¹⁰ 105 ILCS 5/27-24.2, amended by P.A. 100-465.

¹¹ *Id.*

¹² *Id.*, amended by P.A. 99-720.

¹³ 105 ILCS 5/27-17.

¹⁴ The Ill. Vehicle Code, 625 ILCS 5/6-408.5, contains these requirements; they are paraphrased below and may be added to the policy or otherwise disseminated.

Before a certificate of completion will be requested from the Secretary of State, a student must receive a passing grade in at least eight courses during the two semesters last ending before requesting the certificate. A certificate of completion will not be requested for any person less than 18 years of age who has dropped out of school unless the individual provides:

1. Written verification of his or her enrollment in a high school equivalency or alternative education program or a high school equivalency certificate (formerly GED certificate);
2. Written verification that before dropping out, the individual had received passing grades in at least eight courses during the two previous semesters last ending before requesting a certificate;
3. Written consent from the individual's parent/guardian and the Regional Superintendent; or
4. Written waiver from the Superintendent of the School District in which the individual resides or resided at the time he or she dropped out of school, or from the chief school administrator with respect to a dropout who attended a non-public high school. A waiver may be given if the Superintendent or chief administrator deems it to be in the individual's best interests.

¹⁵ 105 ILCS 5/27-23.3.

4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.¹⁶
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.¹⁷
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.¹⁸
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.¹⁹
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a

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¹⁶ 105 ILCS 5/27-23.4.

¹⁷ 47 C.F.R. § 54.520(c)(1)(i) and 105 ILCS 5/27-13.3 control this section. "Grades kindergarten through 12" is used because federal law requires school districts that receive E-rate funding to certify that they have an Internet safety education policy for all minors. 47 C.F.R. § 54.520(c)(1)(i). This federal law defines *minors* as any individual who has not attained the age of 17 years. 47 C.F.R. § 54.520(a)(4).

105 ILCS 5/27-13.3 requires a unit on Internet safety for students in grades 3 or above. It recommends seven topics for the unit on Internet safety and required ISBE to "make available resource materials for educating children regarding child online safety." It also invites schools to "adopt an age-appropriate curriculum for Internet safety instruction of students in grades kindergarten through 12."

For boards that do not receive E-rate funds and do not want to exceed the requirements of the School Code, replace this section with the following sentence: "In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee."

¹⁸ 105 ILCS 5/27-12.

Because of the negative outcomes associated with bullying in schools, the Ill. General Assembly has also found "that [school districts] should educate students, parents, and school district personnel about what behaviors constitute prohibited bullying." 105 ILCS 5/27-23.7(a). A board may want to add the following option:

Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

The Ill. General Assembly invited boards to "make suitable provisions for instruction in gang resistance education and training in all grades and include such instruction in the courses of study regularly taught in those grades." See 105 ILCS 5/27-23.10(c). A board that shares this concern may add the following option: "In addition, in all grades gang resistance education and training must be taught."

¹⁹ 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. Requirements for displaying a U.S. flag at each school and in each classroom are found in 5 ILCS 465/3 and 465/3a.

Note that the Illinois statute does not require every student to recite the *Pledge* – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the *Pledge*, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the *Pledge*. West Virginia State Bd. of Educ. v. Barnett, 319 U.S. 624 (1943); Sherman v. Community Consolidated Sch. Dist. 21 of Wheeling Township, 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the *Pledge*, such as, "You may now stand to recite the *Pledge*." Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.

healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent,²⁰ but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.²¹

9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.²²
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as

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²⁰ The phrase “after recommendation by the Superintendent” is optional. If a superintendent does not bring this topic to the board for discussion, the board may not have a trigger to make the determination.

²¹ 105 ILCS 5/27-5 requires school boards to provide for students’ physical education and allows the P.E. course offered in grades 5 through 10 to include the health education courses required by State law. See also 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990.

105 ILCS 5/27-6, amended by P.A. 100-465, describes when students may be excused from P.E. See also 23 Ill.Admin.Code §1.425(e).

