



**Lake Bluff School District 65**  
**Board of Education**  
**Regular Meeting**  
June 9, 2020  
6:00 PM  
Lake Bluff Village Hall  
40 E Center  
Lake Bluff, Illinois 60044

**AGENDA**

**Board Members:**

Mark Barry, President  
Julie Gottshall, Vice-President  
Leigh Ann Charlot, Secretary  
Andy Duran  
Richard Hegg  
Anne Hill  
John Marozsan

1. 6:00 P.M. - CLOSED SESSION

- a) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2 (c)(1);
- b) Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11) and (c)(1) and the discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 5 ILCS 120/2 (c)(21).

2. 7:00 P.M. - REGULAR MEETING

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT - Mark Barry

5. RETIREMENT RECOGNITIONS

- A. Joellen Powell
- B. Laurie Brown
- C. Margaret St. Claire
- D. Dr. Jean Sophie

6. ADDITION OF DISCUSSION ITEM

7. REPORTS

- A. LBES Report - Margaret St. Claire
- B. LBMS Report - Nate Blackmer
- C. Director of Finance and Operations/CSBO Update - Jay Kahn
- D. Director of Student Services, Technology and Assessment Update - Dr. Kevin Rubenstein
- E. President's Report - Mark Barry
- F. Superintendent's Report - Dr. Jean Sophie

8. DISCUSSION - PRESENTATIONS
  - A. Teacher Macbooks
  - B. Olson Transportation - Pandemic Contract
9. ACTION (WITH DISCUSSION) ITEMS
  - A. Approval of Hazardous Routes
  - B. Approval of Annual Banking Depository
  - C. Approval of Work Comp and Property Casualty Insurance Renewals
  - D. Approval of Technology Purchases
  - E. Approval of Olson Transportation - Pandemic Contract
  - F. Destruction of Closed Session Audio
  - G. Release of Closed Session Meeting Minutes
  - H. Approval of Name Changes in Board Policies
  - I. Personnel Report
  - J. Consent Agenda
    1. P Card Report
    2. Bills Report
    3. Imprest Report
    4. Treasurers Report
    5. Open Session Meeting Minutes
      - a. May 19, 2020 Regular Board of Education Meeting
    6. Closed Session Meeting Minutes
      - a. May 19, 2020 Regular Board of Education Meeting
10. FOIA Requests
11. PUBLIC COMMENTS - Mark Barry
12. ADJOURNMENT

***A Resolution Honoring the Service  
of  
Joellen Powell***

*Whereas, Joellen Powell after serving over 18 years in Education at Lake Bluff School District, has decided to retire; and*

*Whereas, it is the desire of this Board of Education, on behalf of its members, its faculty and the community, to extend its sincere appreciation for her loyalty to this school district; and*

*Whereas, she has dedicated herself to the leadership of the children and faculty of Lake Bluff School District 65 for over 25 years, demonstrating sound judgement and caring compassion for all students and staff; and*

*Whereas, during her many years of service she has demonstrated her willingness to cooperate with fellow administrators, teachers, and staff and to assist the many teachers who have come to the district and departed during her tenure in Lake Bluff;*

*Therefore, Be it Hereby Resolved by the Board of Education, District 65, Lake Bluff, Lake County, Illinois, that there be extended to Joellen Powell its appreciation for her contribution to the children of the School District, as well as its earnest desire that she may have many years of contented retirement.*

*Dated this 9<sup>th</sup> day of June, 2020 at Lake Bluff, Lake County, Illinois.*

*Board of Education, District 65*

\_\_\_\_\_  
*Mark Barry, President*

\_\_\_\_\_  
*Dr. Jean H. Sophie, Superintendent*

\_\_\_\_\_  
*Julie Gottshall, Vice President*

\_\_\_\_\_  
*Richard Hegg*

\_\_\_\_\_  
*Leigh Ann Charlot, Secretary*

\_\_\_\_\_  
*Anne Hill*

\_\_\_\_\_  
*Andy Duran*

\_\_\_\_\_  
*John Marozsan*

***A Resolution Honoring the Service  
of  
Laurie Brown***

*Whereas, Laurie Brown, after serving over 25 years in Education at Lake Bluff School District, has decided to retire; and*

*Whereas, it is the desire of this Board of Education, on behalf of its members, its faculty and the community, to extend its sincere appreciation for her loyalty to this school district; and*

*Whereas, she has dedicated herself to the leadership of the children and faculty of Lake Bluff School District 65 for over 25 years, demonstrating sound judgement and caring compassion for all students and staff; and*

*Whereas, during her many years of service she has demonstrated her willingness to cooperate with fellow administrators, teachers, and staff and to assist the many teachers who have come to the district and departed during her tenure in Lake Bluff;*

*Therefore, Be it Hereby Resolved by the Board of Education, District 65, Lake Bluff, Lake County, Illinois, that there be extended to Laurie Brown its appreciation for her contribution to the children of the School District, as well as its earnest desire that she may have many years of contented retirement.*

*Dated this 9<sup>th</sup> day of June, 2020 at Lake Bluff, Lake County, Illinois.*

*Board of Education, District 65*

\_\_\_\_\_  
*Mark Barry, President*

\_\_\_\_\_  
*Dr. Jean H. Sophie, Superintendent*

\_\_\_\_\_  
*Julie Gottshall, Vice President*

\_\_\_\_\_  
*Richard Hegg*

\_\_\_\_\_  
*Leigh Ann Charlot, Secretary*

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*Anne Hill*

\_\_\_\_\_  
*Andy Duran*

\_\_\_\_\_  
*John Marozsan*

***A Resolution Honoring the Service  
of  
Margaret St. Claire***

*Whereas, Margaret St. Claire, after serving over 21 years in Education including 6 years as Principal of Lake Bluff Elementary School, has decided to retire; and*

*Whereas, it is the desire of this Board of Education, on behalf of its members, its faculty and the community, to extend its sincere appreciation for her loyalty to this school district; and*

*Whereas, she has dedicated herself to the leadership of the children and faculty of Lake Bluff School District 65 for 6 years, demonstrating sound judgement and caring compassion for each of her students and staff; and*

*Whereas, during her many years of service she has demonstrated her willingness to cooperate with fellow administrators, teachers, and staff and to assist the many teachers who have come to the district and departed during her tenure in Lake Bluff;*

*Therefore, Be it Hereby Resolved by the Board of Education, District 65, Lake Bluff, Lake County, Illinois, that there be extended to Margaret St. Claire its appreciation for her contribution to the children of the School District, as well as its earnest desire that she may have many years of contented retirement.*

*Dated this 9<sup>th</sup> day of June, 2020 at Lake Bluff, Lake County, Illinois.*

*Board of Education, District 65*

\_\_\_\_\_  
*Mark Barry, President*

\_\_\_\_\_  
*Dr. Jean H. Sophie, Superintendent*

\_\_\_\_\_  
*Julie Gottshall, Vice President*

\_\_\_\_\_  
*Richard Hegg*

\_\_\_\_\_  
*Leigh Ann Charlot, Secretary*

\_\_\_\_\_  
*Anne Hill*

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*Andy Duran*

\_\_\_\_\_  
*John Marozsan*

*A Resolution Honoring the Service  
of  
Dr. Jean Sophie*

*Whereas, Jean Sophie, after serving 39 years in Education, 12 years as Superintendent of Schools, and 8 years as Superintendent at Lake Bluff School District 65, has decided to retire; and*

*Whereas, it is the desire of this Board of Education, on behalf of its members, its faculty and the community, to extend its sincere appreciation for her loyalty to this school district; and*

*Whereas, during her many years of service she has demonstrated her willingness to collaborate with fellow staff members and administrators, and to mentor the many staff and teachers who have worked in the district and has continued to support them in their career endeavors during her tenure in Lake Bluff;*

*Therefore, Be it Resolved by the Board of Education, District 65, Lake Bluff, Lake County, Illinois, that there be extended to Dr. Jean Sophie its appreciation for her contribution to the children of the School District, as well as its earnest desire that she may have many years of contented retirement.*

*Dated this 9<sup>th</sup> day of June, 2020 at Lake Bluff, Lake County, Illinois.*

*Board of Education, District 65*

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*Mark Barry, President*

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*Julie Gottshall, Vice President*

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*Richard Hegg*

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*Leigh Ann Charlot, Secretary*

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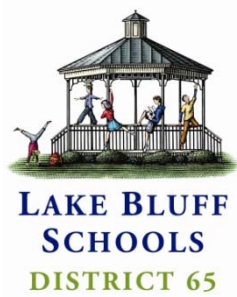
*Anne Hill*

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*Andy Duran*

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*John Marozsan*



**TO:** Board of Education  
Dr. Jean Sophie, Superintendent

**FROM:** Jay Kahn, Director of Finance and Operations/CSBO

**DATE:** June 9, 2020

**RE:** 2020-2021 Hazardous Route Resolution

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### **Administrative Recommendation**

Administration recommends that the Board approve the 2020-2021 Hazardous Route Resolution, which remain unchanged vs the prior year.

### **Background**

Only certain types of school districts are required by law to provide free transportation services. Lake Bluff Elementary District 65 is a “common-other” type district and is not required to provide free transportation, though the Board of Education may elect to do so.

The School Code allows local school districts to receive reimbursement from the State Superintendent of Education for the busing of pupils for distances of less than 1 ½ miles when conditions are such that walking, constitutes a serious hazard to the safety of the pupil due to vehicular traffic or rail crossings

The local school board determines what constitutes a serious safety hazard in accordance with guidelines established by the Illinois Department of Transportation (IDOT) and in consultation with the State Superintendent of Education. If a hazard is determined to exist, the school board shall annually review the conditions and determine whether the hazardous conditions remain unchanged. The school board is required by law to review the hazardous conditions annually, but is no longer required to send a copy of the resolution to the State Superintendent of Education. The annual resolutions should remain on file in the district for audit purposes.

### **Current Situation**

The District’s serious safety hazards were initially approved by the Illinois Department of Transportation in 1983 and 1988, and are being reaffirmed by resolution. Maps, original IDOT applications, and recent condition reassessments are attached.

### **Alignment with the School Code**

The annual review of serious safety hazards satisfies Section 29-3 of the School Code (105 ILCS 5/29-3).

**RESOLUTION TO APPROVE SERIOUS SAFETY HAZARDS  
FOR THE 2020-2021 SCHOOL YEAR**

BE IT RESOLVED by the Board of Education, Lake Bluff School District Number 65 in the County of Lake, State of Illinois, that the following hazardous route areas, approved by the Illinois Department of Transportation, are effective for the 2020-2021 school year.

Hazardous Route Area Number	Date Approved by Illinois Department Of Transportation
65-83-2	August 8, 1983
65-88-5	October 18, 1988
65-88-7	October 17, 1988

AND BE IT FURTHER RESOLVED, that said Board of Education requests continued recognition by the Illinois State Board of Education for the above hazardous route areas for the 2020-2021 school year.

Adopted this 19th day of May, 2020

\_\_\_\_\_  
Mark Barry, President

\_\_\_\_\_  
Leigh Ann Charlot, Secretary

Board of Education  
Lake Bluff Elementary School District 65



# Original IDOT Application

**IDOT**  
**Serious**  
**Safety Hazard**  
**Finding**

A publication entitled "School Safety Busing and Instructions for Submitting Findings" is available from the Illinois Department of Transportation, 2300 Dirksen Parkway, Springfield, Illinois 62764. The school administrator preparing this submittal should refer to the instructions in that booklet.

Two copies of this form are to be submitted to the IDOT District Office indicated in the instruction booklet. The IDOT District Office will approve or disapprove the submittal within thirty (30) days and return one copy to the school district indicating the action taken.

Name of School District <b>Lake Bluff</b>			Address of Administrative Office <b>121 East Sheridan Place Lake Bluff, IL. 60044</b>		
District Number <b>65</b>	County, Illinois <b>Lake</b>	Zip Code <b>60044</b>			
Name of Contact Representative <b>Frank E. Nehmer</b>		Title <b>Assistant Superintendent</b>	Phone No. <b>234-9400</b>	(Area Code) <b>312</b>	
Name of School to which Children are Walking <b>Lake Bluff Central Elementary School</b>			Annual Sequential Number (Use on Map and Attachments) <b>65 — 83 — 2</b>		

Type of Condition	1. Single Hazard <input checked="" type="checkbox"/>	Type <u>II</u>
	2. Combination Hazard <input type="checkbox"/>	Type _____ and Type _____

**Location**  
(Attach a map showing the described location(s).)

3. Along Green Bay Road - Route 131  
(Street or Road Name)

4. Type I from \_\_\_\_\_ to \_\_\_\_\_

5. Type II from Bay Shore to West Washington Street where  
Signe Court to Central School is located

6. Type III at Forest View Drive to

7. Type IV at \_\_\_\_\_

**Points**  
(Complete only for Types listed on lines 1 or 2.)

**Type I - Walking Along a Roadway**

8. Highest qualifying grade level (through _____ grade)	_____ Points
9. Location of walkway (on shoulder _____ feet from roadway, or) (behind curb or ditch _____ feet from roadway)	Table 1 _____ Points
10. Speed of traffic (_____ mph)	Table 2 _____ Points
11. Volume of traffic (_____ vehicles/hour) (_____ lanes)	Table 3 _____ Points
12. Length of hazardous section (_____ miles)	Table 4 _____ Points
13. Board's judgment points (attach explanation)	Table 5 _____ Points
14. Total of lines 8 through 13.	_____ Points

**Type II - Walking on a Roadway**

15. Highest qualifying grade level (through <u>3</u> grade)	<u>5</u> Points
16. Reason for walking on roadway (no shoulder or walkway off pavement for <u>2000</u> feet, or) (narrow bridge or underpass for _____ feet)	<u>3</u> Points
17. Speed of traffic ( <u>45</u> mph)	<u>2</u> Points
18. Volume of traffic ( <del>250</del> <u>1160</u> vehicles/hour) ( <u>2</u> lanes)	<u>3</u> Points
19. Length of hazardous section ( <u>.5</u> miles)	<u>3</u> Points
20. Board's judgment points (attach explanation)	_____ Points
21. Total of lines 15 through 20	<u>16</u> Points

(Cont'd)

**Type III - Crossing a Roadway**

- 22. Highest qualifying grade level (through \_\_\_\_\_ grade) \_\_\_\_\_ Points  
Table 11
- 23. Control on roadway being crossed ( \_\_\_\_\_ ) \_\_\_\_\_ Points  
Table 12
- 24. Speed and volume of traffic ( \_\_\_\_\_ mph)  
( \_\_\_\_\_ vehicles/hour) \_\_\_\_\_ Points  
Table 13
- 25. Width of roadway ( \_\_\_\_\_ feet) \_\_\_\_\_ Points  
Table 14
- 26. Board's judgment points (attach explanation) \_\_\_\_\_ Points
- 27. Total of lines 22 through 26. \_\_\_\_\_ Points

**Type IV - Crossing Railroad Tracks**

- 28. Highest qualifying grade level (through \_\_\_\_\_ grade) \_\_\_\_\_ Points  
Table 15
- 29. Crossing protection and number of tracks  
( \_\_\_\_\_ protection; \_\_\_\_\_ tracks used) \_\_\_\_\_ Points  
Table 16
- 30. Speed and number of trains  
( \_\_\_\_\_ mph; \_\_\_\_\_ trains) \_\_\_\_\_ Points  
Table 17
- 31. Board's judgment points (attach explanation) \_\_\_\_\_ Points
- 32. Total of lines 28 through 31. \_\_\_\_\_ Points

**Finding**

- 33.  Single hazard qualifies since 16 points  
in a Type II situation equals or exceeds 12.
- 34.  Combination hazard qualifies since the total of \_\_\_\_\_ points  
in a Type \_\_\_\_\_ situation and \_\_\_\_\_ points in a Type \_\_\_\_\_  
situation equals or exceeds 20.

**Certification:**

I hereby certify that the data in this application, including accompanying maps and statements, are true and correct to the best of my knowledge and belief. Board approval was given on date of July 26 19 83, and the minutes of this meeting bear evidence of this approval.

7/26/83 \_\_\_\_\_  
Date Signature of Secretary or President of Board of Education or Board of Directors

**Action by Illinois Department of Transportation**

Date Submittal Received 8-4 19 83 Serial No. 1-83-45

- Approved
- Disapproved for corrections, additions, or clarifications noted in transmittal letter.
- Disapproved for reason or reasons noted in transmittal letter.

8-8-83 \_\_\_\_\_  
Date Signature of IDOT District Engineer

# Updated Hazard Assessment

## Description of Hazard

## 65-88-7 Single Hazard (III): Crossing Waukegan Rd (Rt 43) at Foster Ave

### Hazard Type I -Walking along a roadway

- A) Grade of Pupil
- B) Location of Walkway
- C) Speed of Traffic
- D) Volume of Traffic (hrly)\*
- E) Length of Hazard
- D) Judgement Points (up to 2)


Total Points 0  
 Required Tables TRUE  
 Hazard **Not Hazard**

### Hazard Type II - Walking on a Roadway

- A) Grade of Pupil
- B) Reason for walking on Roadway
- C) Speed of Traffic
- D) Volume of Traffic (hrly)\*
- E) Length of Hazard
- F) Judgement Points (up to 2)


Total Points 0  
 Required Tables TRUE  
 Hazard **Not Hazard**

### Hazard Type III-Crossing a Roadway

- A) Grade of Pupil
- B) Type of Intersection Control
- C) Speed of Traffic
- Volume of Traffic (hrly)\*
- D) Width of Roadway
- E) Judgement Points (up to 2)

Crossing Waukegan Rd (Rt 43) at Foster Ave
K-8
Traffic Signals
30-40 mph
Greater than 1,500
40 ft or greater

Total Points 13  
 Required Tables TRUE  
 Hazard **Hazard**

### Hazard Type IV - Crossing Railroad Tracks

- A) Grade of Pupil
- B) Crossing Protection and Number of Tracks in use during school crossing hours
- C) Speed and Number of Trains during school crossing periods
- D) Judgement Points (up to 2)


Total Points 0  
 Required Tables TRUE  
 Hazard **Not Hazard**

### Multiple Hazards

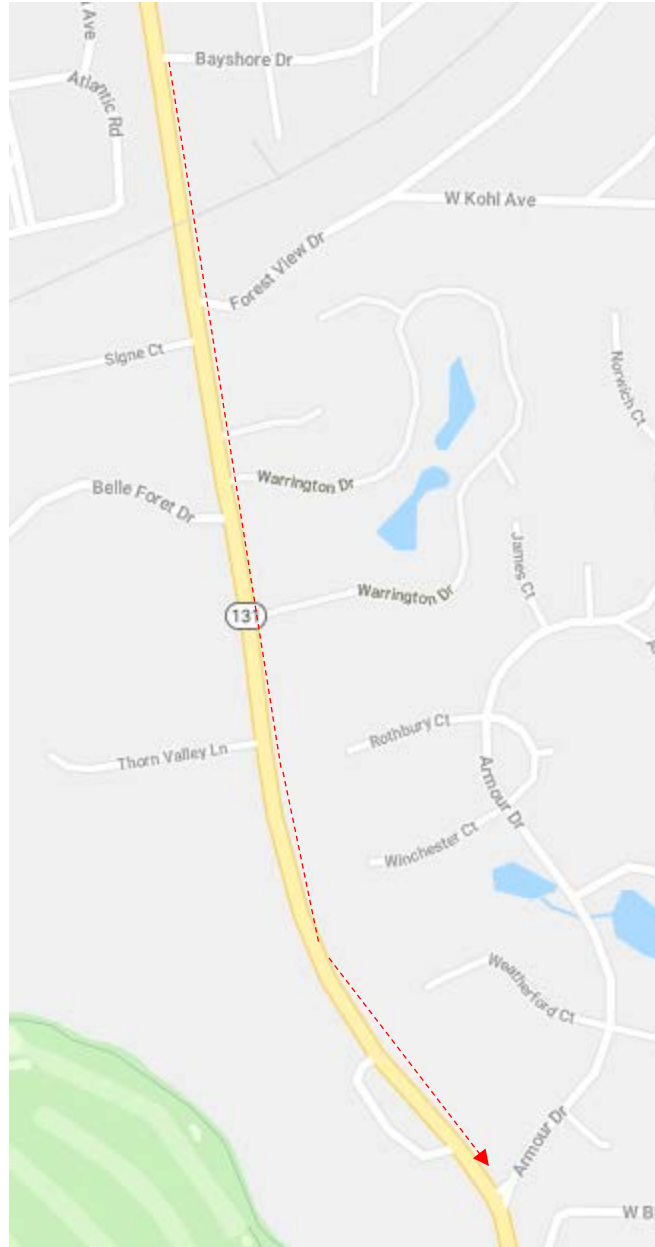
**Not Hazard**

To be certified as a Serious Safety Hazard by the Illinois Department of Transportation

- a *single* hazard must have a point total equal to or greater than 12 points
- a *combination* of any two hazards must have a point total equal to or greater than 20 points
- hazard scores must have points from all required hazard tables

\*Volume of Traffic taken from 2015 IDOT peak 2-way hourly traffic count

## 65-83-2



65-83-2 Single Hazard(II): Walking on Green Bay Rd from North Bay Shore, Forest View Dr to LBES due to lack of sidewalks

Note: Original Hazard application included Signe Ct. There is now a sidewalk on the West side of Green bay Rd from Signe Ct to LBES, but crossing Green Bay Rd from North Bay Shore and Forest View Dr would present a different hazard

A publication entitled "School Safety Busing and Instructions for Submitting Findings" is available from the Illinois Department of Transportation, 2300 Dirksen Parkway, Springfield, Illinois 62764. The school administrator preparing this submittal should refer to the instructions in that booklet.

Two copies of this form are to be submitted to the IDOT District Office indicated in the instruction booklet. The IDOT District Office will approve or disapprove the submittal within thirty (30) days and return one copy to the school district indicating the action taken.

Name of School District <b>Lake Bluff School District 65</b>			Address of Administrative Office <b>121 E. Sheridan Place Lake Bluff, IL 60044</b>		
District Number <b>65</b>	County, Illinois <b>Lake</b>	Zip Code <b>60044</b>			

Name of Contact Representative <b>Paul Repke</b>	Title <b>Director, Educational Support Services</b>	Phone No. <b>234-9400</b>	(Area Code) <b>312</b>
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Name of School to which Children are Walking <b>Central</b>	Annual Sequential Number <b>65 — 88</b>	(Use on Map and Attachments) <b>5</b>
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Type of Condition	1. Single Hazard <input checked="" type="checkbox"/>	Type <u>II</u>
	2. Combination Hazard <input type="checkbox"/>	Type _____ and Type _____

Location <small>(Attach a map showing the described location(s).)</small>	3. Along <u>Green Bay Road</u> <small>(Street or Road Name)</small>
	4. Type I from _____ to _____
	5. Type II from <u>Far North Green Bay Road</u> to <u>Central School</u>
	6. Type III at _____
	7. Type IV at _____

Points <small>(Complete only for Types listed on lines 1 or 2.)</small>	<b>Type I - Walking Along a Roadway</b>	
	8. Highest qualifying grade level (through _____ grade)	_____ Points <small>Table 1</small>
	9. Location of walkway (on shoulder _____ feet from roadway, or (behind curb or ditch _____ feet from roadway)	_____ Points <small>Table 2</small>
	10. Speed of traffic (_____ mph)	_____ Points <small>Table 3</small>
	11. Volume of traffic (_____ vehicles/hour) (____ lanes)	_____ Points <small>Table 4</small>
	12. Length of hazardous section (_____ miles)	_____ Points <small>Table 5</small>
	13. Board's judgment points (attach explanation)	_____ Points
	14. Total of lines 8 through 13.	_____ Points

Points	<b>Type II - Walking on a Roadway</b>	
	15. Highest qualifying grade level (through <u>3rd</u> grade)	<u>5</u> Points <small>Table 6</small>
	16. Reason for walking on roadway (no shoulder or walkway off pavement for _____ feet, or) (narrow bridge or underpass for <u>50</u> feet)	<u>4</u> Points <small>Table 7</small>
	17. Speed of traffic ( <u>35</u> mph)	<u>.5</u> Points <small>Table 8</small>
	18. Volume of traffic ( <u>850</u> vehicles/hour) ( <u>2</u> lanes)	<u>3</u> Points <small>Table 9</small>
	19. Length of hazardous section <u>Under .2</u> miles	<u>1</u> Points <small>Table 10</small>
	20. Board's judgment points (attach explanation)	_____ Points
	21. Total of lines 15 through 20	<u>13.5</u> Points

(Cont'd)

Type III - Crossing a Roadway

- 22. Highest qualifying grade level (through \_\_\_\_\_ grade) \_\_\_\_\_ Points  
Table 11
- 23. Control on roadway being crossed ( \_\_\_\_\_ ) \_\_\_\_\_ Points  
Table 12
- 24. Speed and volume of traffic ( \_\_\_\_\_ mph)  
( \_\_\_\_\_ vehicles/hour) \_\_\_\_\_ Points  
Table 13
- 25. Width of roadway ( \_\_\_\_\_ feet) \_\_\_\_\_ Points  
Table 14
- 26. Board's judgment points (attach explanation) \_\_\_\_\_ Points
- 27. Total of lines 22 through 26. \_\_\_\_\_ Points

Type IV - Crossing Railroad Tracks

- 28. Highest qualifying grade level (through \_\_\_\_\_ grade) \_\_\_\_\_ Points  
Table 15
- 29. Crossing protection and number of tracks  
( \_\_\_\_\_ protection; \_\_\_\_\_ tracks used) \_\_\_\_\_ Points  
Table 16
- 30. Speed and number of trains  
( \_\_\_\_\_ mph; \_\_\_\_\_ trains) \_\_\_\_\_ Points  
Table 17
- 31. Board's judgment points (attach explanation) \_\_\_\_\_ Points
- 32. Total of lines 28 through 31. \_\_\_\_\_ Points

Finding

- 33.  Single hazard qualifies since 35 points  
in a Type II situation equals or exceeds 12.
- 34.  Combination hazard qualifies since the total of \_\_\_\_\_ points  
in a Type \_\_\_\_\_ situation and \_\_\_\_\_ points in a Type \_\_\_\_\_  
situation equals or exceeds 20.

Certification:

I hereby certify that the data in this application, including accompanying maps and statements, are true and correct to the best of my knowledge and belief. Board approval was given on date of \_\_\_\_\_ 19 \_\_\_\_\_, and the minutes of this meeting bear evidence of this approval.

10-5-88  
Date

\_\_\_\_\_  
Signature of Secretary or President of  
Board of Education or Board of Directors

Action by Illinois Department of Transportation

Date Submittal Received October 11 19 88

Serial No. 1-88-082

- Approved
- Disapproved for corrections, additions, or clarifications noted in transmittal letter.
- Disapproved for reason or reasons noted in transmittal letter.

10/17/88  
Date

\_\_\_\_\_  
Signature of DOT District Engineer

# Updated Hazard Assessment

**Description of Hazard**

**65-88-5 Single Hazard (II): Walking on Green Bay Rd from Bayshore to LBES due to Bridge**

**Hazard Type I -Walking along a roadway**

- A) Grade of Pupil
- B) Location of Walkway
- C) Speed of Traffic
- D) Volume of Traffic (hrly)\*
  
- E) Length of Hazard
- D) Judgement Points (up to 2)


Total Points 0  
 Required Tables TRUE  
 Hazard **Not Hazard**

**Hazard Type II - Walking on a Roadway**

- A) Grade of Pupil
- B) Reason for walking on Roadway
- C) Speed of Traffic
- D) Volume of Traffic (hrly)\*
  
- E) Length of Hazard
- F) Judgement Points (up to 2)

Walking on Green Bay Rd N of LBES	
A) Grade of Pupil	K-8
B) Reason for walking on Roadway	On roadway for a minimum of 50 ft due to narrow bridge or underpass
C) Speed of Traffic	40-45 mph
D) Volume of Traffic (hrly)*	2-lane
	1,200 - 1,500
E) Length of Hazard	Less than 0.2 miles
F) Judgement Points (up to 2)	

Total Points 16  
 Required Tables TRUE  
 Hazard **Hazard**

**Hazard Type III-Crossing a Roadway**

- A) Grade of Pupil
- B) Type of Intersection Control
- C) Speed of Traffic
- Volume of Traffic (hrly)\*
- D) Width of Roadway
- E) Judgement Points (up to 2)


Total Points 0  
 Required Tables TRUE  
 Hazard **Not Hazard**

**Hazard Type IV - Crossing Railroad Tracks**

- A) Grade of Pupil
- B) Crossing Protection and Number of Tracks in use during school crossing hours
- C) Speed and Number of Trains during school crossing periods
- D) Judgement Points (up to 2)


Total Points 0  
 Required Tables TRUE  
 Hazard **Not Hazard**

**Multiple Hazards**

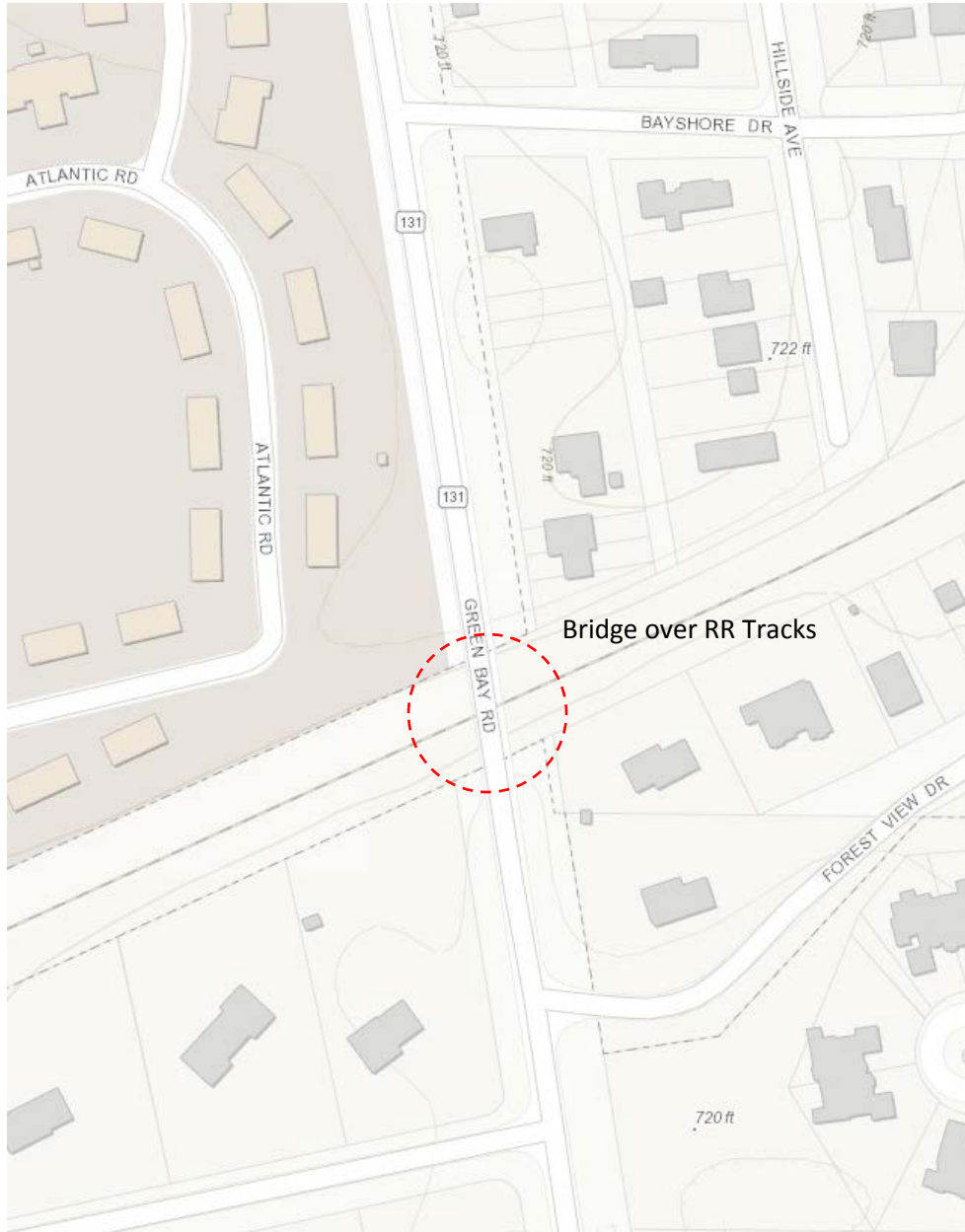
**Not Hazard**

To be certified as a Serious Safety Hazard by the Illinois Department of Transportation

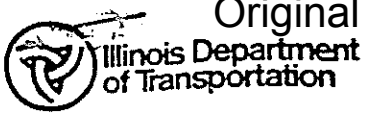
- a *single* hazard must have a point total equal to or greater than 12 points
- a *combination* of any two hazards must have a point total equal to or greater than 20 points
- hazard scores must have points from all required hazard tables

\*Volume of Traffic taken from 2015 IDOT peak 2-way hourly traffic count

# 65-88-5



Single Hazard (II): Walking South on Green Bay Rd from Bayshore to LBES due to Bridge



# Original IDOT Application (Post-Stoplight) Supersedes 65-83-2

## Serious Safety Hazard Finding

A publication entitled "School Safety Busing and Instructions for Submitting Findings" is available from the Illinois Department of Transportation, 2300 Dirksen Parkway, Springfield, Illinois 62764. The school administrator preparing this submittal should refer to the instructions in that booklet.

Two copies of this form are to be submitted to the IDOT District Office indicated in the instruction booklet. The IDOT District Office will approve or disapprove the submittal within thirty (30) days and return one copy to the school district indicating the action taken.

Name of School District Lake Bluff School District 65		Address of Administrative Office 121 E. Sheridan Place Lake Bluff, IL 60044	
District Number 65	County, Illinois Lake	Zip Code 60044	

Name of Contact Representative Paul Repke	Title Director, Educational Support Services	Phone No. 234-9400	(Area Code) 312
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Name of School to which Children are Walking West School	Annual Sequential Number 65 — 88 — 7
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**Type of Condition**

1. Single Hazard  Type III

2. Combination Hazard  Type \_\_\_\_\_ and Type \_\_\_\_\_

**Location**

3. Along Waukegan Road (#43)  
(Street or Road Name)

4. Type I from \_\_\_\_\_ to \_\_\_\_\_

5. Type II from \_\_\_\_\_ to \_\_\_\_\_

6. Type III at Foster Avenue

7. Type IV at \_\_\_\_\_

**Points**  
(Complete only for Types listed on lines 1 or 2.)

**Type I - Walking Along a Roadway**

8. Highest qualifying grade level (through \_\_\_\_\_ grade) \_\_\_\_\_ Points  
Table 1

9. Location of walkway (on shoulder \_\_\_\_\_ feet from roadway, or  
(behind curb or ditch \_\_\_\_\_ feet from roadway) \_\_\_\_\_ Points  
Table 2

10. Speed of traffic (\_\_\_\_\_ mph) \_\_\_\_\_ Points  
Table 3

11. Volume of traffic (\_\_\_\_\_ vehicles/hour) (\_\_\_\_\_ lanes) \_\_\_\_\_ Points  
Table 4

12. Length of hazardous section (\_\_\_\_\_ miles) \_\_\_\_\_ Points  
Table 5

13. Board's judgment points (attach explanation) \_\_\_\_\_ Points

14. Total of lines 8 through 13. \_\_\_\_\_ Points

**Type II - Walking on a Roadway**

15. Highest qualifying grade level (through \_\_\_\_\_ grade) \_\_\_\_\_ Points  
Table 6

16. Reason for walking on roadway  
(no shoulder or walkway off pavement for \_\_\_\_\_ feet, or)  
(narrow bridge or underpass for \_\_\_\_\_ feet) \_\_\_\_\_ Points  
Table 7

17. Speed of traffic (\_\_\_\_\_ mph) \_\_\_\_\_ Points  
Table 8

18. Volume of traffic (\_\_\_\_\_ vehicles/hour) (\_\_\_\_\_ lanes) \_\_\_\_\_ Points  
Table 9

19. Length of hazardous section (\_\_\_\_\_ miles) \_\_\_\_\_ Points  
Table 10

20. Board's judgment points (attach explanation) \_\_\_\_\_ Points

21. Total of lines 15 through 20 \_\_\_\_\_ Points

(Cont'd)

Type III - Crossing a Roadway

- 22. Highest qualifying grade level (through 5th grade) 5 Points  
Table 11
- 23. Control on roadway being crossed (Traffic signal) 2 Points  
Table 12
- 24. Speed and volume of traffic (35 mph)  
(1550 vehicles/hour) 4 Points  
Table 13
- 25. Width of roadway (Over 40 feet) 2 Points  
Table 14
- 26. Board's judgment points (attach explanation) Points
- 27. Total of lines 22 through 26. 13 Points

Type IV - Crossing Railroad Tracks

- 28. Highest qualifying grade level (through \_\_\_\_\_ grade) Points  
Table 15
- 29. Crossing protection and number of tracks  
(\_\_\_\_\_ protection; \_\_\_\_\_ tracks used) Points  
Table 16
- 30. Speed and number of trains  
(\_\_\_\_\_ mph; \_\_\_\_\_ trains) Points  
Table 17
- 31. Board's judgment points (attach explanation) Points
- 32. Total of lines 28 through 31. Points

Finding

- 33.  Single hazard qualifies since \_\_\_\_\_ points  
in a Type \_\_\_\_\_ situation equals or exceeds 12.
- 34.  Combination hazard qualifies since the total of \_\_\_\_\_ points  
in a Type \_\_\_\_\_ situation and \_\_\_\_\_ points in a Type \_\_\_\_\_  
situation equals or exceeds 20.