105 ILCS 5/27-6, amended by P.A. 100-465, contains an exception to the minimum of three days per five-day week P.E. requirement for schools engaged in block scheduling; if this is applicable, substitute this sentence for the second-to-last sentence in this paragraph:

Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days , in a physical education course.

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the Illinois Learning Standards for Physical Development and Health at: www.isbe.net/Pages/PE-Health-Learning-Standards.aspx. See also 23 Ill.Admin.Code §1.425 (g) and (h); ISBE’s *IL Fitness Assessments and Data Reporting Requirements Questions and Answers* (Rev. 5/22/17) at: www.isbe.net/Documents/fitness-asmt-faq.pdf.

105 ILCS 5/27-7 describes the goals and requirements for P.E. courses; these are re-stated in this sample policy.

²² 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n). Each school system shall provide a program in compliance with the Critical Health Problems and Comprehensive Health Education Act. More detailed health education program content is described in administrative procedure 6:60-AP, *Comprehensive Health Education Program*. It includes the requirements for the development of a family life and sex education program (105 ILCS 5/27-9.1 and 110/3), among other health education topics including *teen dating violence* (105 ILCS 110/3.1, see 7:185, *Teen Dating Violence Prohibited* for the required “teen dating violence policy”) and cardiopulmonary resuscitation and automated external defibrillator use (105 ILCS 110/3).

Citations for letters (a) - (e) in this paragraph follow:

- (a) 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (proper nutrition) and see also policy 6:50, *School Wellness*.
- (b) *Id.* (physical fitness) and see also policy 6:50, *School Wellness*.
- (c) *Id.* (sound mind and healthy body).
- (d) 105 ILCS 5/27-13.2 (dangers and avoidance of abduction). The State Police and ISBE must develop instruction on child abduction prevention. 20 ILCS 2605/2605-480.
- (e) 105 ILCS 110/3 and 105 ILCS 5/10-23.13 a/k/a *Erin’s Law* (child sexual abuse prevention). *Erin’s Law* requires a policy addressing child sexual abuse prevention. A sentence in 6:60-AP, *Comprehensive Health Education Program* restates the basic recommendations for a child sexual abuse prevention program from page 16 of the *Erin’s Law* Taskforce Final Report (Report) to Governor Quinn at: www.isbe.net/Documents/erins-law-final0512.pdf. The professional educator training component of *Erin’s Law* is addressed in policy 5:100, *Staff Development Program*. The Report also encourages parental involvement because parents play a key role in protecting children from child sexual abuse.

an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.²³

11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.²⁴
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.²⁵
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.²⁶

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.²⁷

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.²⁸

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²³ 23 Ill.Admin.Code §1.420(i). See 105 ILCS 435/ for the Vocational Education Act.

²⁴ 105 ILCS 5/27-12.1, amended by P.A. 99-284; 23 Ill.Admin.Code §1.420(k). P.A. 99-284 added these new subjects to the required consumer education course: consumer debt, higher education student loans, and identity-theft security.

²⁵ 105 ILCS 5/27-13.1; 23 Ill.Admin.Code §1.420(l).

²⁶ 105 ILCS 5/27-21; 23 Ill.Admin.Code §1.420(r).

²⁷ Section 111 of Division J of Pub.L. 108-447, the Consolidated Appropriations Act, 2005, 12-8-04; 118 Stat. 2809, 3344-45 (Section 111). Section 111(b) states: "[e]ach educational institution that receives Federal funds for a fiscal year shall hold an educational program on the U.S. Constitution on September 17 of such year"

²⁸ 105 ILCS 5/27-3.5. The Congressional Medal of Honor film is available on ISBE's website for no cost at: www.isbe.net/Pages/Medal-of-Honor.aspx.

15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.²⁹
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.³⁰
17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans ³¹
18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.³²
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.³³

LEGAL REF.: 5 ILCS 465/3 and 465/3a.
 20 ILCS 2605/2605-480.
 105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-24.2, 435/, and 110/3.
 625 ILCS 5/6-408.5.
 23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.
 Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.
 Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).
 47 C.F.R. §54.520.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

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²⁹ 105 ILCS 5/27-20.3 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*.