Certification:

I hereby certify that the data in this application, including accompanying maps and statements, are true and correct to the best of my knowledge and belief. Board approval was given on date of \_\_\_\_\_ 19\_\_\_\_, and the minutes of this meeting bear evidence of this approval.

10-5-88  
Date

\_\_\_\_\_  
Signature of Secretary or President of  
Board of Education or Board of Directors

Action by Illinois Department of Transportation

Date Submittal Received October 11 1988

Serial No. 1-88-094

- Approved.
- Disapproved for corrections, additions, or clarifications noted in transmittal letter.
- Disapproved for reason or reasons noted in transmittal letter.

10/17/88  
Date

\_\_\_\_\_  
Signature of DOT District Engineer

# Updated Hazard Assessment

**Description of Hazard**

**65-88-7 Single Hazard (III): Crossing Waukegan Rd (Rt 43) at Foster Ave**

**Hazard Type I -Walking along a roadway**

- A) Grade of Pupil
- B) Location of Walkway
- C) Speed of Traffic
- D) Volume of Traffic (hrly)\*
  
- E) Length of Hazard
- D) Judgement Points (up to 2)


Total Points            0  
 Required Tables        TRUE  
 Hazard                    Not Hazard

**Hazard Type II - Walking on a Roadway**

- A) Grade of Pupil
- B) Reason for walking on Roadway
- C) Speed of Traffic
- D) Volume of Traffic (hrly)\*
  
- E) Length of Hazard
- F) Judgement Points (up to 2)


Total Points            0  
 Required Tables        TRUE  
 Hazard                    Not Hazard

**Hazard Type III-Crossing a Roadway**

- A) Grade of Pupil
- B) Type of Intersection Control
- C) Speed of Traffic
- Volume of Traffic (hrly)\*
- D) Width of Roadway
- E) Judgement Points (up to 2)

Crossing Waukegan Rd (Rt 43) at Foster Ave	
A) Grade of Pupil	K-8
B) Type of Intersection Control	Traffic Signals
C) Speed of Traffic	30-40 mph
Volume of Traffic (hrly)*	Greater than 1,500
D) Width of Roadway	40 ft or greater
E) Judgement Points (up to 2)	

Total Points            13  
 Required Tables        TRUE  
 Hazard                    Hazard

**Hazard Type IV - Crossing Railroad Tracks**

- A) Grade of Pupil
- B) Crossing Protection and Number of Tracks in use during school crossing hours
- C) Speed and Number of Trains during school crossing periods
- D) Judgement Points (up to 2)


Total Points            0  
 Required Tables        TRUE  
 Hazard                    Not Hazard

**Multiple Hazards**

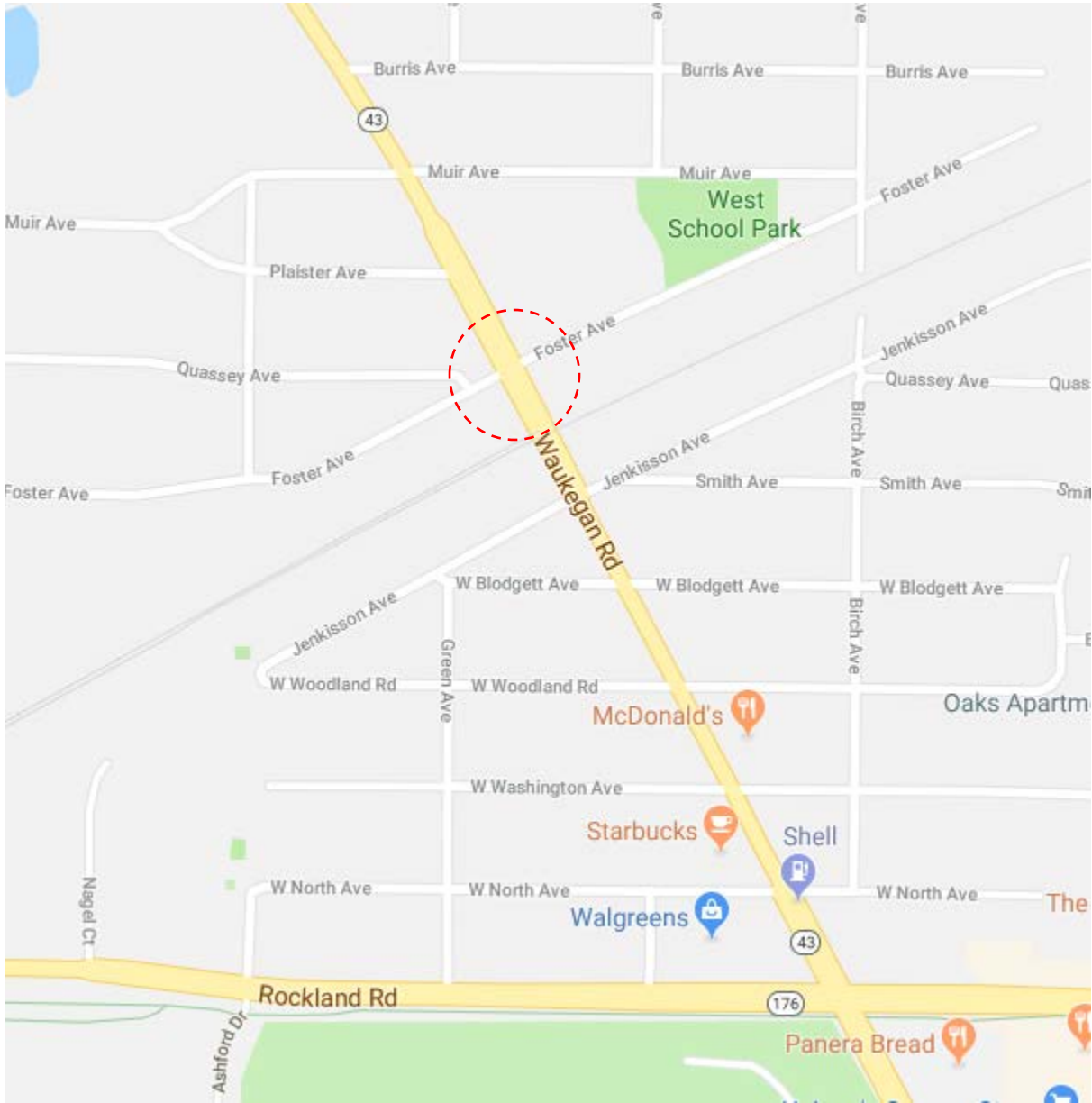
Not Hazard

To be certified as a Serious Safety Hazard by the Illinois Department of Transportation

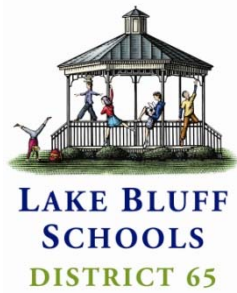
- a *single* hazard must have a point total equal to or greater than 12 points
- a *combination* of any two hazards must have a point total equal to or greater than 20 points
- hazard scores must have points from all required hazard tables

\*Volume of Traffic taken from 2015 IDOT peak 2-way hourly traffic count

# 65-88-7



65-88-7 Single Hazard (III): Crossing Waukegan Rd (Rt 43) at Foster Ave



**TO:** Board of Education  
**FROM:** Jay Kahn, Director of Finance and Operations/CSBO  
**DATE:** June 9, 2020  
**RE:** Annual Approval of Authorized Depositories

**Administrative Recommendation**

Administration recommends the re-approval of our current authorized depositories.

**Background**

Board policy 4:30 - Revenue and Investments requires the Board to review and approve a list of authorized depositories at least annually. The Board shall also be kept informed of collateral agreements.

**Current Situation**

The list of current authorized depositories is below

<u>Institution</u>	<u>Account</u>	<u>Year Established</u>	<u>Purpose</u>
Illinois School District Liquid Asset Fund Plus (ISDLAF+)	Investment	2006	Buy, sell and hold investment securities. Receives county tax dollars and state funds
Lake Forest Bank & Trust	General Account	2014	Used for paying all bills
Lake Forest Bank & Trust	Payroll	2007	Payroll checks and direct deposits (zero balance account)
Lake Forest Bank & Trust	Flexible Spending	2004	Employee flexible benefit/cafeteria plan account
Lake Forest Bank & Trust	Imprest Account	2014	Account limited to \$5,000 for small expedient payments made prior to Board approval
Lake Forest Bank & Trust	Activity Account	2009	Fiduciary account holding student/staff funds

**Collateral**

Deposits at Lake Forest Bank & Trust over the FDIC insurance threshold are collateralized with US Government securities at 125% of the daily excess deposit balance.

**Attachments**

- ISDLAF+ resolution for 2020-21
- Current collateral agreements with Lake Forest Bank & Trust

**Available**

Per Board Policy 4:30, copies of the last two *Consolidated Reports of Condition and Income for A Bank With Domestic and Foreign Offices* filed by Lake Forest Bank & Trust with the Federal Financial Institutions Examination Council have been reviewed and are available. They are not attached due to their size.

**RESOLUTION AUTHORIZING OR REAUTHORIZING  
PARTICIPATION IN "THE FUND"**

**A RESOLUTION FOR FORMAL APPROVAL OF THE TREASURER'S PARTICIPATION IN THE FUND BY THE BOARD  
OF THE SCHOOL DISTRICT OR COMMUNITY COLLEGE ON BEHALF OF WHICH THE TREASURER ACTS**

**WHEREAS** this Board deems it to be in the best interest of Lake Bluff School District 65,  
(insert name of School District or Community College) to participate in the **Illinois School District Liquid Asset Fund Plus** (the  
"Fund"); and

WHEREAS, this Board deems it to be in the best interest of this school entity for its Treasurer to make use of, from time to time, the Fund and its programs, including the Multi-Class Series (Liquid Class and MAX Class), Term Series, Fixed Income Investments, and other Fund services that may be offered by the Trustees of the Fund; and

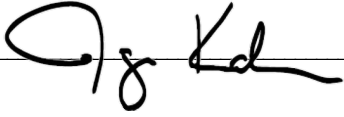
WHEREAS, this Board deems it to be in the best interest of this school entity for its Treasurer to make use of, from time to time, PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc. and Harris N.A., and/or their successors; and

**WHEREAS**, various materials regarding the Fund have been presented to this Board, including copies of its Information Statement and Declaration of Trust,

**NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD:**

- That the Board authorizes (or reauthorizes) its participation in the Fund by the Treasurer of this school entity; and
- That the Treasurer or those acting on behalf of the Treasurer shall invest the school entity's available funds from time to time and withdraw such funds from time to time in accordance with the provisions of the Declaration of Trust; and
- That the Treasurer or those acting on behalf of the Treasurer shall make use of, from time to time, Fixed Income Investments offered by the Fund and which are legal under Illinois investment statutes, including but not limited to 30 ILCS235 and that which are also permitted by this school entity's investment policy; and
- That monies of this entity may be invested at the discretion of the Treasurer or those acting on behalf of the Treasurer through the intermediaries PMA Securities, Inc., PMA Financial Network, Inc., and Prudent Man Advisors, Inc. and/or their successors; and
- That the entity may open depository accounts, make permitted investments, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, and lockbox agreements with institutions participating in Fund programs including BMO Harris Bank, its successor, or programs of PMA Financial Network, Inc. and PMA Securities, Inc., and that any depository institutions shall be deemed eligible depositories for District funds per Illinois School Code Section 8-7. Monies of this entity may be deposited in financial institutions, from time to time in the discretion of the Authorized Officials, pursuant to the Fixed Income Investment Program available to participants of the Fund through the intermediaries PMA Financial Network, Inc. and PMA Securities, Inc. PMA Financial Network Inc. and/or PMA Securities, Inc. are authorized to act on behalf of this school entity as its agent with respect to such accounts and agreements; and
- That the Treasurer or those acting on behalf of the Treasurer may execute documents, financial planning contracts, financial advisory contracts and other applicable agreements, as necessary, with PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc., and Harris N.A., and/or their successors. The following individuals, or their successors, currently holding the office or position are designated as "Authorized Officials" with full power and authority to effectuate the investment and withdrawal of monies, contracts and agreements on behalf of this school entity.

Name: Dr. Lisa Leali Position: Superintendent Signature: \_\_\_\_\_

Name: Jay Kahn Position: Treasurer Signature: 

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

It is hereby certified that Lake Bluff School District 65, the Treasurer of which is  
Jay Kahn adopted this Resolution at a duly convened meeting of the Board of the entity held  
on the 9th day of June, 2020 and that such Resolution is in full force and effect on this date, and that such  
Resolution has not been modified, amended, or rescinded since its adoption.

\_\_\_\_\_  
Secretary of the Board

COLLATERALIZED DEPOSIT AGREEMENT

Customer Name: LAKE BLUFF SCHOOL DISTRICT 65	Account Number: 0000376108, 04400004449, 04400005232, 04400007014, 04400007022
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This Collateralized Deposit Agreement (this "Agreement") is made and entered into by and between Lake Forest Bank & Trust Company (the "Bank") and the customer set forth below (the "Customer"). This Agreement amends and restates any previously executed agreement between the Bank and the Customer governing the terms of the Bank's program to collateralize deposits.

1. **Description of the Collateralized Deposit Program.** The Collateralized Deposit Program (the "Program") includes a daily review of the balance in the bank accounts (the "Bank Accounts") of Customer at Bank, subject to such additions and deletions as both parties shall agree to in writing. Should the cumulative balance of the Bank Accounts exceed the amount insured by the Federal Deposit Insurance Corporation and letters of credit supporting Customer deposits, if any, the account balances in excess of said amount (the "Excess Deposit Balance") will be collateralized by securities described hereinafter (the "Securities"). Bank agrees to pledge Securities with a market value equal to or greater than 125% of the Excess Deposit Balance.

2. **Bank Accounts.** The Customer hereby agrees that the rules and regulations of the Bank from time to time applying to bank accounts generally (including, without limitation, the rate of interest, if any, and the assessment and collection of service charges, if any) shall govern the Bank Accounts; provided, however, in the event of conflict between such rules and regulations of the Bank and the provisions of this Agreement, this Agreement shall control the operation of the Bank Account. Except as herein provided, the Bank Accounts shall operate in all respects as conventional bank accounts, and shall be subject to service charges under the Bank's rules regarding the Bank Accounts generally. The Customer may continue to make deposits to and withdrawals from the Bank Accounts at any time and by any accepted means.

3. **Excess Deposit Balance Limitation.** Bank reserves the right to impose a maximum limit as to the Excess Deposit Balance that will be collateralized in order to assure availability of collateral. Bank will notify the Customer of any such limit.

4. **Granting of the Security Interest.** The Bank hereby pledges the Securities as collateral to secure its obligation to pay the amount of the Excess Deposit Balance in accordance with their terms. The following types of Securities are eligible to be used as collateral:

**Government Securities** - securities that are the direct obligation of, or the principal and interest of which are guaranteed by, the United States, one of its agencies or one of its government-sponsored enterprises

**Municipal Bonds** - bonds issued by a state, city or other local governments or their agencies. These bonds may be taxable or tax exempt. Municipal Bonds may be general obligations of the issuer or secured by specified revenue

**Other** - other securities which the parties may agree to in writing

5. **Fractional Interests.** The Customer's interest in the Securities that act as collateral hereunder may be a fractional interest in such Securities and Customer acknowledges that other customers of the Bank may receive a security interest in the remaining fractional interest in such Securities.

6. **Choice of Law.** This Agreement shall be governed, construed, and interpreted under the laws of the state where the Bank's main office is located.

7. **Confirmations to Customer.** On at least a monthly basis, the Bank will confirm in writing (via facsimile, U.S. Mail, electronic mail, courier or otherwise, as determined by Bank) the letters of credit supporting Customer deposits, if any, the Customer's Excess Deposit Balance and the specific Securities (specifying the Security's issuer, maturity date, coupon rate, par amount, market value, either the CUSIP or mortgage-backed security pool number and the fractional interest, if applicable) that are the collateral for the Excess Deposit Balance.

8. **Custodian of Securities.** The Bank has transferred such Securities to a custodian designated by Bank (hereinafter the "Custodian"), which is qualified under applicable law to serve as a custodian of the Securities. Customer will have a perfected security interest in the Securities. The Bank will pay all expenses associated with the Custodian providing its services. A copy of the Custodial Services Agreement executed by and between the Bank and Custodian (the "Custodial Services Agreement") is available for examination by the Customer at the Bank's main office during regular banking hours. In the event Bank shall have defaulted in its obligation to repay the Excess Deposit Balance, the Custodian shall act on the order of the bank or Customer to liquidate the Securities and use the proceeds thereof to fulfill the Bank's repayment obligation. In no event shall the Customer receive more than

the Excess Deposit Balance and any interest accrued thereon. Important: The Securities are not insured by the Federal Deposit Insurance Corporation (F.D.I.C.) and are subject to investment risks, including possible loss of principal. If the Bank fails (i) Customer will be a secured creditor, but (ii) Customer may become an unsecured general creditor to the extent that the market value of the Securities used as collateral falls below the Excess Deposit Balance.

**9. Reports to Custodian.** At the end of each banking day that the Excess Deposit Balance is greater than zero, the Bank will confirm to the custodian in writing (via facsimile, U.S. Mail, electronic mail, courier or otherwise, as determined by Bank) the Customer's Excess Deposit Balance and the specific Securities (and the fractional interest, if applicable) that are the collateral for the Excess Deposit Balance. The Custodian shall be able to conclusively rely on such written reports from Bank and will have no obligation to independently verify the amount or sufficiency of any collateral or accuracy of Customer's Excess Deposit Balance. The Custodian shall be a third party beneficiary of the immediately preceding sentence.

Notwithstanding the choice designated, if either (a) fractional interests are utilized or (b) specific Securities are not designated, reports will be delivered to Custodian at the end of each banking day that the Excess Deposit Balance is greater than zero.

Notwithstanding anything to the contrary in any existing Pledge Depository Agreement among Bank, Customer and Custodian, (a) Custodian shall have no obligation to provide to Customer any account statements, reports or receipts for the Securities deposited pursuant to the Custodial Services Agreement or any Pledge Depository Agreement and (b) prior to receipt of a "Control Notice" (or similar term as defined in such Pledge Depository Agreement) the Custodian shall accept instructions (regarding release or otherwise) from the Bank with respect to Securities. The Custodian shall be a third party beneficiary of the immediately preceding sentence.

**10. Termination.** Should the Bank desire to terminate this Agreement, it must give the Customer no less than seven (7) calendar days prior notice of its intent to terminate. The Customer may terminate this Agreement by giving the Bank notice of intent to terminate at any time. Upon termination, the disposition of the Bank Accounts shall then be governed by the ordinary rules and policies of the Bank governing bank accounts generally, including, without limitation, Bank's right of setoff. Upon the Bank paying out an accounting for all or any portion of the Bank Accounts, any Collateral pledged under this Agreement to secure such Bank Accounts shall be released from the security interest created hereunder.

**11. Certain Matters Unrelated.** The interest rate on the Bank Accounts is unrelated to the interest rate on the Securities. Unless and until the Bank shall have defaulted in its obligation to repay the Excess Deposit Balance, the Bank shall have the right to receive interest paid on the Securities. Moreover, the amount of the Excess Deposit Balance on any given day is fixed, and will not fluctuate, even though the market value of the Securities may rise or fall. The obligation to pay Excess Deposit Balance will in most cases will be paid from general banking assets of the Bank, rather than from proceeds from the sale of the Securities.

**12. Miscellaneous.** The Customer shall not assign or transfer any rights under this Agreement. No enumeration or recital of any remedy shall waive or bar any other remedy available to either part at law or equity. The terms of this Agreement contain the entire agreement between the parties and shall not be varied by any oral or written communication prior to or at the time of execution of this Agreement. This Agreement may be amended by the mutual consent of the parties. This Agreement supersedes prior agreements regarding the collateralization of the Customer's deposits, if any, which prior agreements are hereby terminated by mutual assent, notwithstanding any terms contained therein to the contrary.

**NOTICE**

THIS AGREEMENT PROVIDES FOR IMPORTANT LEGAL RIGHTS, DUTIES AND LIMITATIONS, INCLUDING THE ABSENCE OF DEPOSIT INSURANCE ON THE SECURITIES. READ THIS AGREEMENT CAREFULLY. THIS AGREEMENT PROVIDES FOR IMPORTANT LEGAL RIGHTS AND DUTIES. ASK QUESTIONS ABOUT ANY PROVISIONS YOU DO NOT FULLY UNDERSTAND BEFORE SIGNING. YOU WILL RECEIVE A SIGNED COPY OF THIS AGREEMENT.

BANK NAME	LAKE FOREST BANK & TRUST
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CUSTOMER NAME	LAKE BLUFF SCHOOL DISTRICT 65
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	Date: July 12, 2016
Authorized Signature (Designating Authority)	
Jean H. Sophie Superintendent	Print Name, Title
(847) 234-9400 jsophie@1665.org	Contact Phone, E-mail Address

<b>Bank Officer Approval</b>	
	Date: July 12, 2016
Authorized Signature (Bank Official)	
David Galvan, SUP	Print Name, Title



**LAKE BLUFF  
SCHOOLS**  
DISTRICT 65

**TO:** Board of Education  
Dr. Jean Sophie, Superintendent

**FROM:** Jay Kahn, Director of Finance and Operations/CSBO

**DATE:** June 9, 2020

**RE:** Workers' Compensation Policy 2020-21

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### **Recommendation**

Administration recommends that the Board approve a one-year Workers' Compensation Insurance Policy renewal with *Accident Fund Insurance Company of America* for the premium amount of \$36,634.

### **Background**

Under the Illinois Workers' Compensation Act, all employers are required to carry Workers' Compensation insurance. All job related injuries or diseases, with few exceptions, are covered by the Workers' Compensation Act. If an injury is caused by an accident that arose out of and in the course of the injured person's employment, then it is covered under the Illinois Workers' Compensation Act regardless of fault. The act provides for medical care, temporary and permanent disability, rehabilitation services, and death benefits.

Workers' Compensation premiums are based on industry wide rates of claims paid per dollar of payroll for different classifications of employees (for example, the rate for custodians is higher than that for teachers). These premiums are then subject to modification based on the experience of an individual employer. The district pays an estimated premium and then the amount is adjusted at year-end when final payroll numbers are known.

### **Current Situation**

The District's broker, T.A. Cummings/Assured Partners, obtained three quotes – from *Zenith*, *Encova* and *Accident Fund* – the *Accident Fund* renewal was the most competitive and represents an 8% decrease vs last year's premium (on a constant payroll basis) due to our continued good claims history. Based on a positive experience with the insurance company and a favorable renewal, Administration recommends continuing our coverage with the Accident Fund.



**Worker Compensation Coverage**

Insurance Company: **ACCIDENT FUND INSURANCE COMPANY OF AMERICA**

Workers Compensation: **Statutory Illinois Workers Compensation Benefits**

Employers Liability: **\$1,000,000 Each Accident/\$1,000,000 Disease-Pol. Limit  
\$1,000,000 Disease- Each Employee**

<b>Code</b>	<b>Classification</b>	<b>Accident Fund 2019-20 Expiring</b>	<b>Accident Fund 2020-21 Renewal</b>	<b>Zenith</b>	<b>Encova*</b>	<b>Proposed Accident Fund 2020-21 Updated Payroll</b>
<b>8868</b>	<b>Schools-Prof. Empl.</b>	\$10,340,685	\$10,340,685	\$10,340,685	\$10,340,685	<b>\$10,490,855</b>
<b>9101</b>	<b>Schools - All Other</b>	\$393,350	\$393,350	\$393,350	\$393,350	<b>\$395,000</b>
<b>7380</b>	<b>Drivers</b>	IF ANY	IF ANY	IF ANY	IF ANY	<b>IF ANY</b>
	<b>Total Annual Premium</b>	\$39,469	\$36,222	\$36,375	\$50,900	<b>\$36,634</b>

\*Subject to final underwriting approval

**Advantages of the Selected School Association**

- Accident Fund Insurance Company of America is an “*Excellent*” rated company by A.M. Best.
- Your costs are guaranteed with Accident Fund and may be reduced with a dividend.
- Accident Fund has a financial stability of a \$750 million surplus insurance company; they are number 15 in the United States.
- No charge for loss control visits, and on-line loss control library resources available.
- No charge for administrative costs, claims service or broker fees.
- Annual Contract; no 3 year minimum commitment.



Worker Compensation Coverage

Insurance Company: **ACCIDENT FUND INSURANCE COMPANY OF AMERICA**

Workers Compensation: **Statutory Illinois Workers Compensation Benefits**

Employers Liability: **\$1,000,000 Each Accident/\$1,000,000 Disease-Pol. Limit  
\$1,000,000 Disease- Each Employee**

**Claims Summary Valued 5/6/2020**

Year	Total Incurred
2018 - 2019	\$838
2019 – Current as of 5/6/20	\$1,400
<b>TOTAL CLAIMS INCURRED</b>	<b>\$2,238</b>

Current Experience Mod .82

*Compensation Disclosure:* AssuredPartners agencies typically receive compensation in the form of commissions paid as a percentage of the premiums due the applicable insurance companies. In other cases, and depending on various State laws and the capacity in which our agency is acting, our agencies may receive other forms of compensation, such as contingents, overrides, profit-sharing, premium finance fees, expense reimbursements, producer subsidies, award trips and the like. We also earn interest on premiums we hold until it is time to pay the applicable insurance companies.

Our overriding desire is to provide great customer service, having you, the customer, believe we have earned our compensation. We believe in full disclosure of our compensation. Accordingly, if you have any questions about the compensation we receive from your policies (including policies we propose to you), please just ask your account representative, who will gladly provide you a summary of our compensation arising from your policies (some estimation may be necessary, for example where contingents are involved).

We thank you for the opportunity to serve and appreciate your interest



AssuredPartners of Illinois LLC

WORKERS' COMPENSATION QUOTE

To: LAKE BLUFF SCHOOL DIST 65
From: Accident Fund Ins Co Of America
Agency: AssuredPartners of Illinois LLC
Agency Code: 0005003
Agency Contact: DONNA
Date: Monday, May 04, 2020
Insured: LAKE BLUFF SCHOOL DIST 65
Quote Id: 2672384-00
City/State: LAKE BLUFF, IL
FEIN/SSN: 366004860
Effective Date: 07/01/2020
Expiration Date: 07/01/2021

ACCIDENT FUND INS CO OF AMERICA is pleased to present your Workers Compensation Insurance coverage in the state of IL.

Premium: \$36,634.00

Minimum Premium: \$1,023.00

Dividend Plan:

Payment Plan: Direct Bill - 4 Pay (Deposit 25%)

Employers' Liability

Table with 3 columns: Each Accident (\$1,000,000.00), Disease - Policy Limit (\$1,000,000.00), Disease - Each Employee (\$1,000,000.00)

Installment Schedule

Table with 4 columns: Installment #, Date Due, Installments, Amount(\$). Rows 1-4 showing payment schedule.

Total Installments \$36,634.00

A per bill fee may apply.

Other Payment Plan Options

- 1 Pay (Deposit 100%)
2 Pay (Deposit 50%)
10 Pay (Deposit 10%)
12 Pay (Deposit 8%)
Premium Finance - Full Pay
AccuPremium

Coverage

Table with 7 columns: State, Location, Class Code, Class Description, Premium Basis, Rate per \$100/Factor, Est. Annual Premium. Rows for Illinois coverage details.

Illinois	1	9037	GROUP/ASSOCIATION CREDIT	\$55,196.00	0.9500	(\$2,760.00)
Illinois	1	9812	INCR LIMITS OF EMPLOYERS LIAB	\$52,436.00	0.0140	\$734.00
Illinois	1	9898	EXPERIENCE MODIFICATION	\$53,170.00	0.8200	(\$9,571.00)
Illinois	1	9887	SCHEDULE CREDIT	\$43,599.00	0.7400	(\$11,336.00)
Illinois	1	0063	PREMIUM DISCOUNT	\$32,263.00	0.0630	(\$2,033.00)
Illinois	1	0900	EXPENSE CONSTANT	\$0.00	0.0000	\$160.00
<b>Subtotal</b>						(\$18,562.00)
<b>Total for Location</b>						\$36,634.00
<b>Total State Premium</b>						\$36,634.00
<b>Total For Policy</b>						\$36,634.00

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*The quotation requested should be considered an estimate and is subject to change based on changes in rates or any other item by jurisdictions that have control over such items. The quote is valid until the effective date of the policy.*

## The Accident Fund Difference

More than 100 years of experience has led to Accident Fund's success in providing superior workers' compensation solutions to policyholders. We've learned that when someone gets hurt on the job, it impacts more than just one person. Our team is committed to doing what it takes to bring injured workers back to their families, back to their jobs and back to life as usual.

## Our Commitment and Expertise

Our goal is superior claims management, underwriting expertise and value-added services designed to reduce costs for policyholders. Our industry-leading services, such as our narcotics and pharmacy programs, and Care Analytics program -- which helps us identify local physicians who understand work-related injuries and provide superior care to get injured employees back to work -- have resulted in claim costs that are **19% below** the industry. **What does this mean to you? Better care for your employees and lower premiums for your bottom line.**

## Creating Efficiencies

We offer a unique pay-as-you-go solution that bases premium on actual payrolls (rather than estimates) and allows for convenient online payments. Our online policyholder Toolbox offers a complete library of resources -- including workplace safety training and videos, safety tip sheets and guidebooks, claims information and fraud information -- at no cost to you.

## Our Team of Experts

We pride ourselves on providing exceptional service. That's why we staff our own team of experts instead of using vendors and we have a local presence (not a phone number) in most of our core states. Our goal is to provide appropriate care to injured workers while reducing claims costs for our customers.

- **Loss Control Consultants** – With workplace safety as their number one goal, our consultants provide personal, unrivaled safety services and support to policyholders.
- **Internal Nurse Case Managers** – Our nurse case managers work closely with injured workers, employers, physicians and claims handlers throughout the entire claim process to ensure the worker receives the best care while assisting in early return to work which helps to reduce claim costs.
- **Corporate Medical Director** – Our in-house medical director provides guidance and strategic direction on a wide range of medical management and cost containment initiatives, with a special focus on improving the quality of care for injured workers.
- **Pharmacist** – Our staff pharmacist works closely with our claims team to recommend changes to medications and identifies inappropriate dispensing to help avoid opioid addiction and prolonged recovery times.
- **Investigative Services Unit** – With billions of dollars lost in the industry each year to insurance fraud, our team of former law enforcement professionals partner with our claims team to investigate and expose potential fraud.
- **Premium Audit** – Our auditors are the best in the business, working with customers to verify payroll and class codes to ensure accurate premiums.
- **Claim Handlers** – Seasoned claim professionals located in the field who understand their local legal and medical environment – and can guide the injured worker through the recovery process.
- **Medical Bill Review** – This team collects all injured worker bills to review for accuracy.

## Protecting Your Employees – And Your Bottom Line

By proactively caring for injured workers and helping business owners improve workplace safety, we have successfully lowered experience mods, and therefore reduced costs, for our customers. An average mod beginning at 1.20 when written with Accident Fund is reduced by 17% to 1.0 by its third year – and to a credit mod of .98 by the fourth year.



**LAKE BLUFF  
SCHOOLS**  
DISTRICT 65

**TO:** Board of Education  
Dr. Jean Sophie, Superintendent

**FROM:** Jay Kahn, Director of Finance and Operations/CSBO  
Dr. Kevin Rubenstein, Director of Student Services, Technology,  
& Assessment

**DATE:** June 9, 2020

**RE:** Student Chromebook and iPad Purchase

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### **Recommendation**

Administration recommends that the Board approve the purchase of 230 Chromebooks for the 5<sup>th</sup> and 6<sup>th</sup> grade classes and 80 Apple iPads for 1<sup>st</sup> Grade and special education classes, as we discussed at the May 19<sup>th</sup> Board of Education Meeting. The cost for the Chromebooks is approximately \$77,500 and the iPads will cost of approximately \$28,250.

### **Background**

Chromebooks run on Google's web-based Chrome Operating System that is designed for use with an Internet connection. Most of Chromebook's documents and apps exist in the cloud and Google automatically provides 100 GB of cloud storage for every Chromebook.

Chromebooks were introduced into 2<sup>nd</sup> grade in 2015-16, replacing iPads. The staff successfully learned to deliver enhanced curriculum with this device and Chromebooks were expanded to 3<sup>rd</sup> grade in 2016-17 as the children were promoted.

After significant discussion in 2018, the Technology Committee recommended moving away from the use of MacBooks at the Middle School in favor of Chromebooks due to the adoption of the interactive Google education suite (Google Docs, Sheets, Classroom, Gmail, etc.) and lower cost. Additionally, we began to upgrade and replace devices currently in use at the elementary school.

At the middle school, Chromebooks are purchased for the 6<sup>th</sup> grade class each year and these students keep their devices through middle school. It took three years to make the transition to Chromebooks, with the current 8<sup>th</sup> grade class having the last remaining MacBooks in the district.

Additionally, students in first grade and kindergarten, as well as some special education students continue to utilize iPads in the classroom.

### **Current Situation**

In 2018 the district went through a device selection process which compared features, durability and price for several different brands of Chromebook. Dell Chromebooks were selected and we wish to continue purchasing the same model so that there is consistency in device for ease of repair and interchangeability of parts and accessories. The Google license is sold separately but is included in the total above.



## A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

<b>Quote No.</b>	<b>3000057155504.1</b>	Sales Rep	Nick Ruggieri
<b>Total</b>	<b>\$77,461.70</b>	Phone	(800) 456-3355, 7250106
Customer #	32726454	Email	Nick_Ruggieri@Dell.com
Quoted On	Mar. 05, 2020	<b>Billing To</b>	LAURIE BROWN
Expires by	Apr. 04, 2020		LAKE BLUFF SCHOOL DISTRICT 6 5 121 E SHERIDAN PL LAKE BLUFF SCHOOL DISTRICT 65 LAKE BLUFF, IL 60044

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
Nick Ruggieri

### Shipping Group

<b>Shipping To</b>	<b>Shipping Method</b>
TAMMY ROBARDS LAKE BLUFF SCHOOL DISTRICT 65 121 E SHERIDAN PL LAKE BLUFF, IL 60044-2632 (847) 234-9405	Standard Delivery

Product	Unit Price	Qty	Subtotal
Chromebook 11 3100 2-in-1	\$303.52	230	\$69,809.60
GOOGLE CHROME OS MANAGEMENT CONSOLE LICENSE, EDUCATION	\$33.27	230	\$7,652.10

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<b>Subtotal:</b>	<b>\$77,461.70</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$77,461.70</b>
<b>Taxable Amount:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>

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<b>Total:</b>	<b>\$77,461.70</b>
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Special lease pricing may be available for qualified customers and offers. Please contact your DFS Sales Representative for details.

## Shipping Group Details

### Shipping To

TAMMY ROBARDS  
LAKE BLUFF SCHOOL DISTRICT 65  
121 E SHERIDAN PL  
LAKE BLUFF, IL 60044-2632  
(847) 234-9405

### Shipping Method

Standard Delivery

<b>Chromebook 11 3100 2-in-1</b>	<b>\$303.52</b>	<b>Qty</b> <b>230</b>	<b>Subtotal</b> <b>\$69,809.60</b>
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Estimated delivery if purchased today:  
Apr. 15, 2020  
Contract # C000000181093  
Customer Agreement # MHEC-07012015

Description	SKU	Unit Price	Qty	Subtotal
Dell Chromebook 3100 2-in-1	210-ARJM	-	1	-
Intel(R) Celeron(TM) N4000 Processor (2 Core, 2.6GHz, 4M cache, 6W)	329-BEBM	-	1	-
4GB 2400MHz LPDDR4 Non-ECC	370-ADZI	-	1	-
32GB eMMC Hard Drive	400-AWCZ	-	1	-
11.6" HD 1366 x 768 WVA 16:9 Touch with Corning(R) Gorilla(R) Glass NBT, Camera & Microphone	391-BDYD	-	1	-
Internal English Keyboard	580-AHSS	-	1	-
No Mouse	570-AADK	-	1	-
Intel(R) Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0	555-BEVK	-	1	-
Primary 3-Cell 42Whr Battery	451-BCNK	-	1	-
65W AC Adapter 250V,1M	492-BCNV	-	1	-
US Power Cord	537-BBBL	-	1	-
Fixed Hardware Configuration	998-DJCK	-	1	-
No UPC Label	389-BCGW	-	1	-
Quick Start Guide	340-CKWI	-	1	-
EAN label	389-BKKL	-	1	-
BTS/BTP Smart Selection Shipment, Chromebook (VS)	800-BBQM	-	1	-
Not Included	631-ABBH	-	1	-
Touch LCD Cover	320-BCUB	-	1	-
System Shipment, Chromebook 3100 2-in-1	340-CKYJ	-	1	-
Intel(R) Label	389-BHZJ	-	1	-
Palmrest with World Facing Camera	346-BEVK	-	1	-
Label 0X22	389-DPUH	-	1	-
No Carrying Case	460-BBEX	-	1	-
Safety/Environment and Regulatory Guide (English/Spanish)	340-AGIN	-	1	-
Dell Limited Hardware Warranty Initial Year	823-5386	-	1	-
ProSupport: Next Business Day Onsite, 1 Year	823-5398	-	1	-
ProSupport: 7x24 Technical Support, 1 Year	823-5402	-	1	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport or call 1-866-516-3115	989-3449	-	1	-

<b>GOOGLE CHROME OS MANAGEMENT CONSOLE LICENSE, EDUCATION</b>	<b>\$33.27</b>	<b>Qty</b> <b>230</b>	<b>Subtotal</b> <b>\$7,652.10</b>
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Estimated delivery if purchased today:  
 Mar. 25, 2020  
 Contract # C000000181093  
 Customer Agreement # MHEC-07012015

Description	SKU	Unit Price	Qty	Subtotal
Chrome Education	A7611038	-	230	-

<b>Subtotal:</b>	<b>\$77,461.70</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$77,461.70</b>



**LAKE BLUFF  
SCHOOLS  
DISTRICT 65**

**TO:** Board of Education  
Dr. Jean Sophie, Superintendent

**FROM:** Jay Kahn, Director of Finance and Operations/CSBO

**DATE:** June 9, 2020

**RE:** 2019-20 Olson Contract Amendment for School Closure

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### **Recommendation**

Administration recommends that the Board approve the attached agreement with Olson Transportation in the amount of \$59,953 to provide financial support in order to assist them in being ready, willing and able to immediately commence transportation services to District when the school closure order is lifted and the District recommences in-person instruction.