³⁰ 105 ILCS 5/27-20.5 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*. House Resolution 365 (2013) and Senate Resolution 1073 (2014) both urge all Illinois educators to share with students of an appropriate age the story of *comfort women* when discussing the history of Asia or World War II, or the issue of human trafficking.

³¹ 105 ILCS 5/27-20.4 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*.

³² 105 ILCS 5/2-3.80(e) or (f).

³³ 105 ILCS 5/27-23.8. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. The statute requires that the instruction be founded on the principle that all students, including students with disabilities, have the right to exercise self-determination. It urges districts to request individuals with disabilities to assist with the development and delivery of this instruction and allows instruction to be supplemented by knowledgeable guest speakers.

Operational Services

Accounting and Audits ¹

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

Annual Audit ²

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

Annual Financial Report ³

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

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¹ State or federal law controls this policy's content. A board policy or resolution is required concerning revolving funds and petty cash. 23 Ill.Admin.Code §100.70. This policy is intended to facilitate the board's fiscal oversight role. The last sentence of the first paragraph should be modified to align with local conditions. The *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing* at 23 Ill.Admin.Code Part 100 replaced 23 Ill.Admin.Code Part 110, *Program Accounting Manual* and 23 Ill.Admin Code Part 125, *Student Activity Funds and Convenience Accounts*.

² Audit requirements are found in 105 ILCS 5/3-7 and 5/3-15.1, and 23 Ill.Admin.Code §100.110. The federal Single Audit Act adds audit requirements for federal programs. 31 U.S.C. §7501 *et seq.*

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

The following optional sentence establishes an audit committee: "The Board will annually establish an audit committee to help the Board select an external auditor, confer with the auditor regarding the audit's scope, and oversee the audit process." **Note:** All board committees are subject to the Open Meetings Act.

The following optional sentence establishes a competitive process for selecting the external auditor; it prevents a long-term relationship with an auditor and reduces the possibility of audits being too routine or friendly: "The Board will annually advertise a request for proposals to perform the external audit." Substitute "periodically" for "annually" if desired.

³ Requirements for the annual financial report are found in 105 ILCS 5/2-3.27 and 5/3-15.1; 23 Ill.Admin.Code §100.100. The last sentence of this section should be modified to align with local conditions.

Inventories 4

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost.

Disposition of District Property 5

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

Taxable Fringe Benefits 6

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash 7

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy,

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4 The Illinois Program Accounting Manual (IPAM) was repealed and replaced with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*. While these rules contain much of the IPAM information, the information about inventories was not included. That information is still useful and may be found at www.isbe.net/Documents/ipam.pdf. The last sentence of this section should be modified to align with local conditions.

5 The requirements in this section are specified in 105 ILCS 5/5-22, amended by P.A. 99-794 (allowing property constructed or renovated by students as part of a curricular program to be sold through the services of a licensed real estate broker subject to certain requirements), and 5/10-22.8. A board that desires to act on the disposition of property having any value should use the following alternative to this section's last sentence: "Notwithstanding the above, the Superintendent or designee may unilaterally dispose of worthless personal property."

The recipient (through either sale or donation) of any discarded school bus must immediately: (1) remove, cover, or conceal the "SCHOOL BUS" signs and any other insignia or words indicating the vehicle is a school bus; (2) render inoperable or remove entirely the stop signal arm and flashing signal system; and (3) paint the school bus a different color from those under Section 12-801 of the Illinois Vehicle Code. 625 ILCS 5/12-806(b), added by P.A. 100-277, eff. 1-1-18.

6 The intent of this optional section is twofold: (1) to control personal use of district property and equipment; and (2) to ensure compliance with IRS rules. As to the first point, allowing personal use of district property or equipment is arguably prohibited by the Ill. Constitution, Art. VIII, Sec. 1 which states: "Public funds, property or credit shall be used only for public purposes." As to the second point, any fringe benefit an employer provides is taxable and must be included in the recipient's pay unless the law specifically excludes it. See Publication 15-B (201708), *Employer's Tax Guide to Fringe Benefits*, www.irs.gov/pub/irs-pdf/p15b.pdf.