### **Background**

Olson Transportation (Olson) provides bus service to five school districts: Lake Forest 67 & 115, Deerfield 109, Lake Buff 65, and Rondout. Lake Forest and Lake Bluff share buses for roughly half of the afternoon routes. Olson also has a corporate charter business, Midwest Motorcoach.

#### **In House vs. Outsourced**

School Districts that provide student transportation can either run their own in-house transportation or contract for the service with a third party. In-house transportation departments require a substantial level of human resources for management and labor, they tend to have higher salary and benefit costs due to public sector unions, they require an investment in a bus fleet, a facility to house buses, and expertise in repairing and routing buses. For smaller districts that cannot benefit from economies of scale, it is significantly less expensive to outsource transportation services.

#### **Contractual Obligation**

Contracts with transportation providers are based on the number of routes driven and the price set for each type of route. We are contractually obligated to pay only for services we receive.

Transportation companies set their capacity based on the number of buses and drivers they need for basic transportation services to and from school. They then try to maximize revenue by increasing utilization of excess capacity (during and after school) to earn additional margin on field trip and extracurricular charters.

With the ongoing school closures and stay at home orders, transportation companies have no revenue coming in from regular or extra routes to pay for salaries and fixed overhead expenses. There is a concern that these companies will go out of business and schools will be left without any transportation services for next year. Most school districts are paying their contracted transportation providers some or all of their contracted amounts under the current conditions.

#### **District Revenue Sources**

School districts receive revenue to pay for transportation services from two main sources - property taxes and State transportation reimbursements. School districts also recently received some funding from the federal CARES Act.

### Property taxes

Property taxes used to pay for buses are levied in the Transportation Fund. We have already received the full property tax extension for this year. There is uncertainty about next year's collection rate and future property tax increases due to low CPI and possible legislation.

### State Funding

Districts claim the amount of transportation expenses that they incur for regular routes and special education routes. Based on the size of the State budget and the total amount of all the claims, the expenses that are reimbursed to districts are prorated (paid at 60% - 80%) in quarterly installments which are often paid late. The Illinois State Board of Education has indicated that they will reimburse districts for payments made to contractors to ensure continuity of service as long as they are based on a contract (this is why having a contract is so important). These expenses would be allowed in the calculation but paid in the same prorated manner.

Special Education transportation is very costly due to the low number of riders and requirements for additional staff on the bus. This is reimbursed at 80% of expenses for all districts (prorated based on budget). District 109 has some special education transportation provided by Olson.

Many school districts receive a significant amount of State transportation funding and could not afford to pay their contractor absent reimbursement. Reimbursements for regular routes are phased out as local revenue increases. The districts that are served by Olson Transportation receive little to no regular transportation reimbursement. Despite the fact that Olson districts receive little State transportation funding, guidance from ISBE has been important because it was perceived by contractors as a mandate from the State that they are entitled to be paid the full amount of their annual expected revenue.

### CARES Act

The CARES Act is a Federal stimulus which gave money to schools to be used for COVID-19 Expenses. Funds received under the Education Stabilization Fund of the CARES Act should be used to continue to pay employees and contractors, "to the greatest extent practicable," during the period of any disruptions or closures related to coronavirus disease 2019 (COVID-19). The CARES act money was also distributed in accordance with need (based on Federal Title allocation) and Olson districts will receive a limited amount of this funding.

### **Current Situation**

Since the school closure on March 16th, the five districts served by Olson Transportation have been negotiating a payment amount to ensure that transportation services will be available when school resumes. Due to the fact that any settlement needed to include at least the four biggest districts to ensure that the Olson remained financially viable, it has taken two and a half months to reach an agreement that was acceptable to all parties. It is expected that Lake Forest 67 & 115 and Deerfield 109 will be bringing this agreement to their own Boards for approval.

Olson laid off or furloughed all drivers and office staff during the closure and those employees have been receiving unemployment compensation with the additional federal contribution of \$600 per week.

The attached amendment only covers Olson's fixed costs during the closure, including: bus leases, insurance, rent and utilities, bus maintenance costs and payments to cover office staff who are working in June. The agreement also includes a credit for canceled school days in March that had already been paid. The cost of the amendment for the 49 non-attendance days is \$59,953. The estimated transportation cost if school had remained in session would have been approximately \$134,000.

**AMENDMENT TO AGREEMENT FOR TRANSPORTATION SERVICES  
(COVID-19 CONTINUATION PAYMENTS)**

**LAKE BLUFF SCHOOL DISTRICT NO. 65  
AND  
OLSON TRANSPORTATION, INC.**

**WHEREAS**, the Board of Education of Lake Bluff School District No. 65 (“District”) and Olson Transportation, Inc. (“Contractor”)(together, the “Parties”) entered into a Pupil Transportation Agreement pursuant to the terms set forth in the Request for Proposals—Student Transportation Services dated March 11, 2011, the responsive bid submitted by Olson Transportation, Inc., and a series of contract extensions to and through the end of the 2020-2021 school year (together, the “Agreement”), under which Agreement the Contractor provides student transportation services to the District; and

**WHEREAS**, the Agreement requires District to pay Contractor only for services that are actually performed and invoiced; and

**WHEREAS**, on March 9, 2020, Illinois Governor Pritzker declared all counties in Illinois as disaster areas pursuant to Section 7 of the *Illinois Emergency Management Act* (20 ILCS 3305/7), which disaster declaration was renewed and reissued through May 29, 2020, and directed implementation of the State’s Emergency Operations Plan in response to the novel coronavirus (COVID-19); and

**WHEREAS**, District closed its schools on March 16, 2020, as a rescheduled institute day; and

**WHEREAS**, in an effort to mitigate the spread of COVID-19, Governor Pritzker issued Executive Orders 2020-05, 2020-10, 2020-15, 2020-18, and 2020-33 ordering the closure of all public and private K-12 schools in Illinois for educational purposes commencing March 17, 2020, and for the duration of the Disaster Proclamations, suspending in-person instruction, and providing flexibility in remote learning, and the Governor further suspended in-person learning for the remainder of the 2019-2020 school year, thus eliminating the District’s need for student transportation services for the remainder of the 2019-2020 school year; and

**WHEREAS**, the Illinois State Board of Education has advised that school districts may amend contracts with existing transportation vendors to continue to provide payments to said vendors during the school closure to assist vendors in being ready, willing and able to immediately commence transportation services upon the lifting of the order closing Illinois schools; and

**WHEREAS**, the Parties desire to amend the Agreement to allow for continued payment of certain contract costs during the school closure to assist Contractor in being ready, willing and able to immediately commence transportation services to District when the school closure order is lifted and the District recommences in-person instruction.

**NOW, THEREFORE,** in consideration of the terms and conditions herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

- 1) **Incorporation of Recitals.** The foregoing recitals are hereby incorporated into the body of this Amendment.
- 2) **Payment for COVID-19 Closure Period.** District shall pay to Contractor the total amount of \$59,953.00 for the period of school closure from March 16, 2020 through the end of the 2019-2020 school year ("Payment"). The Payment amount is calculated based on a prorated daily rate of \$116.23 per bus (roughly based on a proportionate share of fixed costs including bus leases, rent, operations and employment of mechanics, and office staff, while employed) multiplied by the number of regular route buses and by the number of days during school closure for which the Contractor otherwise would have been anticipated to provide services pursuant to the 2019-2020 school calendar had school remained in session through June 1, 2020. The Payment will be the only payment by District to Contractor for the period of school closure.
- 3) **March 2020 Credit.** District prepaid in full Contractor's invoice for March 2020, reflecting anticipated service for all days of school scheduled on the District 2019-2020 school calendar. However, due to the District school closure commencing March 16, 2020, Contractor performed seven (7) fewer days of service in March 2020 than anticipated. Contractor will give the District a credit in the amount of \$19,128.64 ("Credit") against the Paragraph 2 Payment as an adjustment of billing to reflect actual services performed.
- 4) **Invoice.** Contractor will generate an invoice for the Paragraph 2 Payment, less the Paragraph 3 Credit, and provide it to District by June 30, 2020. The District will pay the invoice in accordance with the *Local Government Prompt Payment Act (50 ILCS 505/1 et seq.)*. No other interest or late payment penalties shall apply to the Payments invoiced to District pursuant to this Amendment.
- 5) **Summer School.** The District does not intend to provide in-person instruction for summer school or otherwise need student transportation services by Contractor during the June-August 2020 summer school period, and thus will not render payments to Contractor for the summer school period pursuant to the Agreement documents or this Amendment.
- 6) **Re-Commencement of Services.** In exchange for the District making the Payment to Contractor, the Contractor will endeavor to employ or re-employ by June 1, 2020, all bus drivers, aides/monitors and other personnel necessary to commence operation of the bus routes to service the District under the terms of the Agreement and the 2020-2021 Contract Extension when schools re-open for the 2020-2021 school year.
- 7) **Termination.** This Amendment and the obligations of both Parties hereunder will terminate if Contractor has not issued District an invoice for Payment by June 30, 2020. District also may terminate this Amendment at any time prior to making the Payment, upon giving fourteen

(14) days' written notice to Contractor, if District determines, in its sole discretion, that its funding or other revenues needed to support the Payment under this Amendment have diminished to the extent that such payments are not financially advisable.

- 8) **Bankruptcy**. This Amendment shall terminate, without notice, upon occurrence of one of the following events prior to the District's issuance of Payment to Contractor: (i) the institution by or against the Contractor of insolvency, receivership or bankruptcy proceedings or any other proceeding for the settlement of debts, (ii) Contractor's assignment for the benefit of creditors, or (iii) upon Contractor's dissolution for cessation of doing business.
- 9) **Existing Contract**. It is the intent of the Parties that this Amendment shall control over the Agreement to the extent its terms supplement or conflict with the terms of the Agreement. Except as set forth herein, all other terms and conditions of the Agreement not in conflict with this Amendment shall remain in full force and effect.
- 10) **Third-Party Beneficiaries**. By making payments to Contractor, District does not undertake or assume any obligation to Contractor's employees or subcontractors and no joint employer relationship is created with District. This Amendment is solely for the benefit of the signatories hereto and may not be relied upon by any third party. Furthermore, no third party may bring any action to enforce the terms and conditions of this Amendment.
- 11) **Assignment**. This Amendment may not be assigned or otherwise sold or transferred without the prior written consent of District, which it may withhold in its sole and absolute discretion.
- 12) **Governing Law**. The Agreement and this Amendment shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Lake County, Illinois, or the federal District Court for the Northern District of Illinois.
- 13) **Notice**. Notice required under this Amendment shall be delivered in person or by Certified Mail, return receipt requested, to the following addresses:  
  
Lake Bluff School District No. 65  
121 East Sheridan Plan  
Lake Bluff, IL 60044  
Attention: Jay Kahn  
  
Olson Transportation, Inc.  
1134 N US Highway 41  
Gurnee IL 60031  
Attention: Ron March
- 14) **Counterparts**. This Agreement may be executed in multiple counterparts and a set of counterparts bearing the signatures of each party hereto shall constitute the Agreement as fully as if the Parties had signed a single document.

15) **Effective Date.** This Amendment shall become effective on the date executed by duly authorized representatives of both Parties.

**IN WITNESS WHEREOF,** the Parties have executed this Amendment on the dates indicated below.

**DISTRICT:**  
**LAKE BLUFF SCHOOL DISTRICT NO. 65**

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

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

Its: \_\_\_\_\_

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

**CONTRACTOR:**  
**OLSON TRANSPORTATION, INC.**

By: 

Name: Ronald Macey

Its: VP

Date: 6/3/2020

631885\_1

## Students

### Harassment of Students Prohibited

Students are entitled to be educated in an environment that is respectful of their backgrounds, characteristics, and differences. The District prohibits any conduct that harasses, intimidates or bullies students, whether that conduct is student-to-student or District employee-to-student, on the basis of actual or perceived protected characteristics as identified under Board policy 7:10, *Equal Educational Opportunities*, or as may otherwise violate a student's civil rights, including race, color, nationality, sex, sexual orientation, gender identity or expression, ancestry, age, religion, or physical or mental disability.

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the protected characteristics in policy 7.10.

### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a District employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of acts, including sexual assault, rape, sexual battery, sexual abuse, and sexual coercion.

### Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of harassing conduct based on a protected characteristic or other civil right, including sexual harassment, to the Building Principal, Nondiscrimination Coordinator, Complaint Manager, or any other District employee. For personal comfort, a student may choose to report a harassment claim to a person of the student's same sex. Any claim or allegation reported to any District employee that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal for appropriate action.

Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. A student or his/her parents or guardians may request a complaint of harassment under this policy be investigated under Board policy 2:260, *Uniform Grievance Procedure*.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

**Nondiscrimination Coordinator:**

Name Tracy Roehrick  
Address 121 E. Sheridan Place  
Lake Bluff, IL 60044  
Telephone No. 847.234.9400

**Complaint Managers:**

Name	<u>Nate Blackmer</u>	<u>Kellie Bae</u>
Address	<u>31. E Sheridan Place</u> <u>Lake Bluff, IL 60044</u>	<u>350 W. Washington</u> <u>Lake Bluff, IL 60044</u>
Telephone No.	<u>847.234.9405</u>	<u>847.234.9400</u>

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with Board policy 7:190, Student Discipline. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972.  
34 C.F.R. Part 106.  
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).  
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).  
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).  
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities).

ADOPTED: February 17, 2015

UPDATED: June 9, 2020

## Students

### Prevention of and Response to Bullying and Other Aggressive Behaviors

A student's ability to learn and a school's ability to educate is diminished by bullying, intimidation and harassment. Such conduct interferes with a student's educational environment, safety, and academic performance. Preventing students from engaging in these aggressive and disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Students are expected to act respectfully toward their peers and to avoid bullying and aggressive behaviors in their interactions with other students. The District prohibits and will not tolerate aggressive student behavior, including bullying conduct of any type or on any basis, as defined below. Further, the District will protect students against retaliation for reporting incidents of aggressive behavior and bullying, and will take disciplinary action against any student who participates in such conduct.

In addition, bullying on the basis of actual or perceived race, color, national origin, military/unfavorable discharge status, sex, sexual orientation, gender identity or expression, ancestry, age, religion, physical or mental disability, or marital status; association with a person or group with one or more of these actual or perceived characteristics; or any other distinguishing characteristic protected by law **is prohibited**.

Bullying is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred. It does not require the School District to monitor any nonschool-related activity, function, or program.

### Legal Definitions (105 ILCS 5/27-23.7)

For the purposes of this Policy and as defined under the Illinois *School Code*, the terms used mean the following:

*Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.

4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Aggressive conduct toward other students that is not severe or pervasive shall not be deemed as bullying, but may constitute gross disobedience or misconduct leading to discipline under Board Policy 7:190, Student Discipline, of any student who engages in such behavior. Students who engage in bullying conduct also shall be disciplined under Board Policy 7:190.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below, which reflect the required policy components in 105 ILCS 5/27-23.7(b).

1. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
2. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is

encouraged to report it to the District Complaint Managers or any staff member. Anonymous reports also are accepted and may be reported to the Superintendent.

Complaint Managers:

<u>Ms. Tracy Roehrick</u>	<u>Nate Blackmer / Kellie Bae</u>
<u>121 E. Sheridan Place,</u>	<u>121 E Sheridan Place</u>
<u>Lake Bluff IL</u>	<u>Lake Bluff IL</u>
<u>troehrick@lb65.org</u>	<u><a href="mailto:nblackmer@lb65.org">nblackmer@lb65.org</a></u>
<u>847-234-9405</u>	<u><a href="mailto:kbae@lb65.org">kbae@lb65.org</a></u>
<u>847-234-9405</u>	<u>847-234-9400</u>

3. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parents/guardians of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
4. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within **10 school days** after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
  - e. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and the District shall provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
5. The District shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

6. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be met with disciplinary consequences and appropriate remedial actions consistent with this and other Board Policies.
7. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be met with disciplinary consequences and appropriate remedial actions consistent with this and other Board Policies.
8. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
9. This policy shall be posted on the District's Internet website, if any; included in the student handbook; and, where applicable, posted where other policies, rules, and standards of conduct are currently posted. The policy also must be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
10. The District shall review and re-evaluate this Policy and make necessary and appropriate revisions every two years, and file its updated Policy with the Illinois State Board of Education. The Superintendent or designee Shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may include the use of relevant data and information that the District already collects for other purposes. The District shall post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
11. This Policy must be consistent with other Board policies.

LEGAL REF.: 405 ILCS 49/, Children’s Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

ADOPTED: March 24, 2015

UPDATED: June 9, 2020

**General Personnel**

**Equal Employment Opportunity and Minority Recruitment**

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

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

**Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District’s nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers.

**Nondiscrimination Coordinator:**

Tracy Roehrick  
Name  
121 E. Sheridan Place  
Address  
Lake Bluff, IL 60044  
847.234.9400  
Telephone

**Complaint Managers:**

Name	<u>Nate Blackmer</u>	<u>Kellie Bae</u>
Address	<u>31 E. Sheridan Place</u>	<u>350 W. Washington</u>
	<u>Lake Bluff, IL 60044</u>	<u>Lake Bluff, IL 60044</u>
Telephone No.	<u>847.234.9400</u>	<u>847.234.9400</u>

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

### Minority Recruitment

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: August 26, 2014

UPDATED: June 9, 2020

## **General Personnel**

### **Workplace Harassment Prohibited**

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment* or federal or state law. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

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

### **Sexual Harassment Prohibited**

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

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

### **Making a Complaint: Enforcement**

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

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

### **Whom to Contact with a Report or Complaint**

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.<sup>1</sup> Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy

2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

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

**Nondiscrimination Coordinator:**

Tracy Roehrick

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Name

121 E. Sheridan Place

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Address

Lake Bluff, IL 60044

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847.234.9400

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Telephone

**Complaint Managers:**

Name	<u>Nate Blackmer</u>	<u>Kellie Bae</u>
Address	<u>31 E. Sheridan Place</u>	<u>350 W Washington</u>
	<u>Lake Bluff, IL 60044</u>	<u>Lake Bluff, IL 60044</u>
Telephone No.	<u>847.234.9400</u>	<u>847.234.9400</u>

Investigation Process

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

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

Enforcement

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

Retaliation Prohibited

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

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.  
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.  
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).  
Ill. Human Rights Act, 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2.  
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.  
Burlington Industries v. Ellerth, 524 U.S. 742 (1998).  
Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).  
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).  
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).  
Harris v. Forklift Systems, 510 U.S. 17 (1993).  
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).  
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).  
Oncale v. Sundowner Offshore Services, 523 U.S. 75 (1998).  
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).  
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).  
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

UPDATED: June 9, 2020

## **Board of Education**

### **Uniform Grievance Procedure**

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

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students;
13. Illinois Whistleblower Act, 740 ILCS 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" mean days on which the District's main office is open.