7 105 ILCS 5/10-20.19(2); 23 Ill.Admin.Code §100.70. This paragraph's contents are mandatory, except for the \$500 cap on the maximum balance of revolving funds. The cap amount may be changed or the following alternative used: "Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget."

The School Code defines petty cash as a type of revolving fund. It and other revolving funds carry a standard balance and are regularly reimbursed to maintain the standard balance amount (generally referred to as an imprest system of financial accounting). In practice, petty cash is paid out of a de minimis cash amount maintained by a fund custodian. Disbursement from a revolving fund other than petty cash is typically made against an imprest checking account, by an authorized signor who is readily available in the district, e.g., a superintendent or building principal. The authorized signor manages the revolving fund and requests the board to reimburse the fund for expenses incurred to bring the imprest account back to its standard balance.

State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$500.00. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks ⁸

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

Internal Controls ⁹

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

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⁸ This section is largely up to the local board's discretion; additional controls may be added. The following alternative to the second sentence will mandate two signatories for checks:

Two of the following individuals: the Treasurer, Board President, and/or Board Vice-President, shall sign all checks issued by the School District, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

A board must comply with State law requirements concerning the use of facsimile or electronic signatures on checks. The Secretary of State, Index Department, maintains certified manual signatures of officers authorized to sign checks. Uniform Facsimile Signature of Public Officials Act, 30 ILCS 320/. Electronic records and signatures are governed by the Electronic Commerce Security Act, 5 ILCS 175/5. Attorneys disagree about the applicability of these laws to school districts.

⁹ This section is largely up to the local board's discretion. The annual audit must include a "review and testing of the internal control structure." 23 Ill.Admin.Code §100.110. This review's limited scope means that boards should not rely on it to reveal uncontrolled financial risks. The board's responsibility is to establish policy to safeguard the district's financial condition. Indeed, the oath of office includes this promise: "I shall respect taxpayer interests by serving as a faithful protector of the school district's assets." In this sample policy, the board sets the control objectives and the superintendent is responsible for developing an internal controls system. In addition, ISBE has issued guidance on internal controls pursuant to its administration of the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/. See the *Fiscal Procedures Handbook*, at: www.isbe.net/Documents/fiscal_procedure_handbk.pdf, which states that "to establish a strong control environment, grantees must...[d]esign internal controls that are in compliance with guidance in *Standards for Internal Control in the Federal Government* issued by the Comptroller General of the United States" (a free resource, available at: www.gao.gov/assets/670/665712.pdf) or the *Internal Control Integrated Framework* issued by the Committee of Sponsoring Organizations of the Treadway Commission (a fee-based resource, available at: www.coso.org/Pages/default.aspx).

Boards that wish to take a larger oversight role regarding internal controls may list the numbered sentences in the IASB sample administrative procedure 4:80-AP, *Checklist for Internal Controls*, as required inclusions in the superintendent's program for internal controls. This alternative, for insertion at the end of this section's first paragraph, follows:

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse,¹⁰ as well as employee error, misrepresentation by third parties, or other imprudent employee action.

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

LEGAL REF.: 2 C.F.R. §200 et seq.
30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44
Ill.Admin.Code 7000 et seq.
105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-
22.8, and 5/17-1 et seq.
23 Ill.Admin.Code Part 100.

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

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¹⁰ Unless specifically exempted, grantees receiving funds from any State agency, including ISBE, must comply with GATA and annually complete a Fiscal and Administrative Internal Controls Questionnaire (ICQ). The ICQ covers a number of different topics related to internal controls. Districts that are identified as having one or more areas of elevated risk based on their answers to the ICQ are required to develop and implement corrective action to address the area(s). Districts that fail to take necessary corrective action to address weak areas of internal control put their grant funding at risk. One of the sections of the ICQ addresses a grantee's internal controls for fraud, waste, and abuse, including whether the grantee has a fraud awareness program. See 4:80-AP1, Checklist for Internal Controls, and 4:80-AP2, Fraud, Waste, and Abuse Awareness Program, which incorporate ISBE-recommended practices related to fraud, waste, and abuse.