#### 1. Filing a Complaint

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

#### 2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, under 18

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

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

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent or Board member(s), the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### 3. Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

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

### Appointing Nondiscrimination Coordinator and Complaint Managers

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

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

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

**Nondiscrimination Coordinator:**

Tracy Roehrick  
Name  
121 E Sheridan Place  
Address  
Lake Bluff, IL 60044  
847.234.9400  
Telephone

**Complaint Managers:**

Name	<u>Nate Blackmer</u>	<u>Kellie Bae</u>
Address	<u>31 E Sheridan Place</u> <u>Lake Bluff, IL 60044</u>	<u>350 W. Washington</u> <u>Lake Bluff, IL 60044</u>
Telephone No.	<u>847.234.9400</u>	<u>847.234.9400</u>

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.

Americans With Disabilities Act, 42 U.S.C. §12101 et seq.

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.

Equal Pay Act, 29 U.S.C. §206(d).

Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.

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

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.

Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60 (P.A. 100-29, final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

Illinois Genetic Information Privacy Act, 410 ILCS 513/.

Illinois Whistleblower Act, 740 ILCS 174/.

Illinois Human Rights Act, 775 ILCS 5/.

Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.

Equal Pay Act of 2003, 820 ILCS 112/.

Employee Credit Privacy Act, 820 ILCS 70/.

23 Ill.Admin.Code §§1.240 and 200.-40.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities), 8:110 (Public Suggestions and Concerns).

ADOPTED: December 16, 2014

UPDATED: June 9, 2020

<u>District Card Name</u>	<u>Trans Date</u>	<u>Transaction Description</u>	<u>Where Used</u>	<u>Amount</u>
WEX Gas Card	05/26/2020	STEVE MILLER Ford Pu F. 350 Crewcab 5.934 gal UNL@ \$1.998/ga	BP 6286868 8929 Durand Ave Sturtevant WI 53177-2041	10.77
	05/26/2020	STEVE MILLER Ford Pu F. 350 Crewcab 24.506 gal UNL@ \$1.999/g	BP 6286868 8929 Durand Ave Sturtevant WI 53177-2041	44.51
	05/24/2020	STEVE MILLER Ford Pu F. 350 Crewcab 26.918 gal UNL@ \$1.999/g	BP 6286868 8929 Durand Ave Sturtevant WI 53177-2041	48.88
	05/21/2020	STEVE MILLER Ford Pu F. 350 Crewcab 28.898 gal UNL@ \$1.899/g	BP 9197179 8929 Durand Ave Sturtevant WI 53177	49.59
	05/19/2020	OLMAN MURILLO Gas Equipment 30.544 gal UNL@ \$2.259/gal	Speedway 07459 2850 Skokie Hwy North Chicago IL 60064	60.03
	05/15/2020	STEVE MILLER Ford Pu F. 350 Crewcab 32.868 gal UNL@ \$2.259/g	BP 9783440 628 N Lake St Mundelein IL 60060-1846	68.24
			Total Credit Card Amount	282.02
District 1	05/29/2020	Subscription Renewal-R.Regan	Shape Amer-Web, 8002137193, VA, 20191, US	139.00
	05/14/2020	District phone service 4/15/20-5/14/20	Call One, 312-7669771, IL, 60606, US	327.97
	05/14/2020	Natural Gas Service MARCH	Constellation-Util-Gas, 844-200-3427, IL, 60603, US	2,846.98
	05/12/2020	District Copier leases APRIL	Can Canonfinancial Cfs, 800-220-0330, NJ, 08054, US	2,462.27
	05/12/2020	District phone service MAY	First Communications L, 330-835-2323, OH, 44333, US	860.58
	05/11/2020	Maintenance Internet 4/20/20-5/19/20	Comcast Chicago, 800-Comcast, IL, 60173, US	128.40
	05/08/2020	LBES Electric Service 4/6/20-5/5/20	Constellation-Util-Pwr, 888-635-0827, IL, 60603, US	5,583.33
	05/07/2020	LBMS Electric Service 4/3/20-5/4/20	Constellation-Util-Pwr, 888-635-0827, IL, 60603, US	4,205.69
	05/05/2020	LBMS Waste & Recycle MAY	Wci Groot North, 847-693-2700, IL, 60073, US	436.59
	05/05/2020	LBMS Waste & Recycle MAY	Wci Groot North, 847-693-2700, IL, 60073, US	319.73
	05/04/2020	FY2020 financial statement audit	Baker Tilly, 608-2402676, WI, 53718, US	500.00
		Total Credit Card Amount	17,810.54	
District 2	05/11/2020	Refund for NCTM Convention - J. Tivador	N C T M, 703-6209840, VA, 20191-1502, US	-355.00
			Total Credit Card Amount	-355.00
Blackmer, Nathan	05/18/2020	Dinner for teacher that filled in for coworker	12 - Ec - Lou Malnatis, Highland Park, IL, 60035, US	28.65
	05/18/2020	Dinner for teacher that filled in for coworker	2 - Ec - Lou Malnatis, Elk Grove Vil, IL, 60007, US	51.64
	05/18/2020	Dinner for teacher that filled in for coworker	29 - Ec - Lou Malnatis, Lake Forest, IL, 60045, US	51.22
		Total Credit Card Amount	131.51	
Bae, Kellie	05/20/2020	Principal Leadership Class	Teaching Strat Safe Ci, 541-3451442, OR, 97401-2605, US	225.00
			Total Credit Card Amount	225.00
Miller, Steven	05/11/2020	GAS F350	Bp#9197179village Fqps, Sturtevant, WI, 53177, US	53.95
			Total Credit Card Amount	53.95
Sophie, Jean	05/12/2020	Digital Subscription	Nytimes, 800-698-4637, NY, 10018, US	7.50
			Total Credit Card Amount	7.50
Kahn, Jay	05/05/2020	Classroom Supplies - 2nd Grade	Amzn Mktp US Ws8127wq3, Amzn.Com/Bill, WA, 98109, US	18.42

<u>District Card Name</u>	<u>Trans Date</u>	<u>Transaction Description</u>	<u>Where Used</u>	<u>Amount</u>
	05/05/2020	Classroom Supplies - 2nd Grade	Amzn Mktp US 5288u6d43, Amzn.Com/Bill, WA, 98109, US	18.42
	05/05/2020	Classroom Supplies - 2nd Grade	Amzn Mktp US L57cu0x83, Amzn.Com/Bill, WA, 98109, US	18.42
			Total Credit Card Amount	55.26
Rubenstein, Kevin	05/01/2020	Connors 3-T MAC Online Form - C. Swanson	Sp Mhs: Multi-Health, Toronto, ON, M2H 3R6, CA	212.50
	05/01/2020	BRIEF2 Parent/Teacher Form i-Admins-T. Burks	Psychological Assessme, 8139683003, FL, 33549, US	200.00
			Total Credit Card Amount	412.50
Gough, Shelley	05/15/2020	program for Board signatures	DocuSign, 8003799973, WA, 98101, US	480.00
	05/14/2020	Sympathy Gift - Marran	1-800-Flowers.Com,inc., 800-468-1141, NY, 11514, US	90.29
	05/04/2020	Teacher Appreciation PPE	Zazzle Usd, 8888929953, CA, 94063, US	2,225.63
			Total Credit Card Amount	2,795.92
			Grand Total Amount	21,419.20

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

INVOICE DESCRIPTION	VENDOR PAYEE	CHECK DATE	CHECK NUMBER	AMOUNT
CLIENT#Lake Bluff School Dist Workers Compensation Policy Renewal 2020/2021	Accident Fund	07/01/2020	56476	36,634.00
CUST#349400 Maintenance Supplies	Ace Hardware - Libertyville	06/09/2020	56439	133.64
CUST#349400 Maintenance Supplies	Ace Hardware - Libertyville	06/09/2020	56439	286.15
CUST#349400 Maintenance Supplies	Ace Hardware - Libertyville	06/09/2020	56439	159.88
CUST#349400 Maintenance supplies	Ace Hardware - Libertyville	06/09/2020	56439	76.86
CUST#349400 CREDIT Maintenance supplies	Ace Hardware - Libertyville	06/09/2020	56439	-33.98
CUST#349400 Maintenance supplies	Ace Hardware - Libertyville	06/09/2020	56439	13.98
CUST#349400 Maintenance supplies	Ace Hardware - Libertyville	06/09/2020	56439	13.98
CUST#349400 Maintenance supplies	Ace Hardware - Libertyville	06/09/2020	56439	13.98
CUST#349400 Maintenance Supplies	Ace Hardware - Libertyville	06/09/2020	56439	215.75
CUST#349400 Maintenance Supplies	Ace Hardware - Libertyville	06/09/2020	56439	13.98
CUST#349400 `Maintenance Supplies	Ace Hardware - Libertyville	06/09/2020	56439	28.35
CUST#349400 Maintenance Supplies	Ace Hardware - Libertyville	06/09/2020	56439	19.97
CUST#349400 Maintenance Supplies	Ace Hardware - Libertyville	06/09/2020	56439	87.09
CUST#349400 Maintenance Supplies	Ace Hardware - Libertyville	06/09/2020	56439	27.96
CUST#349400 Maintenance Supplies	Ace Hardware - Libertyville	06/09/2020	56439	13.98
CUST#349400 Maintenance Supplies	Ace Hardware - Libertyville	06/09/2020	56439	13.98
CUST#349400 Maintenance Supplies	Ace Hardware - Libertyville	06/09/2020	56439	13.98
Retirement Gift Donation J. Sophie	Alliance for Excellence	06/09/2020	56440	75.00
TRUST#1856103000 Admin Fees G.O Obligation School Refunding Bonds, Series 2016	Amalgamated Bank of Chicago	06/09/2020	56441	475.00
REF#2020125128 Schedule E Teacher Computer 4 yr Lease Commencement	American Capital Financial Services	07/01/2020	56477	27,670.94
CLIENT#Lake Bluff School Dist #65 Treasurer Renewal Bond 7/1/2020-7/1/2021	AssuredPartners of Illinois	07/01/2020	56478	2,778.00
ACCT#838393452 Monthly Service 529.20	AT & T Mobility	06/01/2020	56433	529.20
ACCT#838393452 Monthly Service 4/24/2020-5/23/2020	AT & T Mobility	06/09/2020	56442	529.20
CUST#8472349405 Maintenance Supplies	Batteries Plus LLC	06/09/2020	56443	102.24
CUST#8472349405 Maintenance Supplies	Batteries Plus LLC	06/09/2020	56443	81.72

INVOICE DESCRIPTION	VENDOR PAYEE	CHECK DATE	CHECK NUMBER	AMOUNT
ACCT#403985 Maintenance Supplies	Buck Bros. Inc.	06/09/2020	56444	363.78
ACCT#1213956 Monthly charges Lake Bluff School Dist #65 Renewal Property/Casualty/Student Accident Program; Fiduciary Liablility	CallOne CLIC	06/01/2020 07/01/2020	56434 56479	655.91 61,117.00
Lake Bluf fSchool Dist 65 Renewal Property/Casualty/Student Accident Program; Fiduciary Liablility	CLIC	07/01/2020	56479	2,050.00
CLIENT#00031120 Benefit Wallet HSA Fees APRIL	Conduent HR Consulting, LLC	06/09/2020	56445	4.50
Student Tuition MAY CUST#30241-001-0565 Curriculum Support Agreement 2020/2021	Connections Academy East Creative Learning Systems	06/09/2020 07/01/2020	56446 56480	5,288.32 5,000.00
CUST#00-LAK0003 Renewal Service 7/1/2020-6/30/2021	CrisisGo, Inc.	07/01/2020	56481	1,000.00
Payroll accrual	EFTPS 000	05/29/2020	655278	3,927.34
Payroll accrual	EFTPS 000	05/29/2020	655278	38,064.07
Payroll accrual	EFTPS 000	05/29/2020	655278	2,001.00
Payroll accrual	EFTPS 000	05/29/2020	655278	6,157.63
Payroll accrual	EFTPS 000	05/29/2020	655278	3,927.34
Payroll accrual	EFTPS 000	05/29/2020	655278	6,157.63
Legal Services	Engler Callaway Baasten & Sraga, LLC	06/09/2020	56447	138.00
Retirement Gift Donation Margaret St. Claire	FEED MY STARVING CHILDREN	06/09/2020	56448	150.00
Professional Learning Management Renewal 7/1/2020-6/30/2021	Frontline Technologies Group LLC	07/01/2020	56483	3,240.00
ACCT#13199 IEP-eStar v5 unlimited usage for internal Employees Renewal 7/1/2020-6/30/2020	Frontline Technologies Group LLC	07/01/2020	56483	3,145.50
ACCT#13199 IEP-2020/2021 Renewal Applicant Tracking; AESOP Management; Employee Evaluation with Frameworks with Danielson	Frontline Technologies Group LLC	07/01/2020	56483	13,936.47
QUOTE#52787 Gaggle Safety Management Renewal 7/1/2020-6/30/2021	Gaggle.Net, Inc	07/01/2020	56484	6,290.00
ACCT#1402 Interpreting Services APR	Heartland Health Outreach CCIS	06/09/2020	56449	274.35
CUST#12000089000 Diplomas, envelopes and covers	Herff Jones LLC	06/09/2020	56450	393.04
Legal Services APRIL	Hodges, Loizzi, Eisenhammer	06/09/2020	56451	3,305.08
Legal Services- Ritz APRIL	Hodges, Loizzi, Eisenhammer	06/09/2020	56451	262.88
Payroll accrual	I.M.R.F.000	05/29/2020	655283	3,043.97
Payroll accrual	I.M.R.F.000	05/29/2020	655283	348.59
Payroll accrual	I.M.R.F.000	05/29/2020	655283	8,293.12
Payroll accrual	I.M.R.F.000	05/29/2020	655283	3,035.24
Payroll accrual	I.M.R.F.000	05/29/2020	655283	348.59

INVOICE DESCRIPTION	VENDOR PAYEE	CHECK DATE	CHECK NUMBER	AMOUNT
Payroll accrual	I.M.R.F.000	05/29/2020	655283	8,269.34
IASA Membership-L.Leali	IASA	07/01/2020	56485	1,877.00
CUST#490650 Boardbook & PRESS Subscription renewal	IASB	07/01/2020	56486	2,980.00
CUST#490650 IASB Annual Dues 2020/2021	IASB	07/01/2020	56486	7,394.00
Responsibility Code#9170 Revenue#6511 Payer#120 IL43/Waukegan Rd@Foster Av Traffic Signal Intersection 1/20; 2/20; 3/20	Illinois Department of Transportation	06/09/2020	56452	455.49
Payroll accrual	ILDEOFRE001	05/29/2020	655279	16,843.66
Payroll accrual	ILDEOFRE001	05/29/2020	655279	95.00
ACCT#535771 music for concert	J W Pepper & Son Inc	06/09/2020	56453	26.99
CUST#488512 Maintenance Supplies- Paint	J.C. Licht & Company	06/09/2020	56454	619.47
JAMF Renewal and Migration to Hosted Services	JAMF Software	07/01/2020	56487	7,563.00
MATTER#4844-001 Legal Services APRIL	Klein, Thorpe, and Jenkins, Ltd	06/09/2020	56455	433.50
Retirement Gift Donation J. Sophie	LAKE BLUFF PTO	06/09/2020	56457	75.00
PIN#12-17-308-001 LBES School Subdivision; Lot 1	Lake County Collector	06/01/2020	56435	322.32
PIN#12-20-201-007 Green Bay Rd/Goldmans Green Bay Rd Highlands Subdivision	Lake County Collector	06/01/2020	56435	8.52
PIN#12-20-201-006 Green Bay Rd/Goldmans Green Bay Rd Highlands Sub	Lake County Collector	06/01/2020	56435	8.18
LCS Fall Leadership Conference - L. Leali	Lake County Superintendents	07/01/2020	56488	400.00
CUST#LF67 LBES & LBMS Lunch Program MAR	Lake Forest School District 67	06/09/2020	56456	10,095.47
ACCT#120125 LBMS Elevator Maintenance 5/13/20	Lakeland Larsen Elevator Co.	06/09/2020	56458	190.01
ACCT#120125 Service call-person trapped in elevator	Lakeland Larsen Elevator Co.	06/09/2020	56458	1,114.31
ACCT#120125 LBMS Elevator Maintenance JUNE	Lakeland Larsen Elevator Co.	06/09/2020	56458	175.00
Maintenance Supplies	Mulch Center, The	06/09/2020	56459	80.00
Maintenance supplies - Mulch	Mulch Center, The	06/09/2020	56459	80.00
Maintenance supplies - Mulch	Mulch Center, The	06/09/2020	56459	120.00
TICKET#111938 Maintenance Supplies	Mulch Center, The	06/09/2020	56459	40.00
Retirement Gift Donation Jody Powell	Northern Illinois Food Bank	06/09/2020	56460	150.00
NUMATs	Northwestern University	06/09/2020	56461	3,223.00
ID#1778 Renewal MAP growth	NWEA	07/01/2020	56489	11,237.50
Olson Transportation 2019-20 COVID Contract Amendment Payment	Olson Transportation Inc.	06/09/2020	56462	40,824.36
	PAYFLEX 000	05/22/2020	655276	305.70
Retirement gift donation Laurie Brown	PHOENIX RISING FOUNDATION	06/09/2020	56463	150.00

INVOICE DESCRIPTION	VENDOR PAYEE	CHECK DATE	CHECK NUMBER	AMOUNT
ACCT#167604828 Lake Forester subscription	Pioneer Press	06/09/2020	56464	32.50
ID#LBSD Maintenance Vehicle Service Ford F350	Planet Lube	06/09/2020	56465	62.03
CUST#10002603 Powerschool SIS Renewal 7/1/2020-6/30/2021	PowerSchool	07/01/2020	56490	9,860.08
CUST#10002603 Powerschool Enrollment Registration Renewal 7/1/2020-6/30/2021	PowerSchool	07/01/2020	56490	9,926.99
CUST#LB65 Student Food Service COVID-19	Quest Food Management Services Inc	06/09/2020	56466	5,294.40
CUST#LB65 Student Food Service COVID-19	Quest Food Management Services Inc	06/09/2020	56466	7,020.78
Annual Renewal LBES & LBMS 2020/2021	Raptor Technologies LLC	07/01/2020	56491	1,100.00
REF#418944 Renewal Star Literacy, Math, Reading; Hosting Fee 7/1/20-6/30/21	Renaissance Learning Inc	07/01/2020	56492	4,257.15
CUST#249134 art supplies District Managed Services JUNE	School Specialty Inc. Single Path LLC	06/09/2020 06/09/2020	56467 56468	194.01 5,135.00
Secured Firewalled Solution WAN/Internet access JUNE	Single Path LLC	06/09/2020	56468	4,855.50
Field Engineers LBES & LBMS JUNE	Single Path LLC	06/09/2020	56468	10,854.24
Annual Cisco Coudlock Security Subscription for GSuite	Single Path LLC	07/01/2020	56493	4,485.00
LAKE BLUFF SCHOOL DIST#65 Annual License Fees Renewals 2020/2021	Skyward	07/01/2020	56494	18,050.00
CUST#19241 New Phones for LBMS Special Education June 2020 Premiums	Sound Incorporated SUPERIOR000	06/09/2020 06/01/2020	56469 192000174	1,595.00 904.71
PPE DISPOSABLE MASKS AND XLG DISPOSABLE GLOVES	SYNCEB/AM000	06/10/2020	20503	640.00
PPE DISPOSABLE MASKS AND XLG DISPOSABLE GLOVES	SYNCEB/AM000	06/10/2020	20503	149.40
lawn mower parts fuses for the rooftop pressure washer parts	SYNCEB/AM000	06/10/2020	20503	22.99
garbage cans and lids/cleaner degreaser/	SYNCEB/AM000	06/10/2020	20503	106.60
CRITICAL PPE FOR CREW DISPOSABLE MASKS	SYNCEB/AM000	06/10/2020	20503	227.94
pressure washer kit toro on-off switch	SYNCEB/AM000	06/10/2020	20503	18.99
pressure washer kit toro on-off switch	SYNCEB/AM000	06/10/2020	20503	21.89
EARS PLUGS BELT.	SYNCEB/AM000	06/10/2020	20503	28.99
SLOAN VACCUM BREAKER REPAIR KIT	SYNCEB/AM000	06/10/2020	20503	31.98
lawn mower parts fuses for the rooftop pressure washer parts	SYNCEB/AM000	06/10/2020	20503	9.28
lawn mower parts fuses for	SYNCEB/AM000	06/10/2020	20503	4.94

INVOICE DESCRIPTION	VENDOR PAYEE	CHECK DATE	CHECK NUMBER	AMOUNT
the rooftop pressure washer parts				
lawn mower parts fuses for the rooftop pressure washer parts	SYNCB/AM000	06/10/2020	20503	47.95
lawn mower parts fuses for the rooftop pressure washer parts	SYNCB/AM000	06/10/2020	20503	44.22
lawn mower parts fuses for the rooftop pressure washer parts	SYNCB/AM000	06/10/2020	20503	38.67
lawn mower parts fuses for the rooftop pressure washer parts	SYNCB/AM000	06/10/2020	20503	22.94
lawn mower parts fuses for the rooftop pressure washer parts	SYNCB/AM000	06/10/2020	20503	14.48
Supplies-Permanent Record card labels	SYNCB/AM000	06/10/2020	20503	40.99
lawn mower parts fuses for the rooftop pressure washer parts	SYNCB/AM000	06/10/2020	20503	61.54
CREDIT Book room/Rebecca Caudill 2020 books	SYNCB/AM000	06/10/2020	20503	-14.98
CREDIT New Books	SYNCB/AM000	06/10/2020	20503	-11.69
maint supplies	SYNCB/AM000	06/10/2020	20503	-155.96
CREDIT backup order for disposable masks	SYNCB/AM000	06/10/2020	20503	-155.96
Payroll accrual	T. R. S.000	05/29/2020	655281	29,049.80
Payroll accrual	T. R. S.000	05/29/2020	655281	299.10
Payroll accrual	T. R. S.000	05/29/2020	655281	4,641.16
Payroll accrual	T. R. S.000	05/29/2020	655281	1,872.09
CUST#11416 Reprogrammed master controller LAN card to new network LBES	Tech Systems Inc	06/09/2020	56470	264.00
CUST#11416 Reprogrammed master controller LAN card to new network LBMS	Tech Systems Inc	06/09/2020	56470	231.00
Payroll accrual	THIS FUN002	05/29/2020	655280	4,002.44
Payroll accrual	THIS FUN002	05/29/2020	655280	639.43
Payroll accrual	THIS FUN002	05/29/2020	655280	474.44
Payroll accrual	THIS FUN002	05/29/2020	655280	2,969.53
CUST#3629204 Service/Repair Chiller	Trane U.S. Inc.	06/09/2020	56471	1,707.28
CUST#3629204 Service/Repair Chiller	Trane U.S. Inc.	06/09/2020	56471	731.03
Payroll accrual	TSA CONS000	05/29/2020	192000173	750.00
Payroll accrual	TSA CONS000	05/29/2020	192000173	1,953.83
Payroll accrual	TSA CONS000	05/29/2020	192000173	3,803.83
Payroll accrual	TSA CONS000	05/29/2020	192000173	2,057.89
Payroll accrual	TSA CONS000	05/29/2020	192000173	121.59
Payroll accrual	TSA CONS000	05/29/2020	192000173	2,374.26
Payroll accrual	TSA CONS000	05/29/2020	192000173	2,870.83
Payroll accrual	TSA CONS000	05/29/2020	192000173	1,300.00
Payroll accrual	TSA CONS000	05/29/2020	192000173	1,970.00
Payroll accrual	TSA CONS000	05/29/2020	192000173	600.00

INVOICE DESCRIPTION	VENDOR PAYEE	CHECK DATE	CHECK NUMBER	AMOUNT
Payroll accrual	TSA CONS000	05/29/2020	192000173	1,083.33
Payroll accrual	TSA CONS000	05/29/2020	192000173	600.00
Payroll accrual	TSA CONS000	05/29/2020	192000173	847.00
Payroll accrual	TSA CONS000	05/29/2020	192000173	3,233.34
Payroll accrual	TSA CONS000	05/29/2020	192000173	332.68
Payroll accrual	TSA CONS000	05/29/2020	192000173	1,083.00
Payroll accrual	TSA CONS000	05/29/2020	192000173	175.00
Payroll accrual	TSA CONS000	05/29/2020	192000173	75.00
Payroll accrual	TSA CONS000	05/29/2020	192000173	25.00
Payroll accrual	TSA CONS000	05/29/2020	192000173	75.00
CUS#65052 Maintenance Supplies	ULINE	06/09/2020	56472	1,026.78
Annual Alarm	Village of Lake Bluff Police	06/09/2020	56473	50.00
Registration/Renewal LBES & LBMS				
CUST#118642 custodial supplies	Warehouse Direct	06/09/2020	56475	965.88
CUST#118642 custodial supplies	Warehouse Direct	06/09/2020	56475	239.22
CUST#118642 custodial supplies CREDIT	Warehouse Direct	06/09/2020	56475	-432.12
CUST#118642 CUSTODIAL SUPPLIES	Warehouse Direct	06/09/2020	56475	186.83
CUST#118642 CUSTODIAL SUPPLIES	Warehouse Direct	06/09/2020	56475	780.00
CUST#118642 CUSTODIAL SUPPLIES	Warehouse Direct	06/09/2020	56475	71.00
Credit Card Payment AP Invoice.	WEX BANK000	05/22/2020	10506	310.25
WEX Gasoline Rebate	WEX BANK000	05/22/2020	10506	-9.07
Credit Card Payment AP Invoice.	WEX BANK000	06/22/2020	10507	282.02
WEX Gasoline Rebate	WEX BANK000	06/22/2020	10507	-4.10
Payroll accrual	WIDEOFRE000	05/29/2020	655282	159.76
Payroll accrual	WIDEOFRE000	05/29/2020	655282	197.38
			Totals for checks	527,910.30

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	Education Fund	138,810.51	0.00	274,542.08	413,352.59
15	Food Service Fund	0.00	0.00	22,410.65	22,410.65
20	Operation & Maintenance Fund	5,596.00	0.00	18,604.27	24,200.27
30	Debt Service	0.00	0.00	475.00	475.00
40	Transportation Fund	0.00	0.00	40,824.36	40,824.36
50	IMRF Fund	16,562.46	0.00	0.00	16,562.46
51	Social Security Fund	10,084.97	0.00	0.00	10,084.97
***	Fund Summary Totals ***	171,053.94	0.00	356,856.36	527,910.30

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



**LAKE BLUFF  
SCHOOLS**  
DISTRICT 65

**TO:** Board of Education  
Dr. Jean Sophie, Superintendent

**FROM:** Jay Kahn, Director of Finance and Operations/CSBO

**DATE:** June 9, 2020

**RE:** May 2020 FYTD Financial Report

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### Executive Summary

Financial results through the end of May are favorable to budget by approximately \$300,000.

Revenue: Revenue is unfavorable to budget by roughly (\$160,000) primarily due to lower than expected student fees and food service revenue due to the school closures as a result of the pandemic.

Expenditures: Expenditures are favorable to budget by about \$450,000.

- Food service favorability of \$71,000 is related to lower food expenses caused by decreased participation and the closure of school in mid-March.
- Construction is favorable to budget because last summer's capital projects were started in June and this summer's projects have been canceled or delayed.
- Technology is showing favorability because a technology aide was reclassified to the library due to a change in personnel.
- Debt service expenditures are higher than anticipated due to costs associated with an unbudgeted bond refunding, but this is offset by the bond source of funds.
- Special Education favorability that was previously anticipated was eliminated by a mid-year outplacement.
- School closures resulted in savings on substitute teacher salaries and stipends for some sports and clubs.

### Balance Sheet

The May ending cash balance is \$573,914.

The May ending investment balance is \$10,121,567 and it is invested for an average maturity of 34 days at 1.0% interest. The portfolio consists of approximately 15% Money Market, 32% Certificates of Deposit and 53% Savings Deposit Accounts. The average interest rate is expected to continue decline as higher interest investments mature and are replaced by new lower interest rate investments. Current short term interest rates are around 0.4%

### June bills list highlights (not included in May YTD expenditures)

- \$40,824 – Olson Transportation – COVID-19 contract amendment payment to cover fixed costs during closure net of March credit.
- \$7,563 –Lake Forest School District 67 – Quest IGA payment for March foodservice
- \$3,223 – Northwestern University – Center for Talent Development Enrichment assessments

### July bills list highlights (to be paid in July - next FY expense - but approved in June)

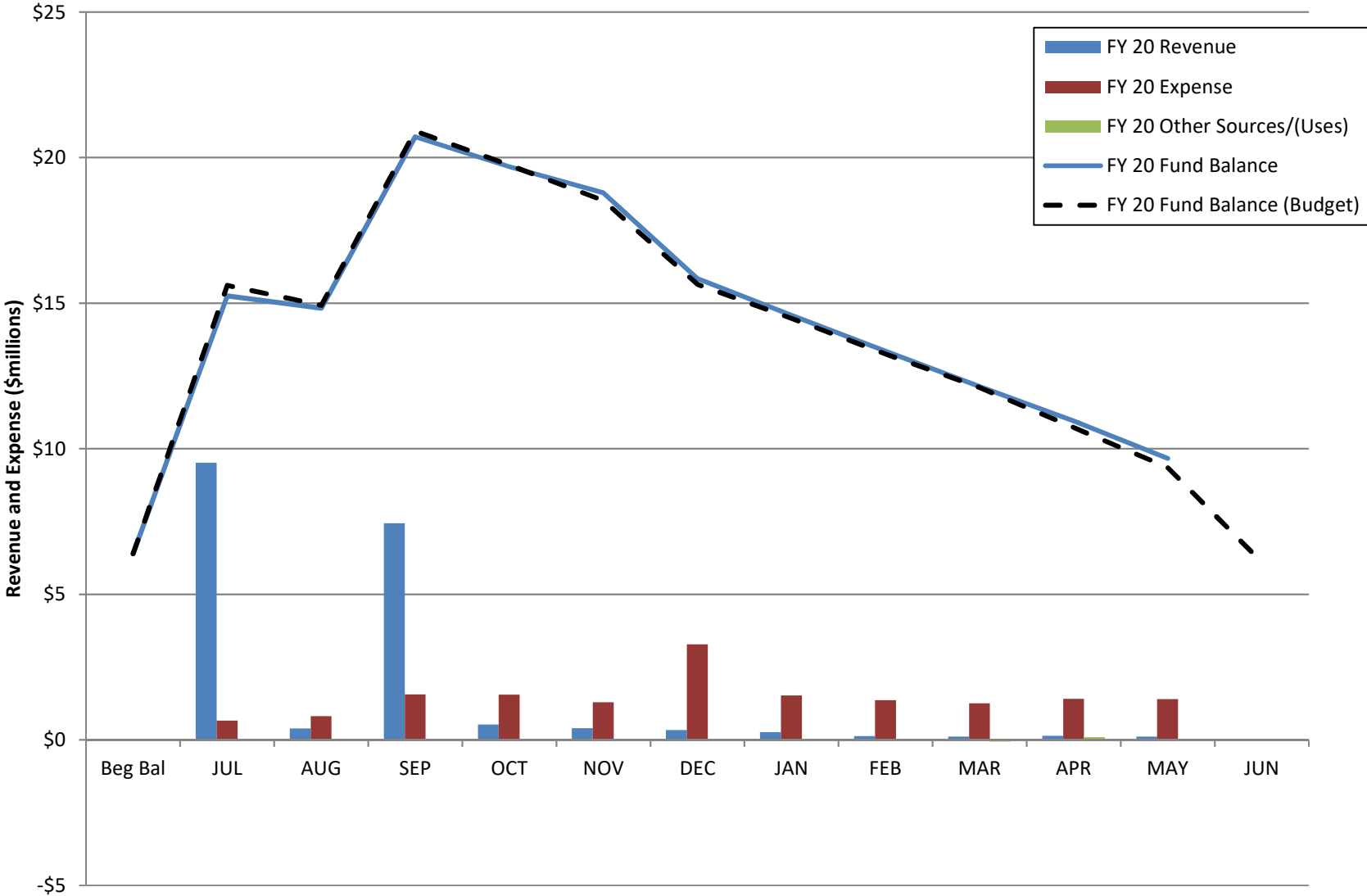
- \$63,167 – Collective Liability Insurance Cooperative (CLIC) – 2020-21 Property/Casualty and Fiduciary liability insurance coverage

- \$36,634 – Accident Fund – 2020-21 Workers Compensation Insurance premium
- \$27,671 – American Capital Financial Services – 2020-21 Teacher MacBook Lease payment
- \$19,787 – PowerSchool – Student Information system and registration system software license
- \$18,050 – Skyward – District HR/Finance software license
- \$17,492 – Frontline Technologies – Human resources and IEP software licenses \$7,394 – Illinois Association of School Boards (IASB) – Annual Dues
- \$11,238 – NWEA – MAP student assessment software license
- \$7,563 – JAMF – Apple device management software
- \$6,290 – Gaggle – Student email and chat monitoring/safety software
- \$5,000 – Creative Learning Systems – LBMS STEAM curriculum license \$2,778 – Assured Partners of Illinois – 2020-21 Treasurers Bond
- \$4,485 – Single Path – Annual Cisco Cloudlock Google Suite security software license
- \$4,257 – Renaissance Learning, Inc – Supplemental educational software license
- \$2,980 – Illinois Association of School Boards (IASB) – 2020-21 Boardbook and Press Policy subscriptions
- \$1,100 – Raptor Technologies – Visitor management software license
- \$1,000 – Crisis Go – District Safety App license

Lake Bluff Elementary School District 65  
 Total Government Funds  
**Balance Sheet**  
 Month Ending May 30, 2020

	Operating Funds							Total Governmental Funds
	General Fund	Special Revenue Funds						
	Educational Fund	Working Cash Fund	Operations & Maintenance Fund	Transportation Fund	Municipal Retirement / Social Security Fund	Debt Service Fund	Capital Projects Fund	
<b>Assets:</b>								
Cash	\$ 180,159	\$ 19,471	\$ 102,969	\$ 93,325	\$ 56,675	\$ 119,124	\$ 2,192	\$ 573,914
Investments	7,291,630	786,619	706,955	433,136	285,395	482,705	135,127	10,121,567
Taxes Receivable	-	-	-	-	-	-	-	-
Interfund Loan Receivable	-	-	-	-	-	-	-	-
Intergovernmental Receivable	-	-	-	-	608	-	-	608
Accounts Receivable	2,207	-	-	-	-	-	-	2,207
Prepaid Items	-	-	-	-	-	-	-	-
Other Current Assets	-	-	-	-	-	-	-	-
Total Current Assets	<u>\$ 7,473,996</u>	<u>\$ 806,090</u>	<u>\$ 809,923</u>	<u>\$ 526,461</u>	<u>\$ 342,677</u>	<u>\$ 601,829</u>	<u>\$ 137,319</u>	<u>\$ 10,698,297</u>
<b>Liabilities:</b>								
Accounts Payable	\$ 16,275	\$ -	\$ 278	\$ -	\$ -	\$ -	\$ -	\$ 16,553
Salaries & Benefits Payable	-	-	-	-	-	-	-	-
Payroll Liabilities Payable	111,723	-	499	-	-	-	-	112,221
Interfund Payable	-	-	-	-	-	-	-	-
Intergovernmental Payable	-	-	-	-	-	-	-	-
Deferred Revenue	610,104	6,603	74,515	23,478	11,028	100,816	-	826,545
Other Current Liabilities	47,088	-	15,421	-	-	-	10,550	73,058
Total Current Liabilities	<u>\$ 785,190</u>	<u>\$ 6,603</u>	<u>\$ 90,712</u>	<u>\$ 23,478</u>	<u>\$ 11,028</u>	<u>\$ 100,816</u>	<u>\$ 10,550</u>	<u>\$ 1,028,378</u>
<b>Fund Balance:</b>								
Beginning Fund Balance	\$ 4,364,875	\$ 762,848	\$ 459,816	\$ 371,550	\$ 280,579	\$ 153,123	\$ (3,100)	\$ 6,389,691
Revenue YTD	14,413,664	36,639	1,648,647	622,741	412,235	2,187,191	2,100	19,323,217
Expenditures YTD	(11,712,133)	-	(1,389,252)	(491,307)	(361,165)	(1,865,799)	(249,831)	(16,069,487)
Sources/(Uses) YTD	(377,600)	-	-	-	-	26,497	377,600	26,497
Ending Fund Balance	<u>\$ 6,688,807</u>	<u>\$ 799,487</u>	<u>\$ 719,211</u>	<u>\$ 502,983</u>	<u>\$ 331,649</u>	<u>\$ 501,013</u>	<u>\$ 126,769</u>	<u>\$ 9,669,919</u>
Liabilities & Fund Balance	<u>\$ 7,473,996</u>	<u>\$ 806,090</u>	<u>\$ 809,923</u>	<u>\$ 526,461</u>	<u>\$ 342,677</u>	<u>\$ 601,829</u>	<u>\$ 137,319</u>	<u>\$ 10,698,297</u>

### Lake Bluff 65 Fund Balance 2019-20



Lake Bluff Elementary School District 65  
Statement of Revenue, Expenditures and Change in Fund Balance  
Total Governmental Funds by **Object**  
Fiscal Year to Date through May 30, 2020

	Operating Funds												Total Governmental Funds	%	Prior YTD Actual	Δ PY
	General Fund	Special Revenue Funds														
	Education & Working Cash Funds	% Bud	Operations & Maintenance Fund	% Bud	Transportation Fund	% Bud	Municipal Retirement / Social Security Fund	% Bud	Debt Service Fund	% Bud	Capital Projects Fund	% Bud				
<b>Revenue:</b>																
Local Sources	\$ 13,749,067	99%	\$ 1,648,647	101%	\$ 573,176	96%	\$ 411,929	101%	\$ 2,187,191	100%	\$ 2,100	430%	\$ 18,572,110	99%	\$ 18,182,730	2%
State Sources	513,558	101%	-		49,565	77%	-		-		-		563,122	n/a	568,451	-1%
Federal Sources	187,679		-		-		306		-		-		187,985		190,522	-1%
<b>Total Revenue</b>	<b>\$ 14,450,303</b>	<b>99%</b>	<b>\$ 1,648,647</b>	<b>101%</b>	<b>\$ 622,741</b>	<b>94%</b>	<b>\$ 412,235</b>	<b>101%</b>	<b>\$ 2,187,191</b>	<b>100%</b>	<b>\$ 2,100</b>	<b>430%</b>	<b>\$ 19,323,217</b>	<b>99%</b>	<b>\$ 18,941,703</b>	<b>2%</b>
<b>Expenditures:</b>																
Salaries	\$ 8,159,049	99%	\$ 345,769	100%	\$ -		\$ -		\$ -		\$ -		\$ 8,504,818	99%	\$ 8,159,962	4%
Employee Benefits	1,483,382	98%	68,150	98%	-		361,165	98%	-		-		1,912,697	98%	\$ 1,911,255	0%
Purchased Services	1,165,478	95%	436,428	110%	491,292	84%	-		59,420	1188%	-		2,152,618	97%	2,238,959	-4%
Supplies	471,041	91%	256,412	90%	15		-		-		-		727,467	91%	781,151	-7%
Capital Outlay	-		282,493	96%	-		-		-		249,831	67%	532,324	79%	1,274,368	-58%
Tuition, Fees & Debt Service	433,183	92%	-	0%	-		-		1,806,379	99%	-		2,239,562	98%	2,427,862	-8%
Other	-		-		-		-		-		-		-		3,811	-100%
<b>Total Expenditures</b>	<b>\$ 11,712,133</b>	<b>98%</b>	<b>\$ 1,389,252</b>	<b>100%</b>	<b>\$ 491,307</b>	<b>84%</b>	<b>\$ 361,165</b>	<b>98%</b>	<b>\$ 1,865,799</b>	<b>102%</b>	<b>\$ 249,831</b>	<b>67%</b>	<b>\$ 16,069,487</b>	<b>97%</b>	<b>\$ 16,797,368</b>	<b>-4%</b>
Excess (Deficiency) of Revenue over (under) Expenditures	\$ 2,738,170		\$ 259,395		\$ 131,434	170%	\$ 51,070		\$ 321,393		\$ (247,731)		\$ 3,253,730		\$ 2,144,335	
<b>Other Financing Sources/(Uses):</b>																
Other Sources of Funds	-		-		-		-		1,944,272		377,600		2,321,872		1,100,000	
Other Uses of Funds	(377,600)		-		-		-		(1,917,775)		-		(2,295,375)		(1,100,000)	
<b>Total Sources/(Uses)</b>	<b>(377,600)</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>26,497</b>		<b>377,600</b>		<b>26,497</b>		<b>-</b>	
Change in Fund Balance	\$ 2,360,570		\$ 259,395		\$ 131,434	170%	\$ 51,070		\$ 347,890		\$ 129,869		\$ 3,280,228		\$ 2,144,335	
Beginning Fund Balance	\$ 5,127,723		\$ 459,816		\$ 371,550		\$ 280,579		\$ 153,123		\$ (3,100)		\$ 6,389,691		\$ 9,570,635	
<b>Ending Fund Balance</b>	<b>\$ 7,488,294</b>		<b>\$ 719,211</b>		<b>\$ 502,983</b>		<b>\$ 331,649</b>		<b>\$ 501,013</b>		<b>\$ 126,769</b>		<b>\$ 9,669,919</b>		<b>\$ 11,714,970</b>	

Lake Bluff Elementary School District 65  
 Statement of Revenue, Expenditures and Change in Fund Balance  
 Total Government Funds by **Function**  
 Fiscal Year to Date through May 30, 2020

	Operating Funds												Total Governmental Funds	Prior YTD Actual	Δ PY	
	General Fund	Special Revenue Funds						Municipal								
	Education & Working Cash Funds	% Bud	Operations & Maintenance Fund	% Bud	Transportation Fund	% Bud	Retirement / Social Security Fund	% Bud	Debt Service Fund	% Bud	Capital Projects Fund	% Bud				
<b>Revenue:</b>																
<b>Local Sources</b>																
Real Estate Taxes	\$ 12,927,931	100%	\$ 1,582,098	100%	\$ 498,458	100%	\$ 398,774	100%	\$ 2,167,483	100%	\$ -	430%	\$ 17,574,743	100%	\$ 17,145,133	3%
Replacement Taxes	140,386	99%	-	-	-	-	5,000	100%	-	-	-	-	145,386	99%	131,727	10%
Earnings on Investments	206,276	104%	21,173	113%	11,350	151%	8,155	125%	19,709	129%	2,100	430%	268,762	109%	314,785	-15%
Tuition	67,725	107%	-	-	-	-	-	-	-	-	-	-	67,725	107%	68,135	-1%
Student Fees	248,644	88%	-	-	63,369	68%	-	-	-	-	-	-	312,013	83%	339,927	-8%
Food Service	125,420	52%	-	-	-	-	-	-	-	-	-	-	125,420	52%	106,036	18%
Other Local	32,684	94%	45,376	111%	-	-	-	-	-	-	-	-	78,060	103%	76,989	1%
<b>Total Local Revenue</b>	<b>\$ 13,749,067</b>	<b>99%</b>	<b>\$ 1,648,647</b>	<b>101%</b>	<b>\$ 573,176</b>	<b>96%</b>	<b>\$ 411,929</b>	<b>101%</b>	<b>\$ 2,187,191</b>	<b>100%</b>	<b>\$ 2,100</b>	<b>430%</b>	<b>\$ 18,572,110</b>	<b>99%</b>	<b>\$ 18,182,730</b>	<b>2%</b>
<b>State Sources</b>																
General State Aid	\$ 512,179	n/a	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ 512,179	n/a	\$ 511,316	0%
Special Education	629	-	-	-	-	-	-	-	-	-	-	-	629	-	1,349	-53%
Transportation	-	-	-	-	49,565	77%	-	-	-	-	-	-	49,565	77%	55,786	-11%
Other State	750	-	-	-	-	-	-	-	-	-	-	-	750	-	-	-
<b>Total State Sources</b>	<b>\$ 513,558</b>	<b>101%</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 49,565</b>	<b>77%</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 563,122</b>	<b>98%</b>	<b>\$ 568,451</b>	<b>-1%</b>
<b>Federal Sources</b>																
Special Ed	\$ 146,760	82%	\$ -	-	\$ -	-	\$ 306	-	\$ -	-	\$ -	-	\$ 147,066	83%	\$ 125,037	18%
Milk/Summer Food	8,038	138%	-	-	-	-	-	-	-	-	-	-	8,038	138%	5,993	34%
Title I - Low Income	13,819	117%	-	-	-	-	-	-	-	-	-	-	13,819	117%	31,621	-56%
Title II - Teacher Quality	16,327	391%	-	-	-	-	-	-	-	-	-	-	16,327	391%	15,572	5%
Other Federal	2,735	27%	-	-	-	-	-	-	-	-	-	-	2,735	27%	12,299	-78%
<b>Total Federal Sources</b>	<b>\$ 187,679</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 306</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 187,985</b>	<b>-</b>	<b>\$ 190,522</b>	<b>-1%</b>
<b>Total Revenue</b>	<b>\$ 14,450,303</b>	<b>99%</b>	<b>\$ 1,648,647</b>	<b>101%</b>	<b>\$ 622,741</b>	<b>94%</b>	<b>\$ 412,235</b>	<b>101%</b>	<b>\$ 2,187,191</b>	<b>100%</b>	<b>\$ 2,100</b>	<b>430%</b>	<b>\$ 19,323,217</b>	<b>99%</b>	<b>\$ 18,941,703</b>	<b>2%</b>
<b>Expenditures:</b>																
<b>Instruction</b>																
Regular Programs	\$ 4,776,093	99%	\$ -	-	\$ -	-	\$ 55,448	96%	\$ -	-	\$ -	-	\$ 4,831,541	99%	\$ 4,625,782	4%
Private Tuition	55,679	76%	-	-	-	-	-	-	-	-	-	-	55,679	76%	-	-
Special Education	1,761,056	100%	-	-	-	-	80,482	100%	-	-	-	-	1,841,538	100%	1,810,277	2%
Remedial/Supplemental	11,810	98%	-	-	-	-	-	-	-	-	-	-	11,810	98%	22,005	-46%
Athletics/Interscholastic	132,489	78%	-	-	-	-	3,866	138%	-	-	-	-	136,355	79%	161,465	-16%
Gifted Programs	147,270	98%	-	-	-	-	1,876	99%	-	-	-	-	149,145	98%	142,270	5%
Summer School	3,136	135%	-	-	-	-	44	-	-	-	-	-	3,180	137%	22,211	-86%
Bilingual	142,994	99%	-	-	-	-	1,666	90%	-	-	-	-	144,661	99%	141,405	2%
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Instruction</b>	<b>\$ 7,030,526</b>	<b>98%</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 143,383</b>	<b>99%</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 7,173,909</b>	<b>98%</b>	<b>\$ 6,925,414</b>	<b>4%</b>
<b>Supporting Services</b>																
Pupil Support	\$ 968,106	101%	\$ -	-	\$ -	-	\$ 51,962	103%	\$ -	-	\$ -	-	\$ 1,020,067	101%	\$ 1,006,398	1%
PD, Library, & Assessment	748,675	100%	-	-	-	-	14,631	99%	-	-	-	-	763,306	100%	776,978	-2%
General Administration	810,602	98%	-	-	-	-	22,512	96%	-	-	-	-	833,115	98%	1,401,228	-41%
School Administration	700,977	98%	-	-	-	-	30,278	102%	-	-	-	-	731,255	98%	685,778	7%
Business & Operations	422,555	103%	1,389,252	100%	491,307	84%	94,701	99%	-	-	249,831	67%	2,647,646	93%	3,532,019	-25%
Food Service	219,412	76%	-	-	-	-	-	-	-	-	-	-	219,412	76%	150,606	46%
HR/Tech/Assessment	333,044	87%	-	-	-	-	3,699	44%	-	-	-	-	336,742	86%	381,642	-12%
<b>Total Support Services</b>	<b>\$ 4,203,371</b>	<b>97%</b>	<b>\$ 1,389,252</b>	<b>100%</b>	<b>\$ 491,307</b>	<b>84%</b>	<b>\$ 217,783</b>	<b>98%</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 249,831</b>	<b>67%</b>	<b>\$ 6,551,544</b>	<b>95%</b>	<b>\$ 7,934,648</b>	<b>-17%</b>
<b>Community Services</b>																
<b>Nonprogrammed Charges</b>																
Payments to other Districts	477,236	98%	-	-	-	-	-	-	-	-	-	-	477,236	98%	165,300	189%
<b>Debt Service</b>																
Principal	-	-	-	-	-	-	-	-	1,440,363	100%	-	-	1,440,363	100%	1,368,858	5%
Interest and Other Charges	-	-	-	-	-	-	-	-	425,436	113%	-	-	425,436	113%	397,149	7%
<b>Total Expenditures</b>	<b>\$ 11,712,133</b>	<b>98%</b>	<b>\$ 1,389,252</b>	<b>100%</b>	<b>\$ 491,307</b>	<b>84%</b>	<b>\$ 361,165</b>	<b>98%</b>	<b>\$ 1,865,799</b>	<b>102%</b>	<b>\$ 249,831</b>	<b>67%</b>	<b>\$ 16,069,487</b>	<b>97%</b>	<b>\$ 16,797,368</b>	<b>-4%</b>
Excess (Deficiency) of Revenue over (under) Expenditures	\$ 2,738,170		\$ 259,395		\$ 131,434		\$ 51,070		\$ 321,393		\$ (247,731)		\$ 3,253,730		\$ 2,144,335	
<b>Other Financing Sources/(Uses):</b>																
Other Sources of Funds	-	-	-	-	-	-	-	-	1,944,272	-	377,600	-	2,321,872	-	1,100,000	-
Other Uses of Funds	(377,600)	-	-	-	-	-	-	-	(1,917,775)	-	-	-	(2,295,375)	-	(1,100,000)	-
<b>Total Sources/(Uses)</b>	<b>(377,600)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>26,497</b>	<b>-</b>	<b>377,600</b>	<b>-</b>	<b>26,497</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Fund Balance</b>	<b>\$ 2,360,570</b>		<b>\$ 259,395</b>		<b>\$ 131,434</b>		<b>\$ 51,070</b>		<b>\$ 347,890</b>		<b>\$ 129,869</b>		<b>\$ 3,280,228</b>		<b>\$ 2,144,335</b>	

Lake Bluff Elementary School District 65  
 Actual to Budget Reconciliation  
 Total Government Funds by **Function**  
 Fiscal Year to Date through May 30, 2020

	FYTD Activity	FYTD Original Budget	Δ Budget Fav/(Unfav)	
<b>Revenue:</b>				
<b>Local Sources</b>				
Real Estate Taxes	\$ 17,574,743	\$ 17,550,587	\$ 24,156	
Replacement Taxes	145,386	147,147	(1,761)	
Earnings on Investments	268,762	246,915	21,847	longer term investements at higher interest rates are maturing
Tuition	67,725	63,167	4,558	
Student Fees	312,013	377,795	(65,782)	May Transportation refund (\$22,000), Canceled Musical, Field Trips and extracurriculars
Food Service	125,420	239,631	(114,211)	lower than expected participation, School Closure
Other Local	78,060	75,667	2,393	
<b>Total Local Revenue</b>	<b>\$ 18,572,110</b>	<b>\$ 18,700,909</b>	<b>\$ (128,799)</b>	
<b>State Sources</b>				
General State Aid	\$ 512,179	\$ 510,909	\$ 1,270	
Special Education	629	-	629	
Transportation	49,565	64,680	(15,115)	Rec'd 2 quarterly payment YTD
Other State	750	-	750	
<b>Total State Sources</b>	<b>\$ 563,122</b>	<b>\$ 575,589</b>	<b>\$ (12,467)</b>	
<b>Federal Sources</b>				
Special Ed	\$ 147,066	\$ 178,102	\$ (31,036)	
Milk/Summer Food	8,038	5,838	2,200	
Title I - Low Income	13,819	11,848	1,971	
Title II - Teacher Quality	16,327	4,175	12,152	
Other Federal	2,735	10,000	(7,265)	
<b>Total Federal Sources</b>	<b>\$ 187,985</b>	<b>\$ 209,963</b>	<b>\$ (21,978)</b>	
<b>Total Revenue</b>	<b>\$ 19,323,217</b>	<b>\$ 19,486,461</b>	<b>\$ (163,244)</b>	
<b>Expenditures:</b>				
<b>Instruction</b>				
Regular Programs	\$ 4,831,541	\$ 4,890,227	\$ 58,685	Substitute Teacher Savings
Private Tuition	55,679	73,333	17,655	
Special Education	1,841,538	1,845,159	3,621	
Remedial/Supplemental	11,810	12,000	190	
Athletics/Interscholastic	136,355	173,610	37,256	Canceled Sports/Activities
Gifted Programs	149,145	152,150	3,004	
Summer School	3,180	2,325	(855)	
Bilingual	144,661	145,966	1,306	
Other	-	-	-	
<b>Total Instruction</b>	<b>\$ 7,173,909</b>	<b>\$ 7,294,770</b>	<b>\$ 120,862</b>	
<b>Supporting Services</b>				
Pupil Support	\$ 1,020,067	\$ 1,011,984	\$ (8,084)	
PD, Library, & Assessment	763,306	760,019	(3,287)	
General Administration	833,115	852,459	19,344	
School Administration	731,255	743,504	12,249	
Business	448,784	435,509	(13,275)	
Buildings & Grounds	1,457,724	1,463,343	5,619	
Construction	249,831	375,000	125,169	Portion of summer projects completed in June 19
Transportation	491,307	586,460	95,153	School closure, no service
Food Service	219,412	290,465	71,053	Lower than expected participation, school closure
HR/Technology	336,742	393,351	56,608	Software, moved tech assistant to library
<b>Total Support Services</b>	<b>\$ 6,551,544</b>	<b>\$ 6,912,094</b>	<b>\$ 360,550</b>	
<b>Community Services</b>				
<b>Nonprogrammed Charges</b>				
Payments to other Governments	477,236	487,390	10,155	
<b>Debt Service</b>				
Principal	1,440,363	1,445,071	4,708	
Interest and Other Charges	425,436	378,092	(47,343)	Cost of issuance for bond refunding
<b>Total Expenditures</b>	<b>\$ 16,069,487</b>	<b>\$ 16,523,417</b>	<b>\$ 453,931</b>	
<b>Excess (Deficiency) of Revenue over (under) Expenditures</b>	<b>\$ 3,253,730</b>	<b>\$ 2,963,044</b>	<b>\$ 290,686</b>	
<b>Other Financing Sources/(Uses):</b>				
Other Sources of Funds	2,321,872	377,600	1,944,272	
Other Uses of Funds	(2,295,375)	(377,600)	(1,917,775)	
<b>Total Sources/(Uses)</b>	<b>26,497</b>	<b>-</b>	<b>26,497</b>	Bond refunding
<b>Change in Fund Balance</b>	<b>\$ 3,280,228</b>	<b>\$ 2,963,044</b>	<b>\$ 317,184</b>	
<b>Ending Fund Balance</b>	<b>\$ 9,669,919</b>	<b>\$ 9,352,735</b>	<b>\$ 317,184</b>	



LAKE BLUFF SCHOOLS  
DISTRICT 65

## Freedom of Information Act Request Report June 9, 2020

Date of Request	Organization	Requestor Name	Requested Description
5/28/20	ABC7	Jonathan Fagg	I request access to and a copy of information related to student attendance during the current period of remote learning. For this request, please provide a breakdown of attendance rates by school -- by whatever measures your district is tracking engagement -- as well as details of how attendance is being tracked in this period. Please provide information broken down by school in your district from when remote learning began until the most current date available upon production.